

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Langston Hughes Middle School of Reston, Fairfax County were approved by the membership at its meeting on _____

Signed: _____ Katie McClain
President Print/Type Name

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Signed: _____ Ellen Harr
Secretary Print/Type Name

Signed: _____ Zoo Flynn
Bylaws Committee Chairman Print/Type Name

(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Directors by the Virginia PTA Bylaws Committee:

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect on _____ and must be submitted for review to the Virginia PTA by _____ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JULY 2017

Lanston Hughes Middle School PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	5
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	10
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	13
12. Council Membership	14
13. District Membership	14
14. Fiscal Year	15
15. Parliamentary Authority	15
16. Local Unit Bylaws Revisions and Amendments	15

PTA Mission

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

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**Lanston Hughes Middle School
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Langston Hughes Middle School Association located in Fairfax County, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as “National PTA”).

#Article 2: Purposes

Section 1. Objectives. The purpose or purposes (Objects) of Langston Hughes Middle School PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- b. To raise the standards of home life.
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- d. To promote the collaboration and engagement of families and educators in the education of children and youth.
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article 3.

Section 3. Federal Status. The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

#Article 3: Principles

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The following are basic principles of the Langston Hughes Middle School PTA in common with those of Virginia PTA and National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Virginia PTA.

#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations

Section 1. The articles of organization of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association).

Section 2. Local PTA/PTSAs shall be organized and chartered under the authority of Virginia PTA in the area in which the local PTA/PTSA functions in conformity with such rules and regulations, not in conflict with the bylaws of Virginia PTA or National PTA.

Section 3. Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the due association and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing shall:

- a. Adhere to purposes and basic policies of the PTA.
- b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary, and one (1) treasurer.
- c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors.

91 d. Submit local unit officers contact information form and verification of local unit's
92 employer identification number (EIN) to the Virginia PTA state office immediately upon
93 election of officers annually.

94
95 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
96 fifteen (15) days following the adoption of the audit report by the general membership.

97
98 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
102 designated in these bylaws.

103
104 h. Provide information for members who have joined the association during the reporting
105 period as prescribed by the Virginia PTA.

106
107 i. Meet other criteria as may be prescribed by Virginia PTA.

108
109 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
110 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
111 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
112 and shall include a provision establishing a quorum.

113
114 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
115 serve automatically and without the requirement of further action by the local PTA/PTSA to
116 amend correspondingly the bylaws of the local PTA/PTSA.

117
118 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
119 sections that are identified by the pound symbol (#).

120
121 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
122 PTA/PTSA.

123
124 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
125 year may participate in the business of this association.

126
127 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
128 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
129 including, specifically, the number of its members, the dues collected from its members, and the
130 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
131 account and records shall at all reasonable times be open to inspection by an authorized
132 representative of Virginia PTA or, where directed by the committee on state and local relations.
133 Such authorized representative shall have full access in cases where account information and
134 records are required from banks.

136 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
137 National PTA.

138
139 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
140 elected by the general membership.

141
142 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
143 association's board at the local, council, district, state, or national level while serving as a paid
144 employee of, or under contract to, that constituent association.

145
146 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
147 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
148 local unit's name must be used and not that of Virginia PTA.

149
150 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
151 the ending date the last day of a calendar month.

152
153 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
154 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
155 circumstances provided in the bylaws of Virginia PTA.

156
157 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 158
159 a. Yield and surrender all of its books and records and all of its assets and property to
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
161 PTA/PTSA organized under the authority of Virginia PTA.
162
163 b. Cease and desist from the further use of any name that implies or connotes association
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.
165
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
167 necessary for the purpose of dissolving such local PTA/PTSA.
168

169 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
170 the following manner:

- 171
172 a. The executive board shall adopt a written resolution recommending that the local
173 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
174 a vote at a special meeting of the general membership having voting rights at the time of
175 the meeting.
176
177 1. Only those funds approved by the general membership in the current budget year
178 may be spent.
179
180 2. Written notice of the adoption of such resolution accompanied by a copy of the
181 notice of the special meeting for the members shall be given to the president of

182 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
183 of the members.

184
185 3. A complete membership list including contact information shall be provided to
186 the Virginia PTA state office at least thirty (30) days before the date fixed for such
187 special meeting of the members.

188
189 b. Written notice stating the purpose of such meeting to consider dissolving the local
190 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
191 meeting. Such meeting shall be held only during the academic school year.

192
193 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
194 to consider the resolution to dissolve. The dissolution quorum includes the required
195 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
196 the executive board members.

197
198 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
199 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
200 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
201 answer session.

202
203 e. Voting shall be by ballot.

204
205 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
206 the resolution and who continue to be members on the date of the special meeting shall be
207 entitled to vote on dissolution.

208
209 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
210 the obligations of the association, the remaining assets shall be distributed to one (1) or
211 more non-profit funds, foundations, or organizations which have established their tax-
212 exempt status under Section 501(c)(3) of the Internal Revenue Code.

213
214 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
215 PTA in accordance with state bylaws.

216
217 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
218 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
219 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
220 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

221
222 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
223 designated in these bylaws and to council (if a member of council).

224
225 **#Article 5: Membership and Dues**

227 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
228 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
229 all the benefits of such membership.

230
231 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
232 who believes in and supports the mission and purposes of National PTA.

233
234 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
235 persons to membership at any time.

236
237 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
238 shall offer membership to students.

239
240 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
241 inclusive dues as required in each local PTA/PTAs' bylaws.

242
243 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
244 local PTA/PTSA or to serve in any of its elected or appointed positions.

245
246 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
247 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
248 "state portion") and the portion payable to National PTA (the "national portion").

249
250 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
251 approved by two-thirds (2/3) vote of members present and voting after having been given at least
252 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
253 local unit, Virginia PTA and National PTA.

254
255 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
256 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
257 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
258 be two dollars and twenty-five cents (\$2.25) per annum.

259
260 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
261 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
262 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
263 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
264 area.

265
266 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
267 following October 31.

268
269 **Section 12.** Payment of Virginia PTA and National PTA dues:
270

271 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
272 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
273 shall not be included in the local PTA/PTSA's budget.

274
275 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
276 or before December 1. Additional membership dues received after December 1 shall be
277 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
278 shall be remitted to Virginia PTA on or before June 30.

279
280 c. A list of members who joined the association during the reporting period shall be kept
281 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

282
283 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
284 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
285 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
286 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
287 payment of the registration fee.

288
289 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
290 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
291 Life Achievement Award provides only National Convention guest privileges upon payment of the
292 convention registration fee.

293
294 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
295 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
296 unit.

297 **Article 6: Officers and Their Election**

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300 **Section 1.** The officers of this PTA/PTSA shall consist of:

301 #a. One (1) president.

302
303 b. One (1) vice president(s).

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305 #c. A secretary.

306
307 #d. One (1) treasurer.

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309
310 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
311 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
312 board, standing or special committees, or to serve as a delegate or alternate to the council or
313 district.

314
315 **#Section 3.** Nominating committee:

317 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

318
319 b. The nominating committee shall consist of three (3) members who shall be elected by
320 the members of this local PTA/PTSA at their regular general membership meeting at least
321 two (2) months prior to the election of officers. The committee shall elect its own
322 chairman.

323
324 c. The nominating committee shall nominate an eligible person for each office to be filled
325 and report its nominees to the members at a regular general membership meeting at least
326 thirty (30) days prior to the general membership election meeting. At the general
327 membership election meeting, additional nominations may be made from the floor.

328
329 d. Only those persons who have signified their consent to serve, if elected, shall be
330 nominated for or elected to such office.

331
332 **#Section 4.** Officers shall be elected by the following method:

333
334 a. Officers shall be elected at the general membership election meeting in the month of
335 June.

336
337 b. If there is more than one nominee for office, then the voting shall be by ballot. A
338 majority of the votes cast shall constitute which nominees are elected. However, if there
339 is but one nominee for office, election for that office may be by voice vote. If by ballot
340 vote, the secretary shall be responsible for destroying all ballots at the end of the general
341 membership election meeting.

342
343 c. Officers, except the treasurer, shall assume their official duties immediately following
344 the close of the meeting in the month of June. The treasurer shall assume his/her official
345 duties upon the completion of the auditing process outlined in these bylaws.

346
347 **#Section 5.** Officers shall serve for a term of one year(s) or until their successors are elected. No
348 person shall hold more than one (1) elected office at a time on this local unit board. No local unit
349 officer shall serve more than 3 consecutive terms, not to exceed four (4) years in the same office.
350 Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed
351 to have served a full term in such office.

352
353 **#Section 6.** Vacancies in any office shall be filled by the following method:

354
355 a. A vacancy occurring in any office except that of president shall be filled for the
356 unexpired term by a person elected by a majority vote of the Executive Board at their
357 next scheduled meeting. In case of a vacancy in the office of president, the vice president
358 shall become president and shall hold office for the balance of the term. In the interim,
359 the duties of the vice president shall be delegated by the president.

361 b. In the event of a vacancy in the office of president, and also in the absence of a vice
362 president, the general membership shall elect the next president.

363
364 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
365 majority of the votes cast shall constitute which nominees are elected. However, if there
366 is but one nominee for office, election for that office may be by voice vote. If by ballot
367 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

368
369 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
370 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
371 be required.

372 .
373 **Article 7: Duties of Officers**

374
375 **Section 1.** The president shall:

376
377 a. Preside at all meetings of this local PTA/PTSA.

378
379 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
380 that the purposes may be promoted.

381
382 #c. Submit this local PTA/PTSA officers' contact information form and verification of
383 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
384 office immediately upon election of officers annually.

385
386 d. Perform such other duties as may be prescribed in these bylaws.

387
388 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
389 nominating committee.

390
391 **Section 2.** The vice president(s) shall:

392
393 a. Act as aide(s) to the president.

394
395 b. In their designated order, perform the duties of the president in the absence or inability
396 of the officer to act.

397
398 (If more than one vice president, must list job title for each vice president)

399
400 c. Perform other delegated duties as assigned.

401
402 **#Section 3.** The secretary shall:

403
404 a. Record the minutes of all meetings of the local PTA/PTSA.

405
406 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

407
408 c. Maintain a membership list as required by Virginia PTA.

409
410 d. Perform other delegated duties as assigned.

411
412 **#Section 4.** The treasurer shall:

413
414 a. Have custody of all funds and finances of the local PTA/PTSA.

415
416 b. Keep a full and accurate account of receipts and expenditures as described in these
417 bylaws.

418
419 c. Make disbursements as authorized by the president, executive board, or general
420 membership in accordance with the budget adopted by the general membership.

421
422 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
423 president.

424
425 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
426 other times when requested by the executive board.

427
428 f. Prepare an annual financial report at the close of the fiscal year.

429
430 g. Have the accounts examined according to the auditing procedures outlined in these
431 bylaws.

432
433 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
434 within fifteen (15) days following the adoption of the audit by the membership.

435
436 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
437 sent to the Virginia PTA state office within fifteen (15) days of filing.

438
439 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
440 dues for membership received prior to December 1. Remit by March 1, dues received
441 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
442 received after March 1.

443
444 k. Perform other delegated duties as assigned.

445
446 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
447 the term of office or in case of resignation, each officer shall turn over to the president, without
448 delay, all records, books, and other materials pertaining to the office.

449
450 **Article 8: Executive Committee**

452 **Section 1.** The executive committee shall consist of the elected officers of the association and
453 the principal of the school.

454
455 **Section 2.** The executive committee shall:

456
457 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
458 general membership for approval.

459
460 b. Appoint standing and special committee chairmen and members of the standing and
461 special committees, except the nominating committee.

462
463 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
464 purpose of appointing standing committee chairmen. Special committee chairmen shall be
465 appointed as necessary. Members of the standing and special committees shall be appointed as
466 soon as possible after the appointment of the committee chairmen.

467
468 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
469 majority of the executive committee, 14 days' notice having been given. A quorum of the
470 executive committee shall be a majority of the members of the committee then in office.

471

472 **Article 9: Executive Board**

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474 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
475 the chairmen of the standing committees. The principal of the school or his/her designee and a
476 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
477 may serve on the executive board. The chairmen of the standing committees shall be appointed by
478 the officers of the association not more than thirty (30) days following the election of officers.

479

480 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
481 association's board at the local, council, district, region, state, or national level while serving as a
482 paid employee of, or under contract to, that constituent association.

483

484 **Section 3.** The executive board shall:

485

486 a. Transact necessary business in the intervals between general membership meetings and
487 such other business as may be referred to it by this local PTA/PTSA and present a report to
488 the general membership at the general membership meetings.

489

490 b. Create standing and special committees.

491

492 c. Approve the plans of work of the standing and special committees.

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494 #d. Select an auditing committee, experienced auditor, or attend an external audit
495 exchange.

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497 #e. Approve the proposed budget to be presented to the general membership for adoption.

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#f. Obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300.00)

#Section 4. Auditing Procedures:

a. The executive board shall select an auditing committee, experienced auditor or choose to participate in an external audit exchange prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three (3) members and no one with signature authority shall sit on their own auditing committee. All audit exchanges shall be coordinated with at least one (1) other PTA/PTSA unit.

b. The local PTA/PTSA treasurer shall submit books to the auditing committee, experienced auditor, or the external audit exchange at the end of the fiscal year. The audit report shall be submitted in writing to the executive board prior to finalization of the proposed budget for the coming school year.

c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during a term select an auditing committee or an experienced auditor within one (1) week of the resignation. The audit shall be performed with fiscal year-end auditing procedures and shall be complete within three (3) weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

d. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.

e. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the general membership.

f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.

#Section 5. If any member of the executive board shall at any time, cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a majority vote of the executive board.

Section 6. The executive board shall hold at least two (2) meetings during the year. The time and place of meetings shall be set at the first meeting of the executive board after their election. Special meetings of the executive board may be called by the president or by a majority of the

543 members of the executive board, fourteen (14) days' notice being given. A quorum of the
544 executive board members shall be a majority of the members of the executive board then in
545 office.

546
547 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
548 Only the president shall have the authority to call for an electronic vote and to establish the
549 guidelines for that vote. The established quorum of the executive board shall prevail. Results
550 must be recorded in the minutes and ratified at the next executive board meeting.

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Article 10: Committees

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554 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
555 appointed positions.

556

557 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
558 this local PTA/PTSA.

559

560 **Section 3.** The executive board may create such standing committees as it may deem necessary
561 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
562 chairmen and committee members shall be appointed by the executive committee, except for the
563 nominating committee. In the absence of an executive committee then the executive board shall
564 make the appointments. The term of each chairman shall be one (1) year(s) or until the selection
565 of a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
566 consecutive terms.

567

568 **Section 4.** The executive board may create such special committees as it may deem necessary or
569 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
570 shall be appointed by the executive committee. In the absence of an executive committee then the
571 executive board shall make the appointments. The term of each special committee chairman is
572 ended upon completion of the task assigned to the committee.

573

574 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
575 the executive board for approval. No committee work shall be undertaken without the consent of
576 the executive board.

577

578 **Section 6.** The quorum of any committee shall be a majority of its members.

579

580 **Section 7.** The president shall serve as ex-officio member of all committees of this local
581 PTA/PTSA except the nominating committee.

582

583 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
584 books and other materials pertaining to the committee at the end of the term served or when
585 departing office.

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Article 11: General Membership Meetings

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Section 1. Regular meetings of this local PTA/PTSA shall be held at least six (6) times during the school year, fourteen (14) days' notice having been given.

Section 2. The general membership election meeting shall be held in June.

Section 3. Special meetings of this local PTA/PTSA may be called by the president or by a majority of the executive board, fourteen (14) days' notice having been given.

Section 4. Voting on routine matters may be by voice vote; however, motions requiring a two-thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the verified members of this local PTA/PTSA.

Section 5. Ten (10) members, shall constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.

Article 12: Council Membership

Section 1. Selection of delegates:

a. This local PTA/PTSA shall be represented in meetings of the Fairfax County Council Parent Teacher Association by the president or alternate, the principal or alternate, and by one (1) delegate(s) or alternate(s).

b. Delegates and alternates shall be appointed in September.

c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year(s) or until the selection of a successor.

Section 2. This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the Fairfax County Council PTA.

Section 3. Responsibilities of delegates:

a. Delegates shall report activities of the council to the local PTA/PTSA and shall present to council such matters as may be referred to it by the local PTA/PTSA.

b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not instructed, they shall use their own discretion, except as provided by council bylaws.

#Article 13: District Membership

Section 1. This local PTA/PTSA shall be a member of the district designated by Virginia PTA. This local PTA/PTSA is in the Fairfax District of Virginia PTA.

633 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
634 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
635 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
636 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

637
638 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
639 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
640 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
641 delegate for each fifty (50) memberships or major fraction thereof.

642
643 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
644 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
645 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
646 instructed, they shall use their own discretion.

647
648 **#Article 14: Fiscal Year**

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650 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

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652 **#Article 15: Parliamentary Authority**

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654 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
655 National PTA and its constituent associations in all cases in which they are applicable and in which
656 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
657 PTA, or the articles of incorporation.

658
659 **#Article 16: Local Unit Bylaws Revisions and Amendments**

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661 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
662 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
663 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
664 years from the Virginia PTA Bylaws Committee date of approval.

665
666 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

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668 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
669 existing bylaws or to submit an amendment to current bylaws.

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671 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
672 provided notice and a copy of the proposed bylaws revision or amendments are provided to
673 the membership at least thirty (30) days prior to the meeting at which the revision or the
674 amendments are to be voted upon. A quorum shall be established at the meeting in which
675 voting takes place. The revision or amendments are subject to approval by the Virginia
676 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
677 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and

678 voting.

679

680 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
681 accordance with the bylaws of Virginia PTA.

682

683 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
684 sections that are identified by the pound symbol (#).

685

686 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
687 identified by the pound symbol (#) shall serve to automatically and without requirement of
688 further action by the local PTA/PTSA to amend correspondingly its bylaws.

689

690 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
691 serve automatically and without the requirement of further action by this local PTA/PTSA to
692 amend correspondingly the bylaws of this local PTA/PTSA.

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694 **#Required by Virginia PTA in all district, council, and local unit bylaws.**