

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Kings Park/Kings Glen Parent Teacher Association of Fairfax County were approved by the membership at its meeting on March 15, 2018.

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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.

MARCH 2018

KINGS PARK/KINGS GLEN PTA BYLAWS INDEX

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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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**KINGS PARK/KINGS GLEN
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Kings Park/Kings Glen Parent Teacher 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 Kings Park/Kings Glen 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

47 The following are basic principles of the Kings Park/Kings Glen PTA in common with those of
48 Virginia PTA and National PTA:

- 49 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 50
- 51
- 52 b. The association shall work to engage and empower children, families, and educators
53 within schools and communities to provide quality education for all children and youth,
54 and shall seek to participate in the decision-making process by influencing school policy
55 and advocating for children’s issues, recognizing that the legal responsibility to make
56 decisions has been delegated by the people to boards of education, state education
57 authorities, and local education authorities.
- 58
- 59 c. The association shall work to promote the health and welfare of children and youth,
60 and shall seek to promote collaboration among families, schools, and the community at
61 large.
- 62
- 63 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
64 expertise shall be guiding principles for service in Virginia PTA.
- 65

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

67

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

72

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

76

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

- 80
- 81 a. Adhere to purposes and basic policies of the PTA.
- 82
- 83 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
84 and one (1) treasurer.
- 85
- 86 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
87 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
88 Directors.
- 89
- 90 d. Submit local unit officers contact information form and verification of local unit's
91 employer identification number (EIN) to the Virginia PTA state office immediately upon
92 election of officers annually.

93
94 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
95 fifteen (15) days following the adoption of the audit report by the general membership.

96
97 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
98 within fifteen (15) days of filing.

99
100 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
101 designated in these bylaws.

102
103 h. Provide information for members who have joined the association during the reporting
104 period as prescribed by the Virginia PTA.

105
106 i. Meet other criteria as may be prescribed by Virginia PTA.

107
108 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
109 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
110 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
111 and shall include a provision establishing a quorum.

112
113 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
114 serve automatically and without the requirement of further action by the local PTA/PTSA to
115 amend correspondingly the bylaws of the local PTA/PTSA.

116
117 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
118 sections that are identified by the pound symbol (#).

119
120 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
121 PTA/PTSA.

122
123 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
124 year may participate in the business of this association.

125
126 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
127 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
128 including, specifically, the number of its members, the dues collected from its members, and the
129 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
130 account and records shall at all reasonable times be open to inspection by an authorized
131 representative of Virginia PTA or, where directed by the committee on state and local relations.
132 Such authorized representative shall have full access in cases where account information and
133 records are required from banks.

134
135 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
136 National PTA.

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

140
141 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
142 association's board at the local, council, district, state, or national level while serving as a paid
143 employee of, or under contract to, that constituent association.

144
145 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
146 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
147 local unit's name must be used and not that of Virginia PTA.

148
149 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
150 the ending date the last day of a calendar month.

151
152 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
153 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
154 circumstances provided in the bylaws of Virginia PTA.

155
156 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 157
158 a. Yield and surrender all of its books and records and all of its assets and property to
159 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
160 PTA/PTSA organized under the authority of Virginia PTA.
161
162 b. Cease and desist from the further use of any name that implies or connotes association
163 with Virginia PTA, National PTA or status as a constituent association of National PTA.
164
165 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
166 necessary for the purpose of dissolving such local PTA/PTSA.

167
168 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
169 the following manner:

170
171 a. The executive board shall adopt a written resolution recommending that the local
172 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
173 a vote at a special meeting of the general membership having voting rights at the time of
174 the meeting.

175
176 1. Only those funds approved by the general membership in the current budget year
177 may be spent.

178
179 2. Written notice of the adoption of such resolution accompanied by a copy of the
180 notice of the special meeting for the members shall be given to the president of
181 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
182 of the members.

183

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

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

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

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

202 e. Voting shall be by ballot.
203

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

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

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

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

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

224 #Article 5: Membership and Dues 225

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

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

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

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

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

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

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

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

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

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

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

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

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

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

276 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
277 shall be remitted to Virginia PTA on or before June 30.

278
279 c. A list of members who joined the association during the reporting period shall be kept
280 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

281
282 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
283 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
284 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
285 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
286 payment of the registration fee.

287
288 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
289 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
290 Life Achievement Award provides only National Convention guest privileges upon payment of the
291 convention registration fee.

292
293 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
294 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
295 unit.

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

297
298
299 **Section 1.** The officers of this PTA/PTSA shall consist of:

300 #a. One (1) president.

301
302 #b. Three (3) vice president(s).

303
304 #c. A secretary.

305
306 #d. One (1) treasurer.

307
308
309 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
310 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
311 board, standing or special committees, or to serve as a delegate or alternate to the council or
312 district.

313
314 **#Section 3.** Nominating committee:

315
316 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

317
318 b. The nominating committee shall consist of three (3) members who shall be elected by
319 the members of this local PTA/PTSA at their regular general membership meeting at least two (2)
320 months prior to the election of officers. The committee shall elect its own chairman.

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

326
327 d. Only those persons who have signified their consent to serve, if elected, shall be
328 nominated for or elected to such office.

329
330 **#Section 4.** Officers shall be elected by the following method:

331
332 a. Officers shall be elected at the general membership election meeting in the month of
333 May.

334
335 b. If there is more than one nominee for office, then the voting shall be by ballot. A
336 majority of the votes cast shall constitute which nominees are elected. However, if there
337 is but one nominee for office, election for that office may be by voice vote. If by ballot
338 vote, the secretary shall be responsible for destroying all ballots at the end of the general
339 membership election meeting.

340
341 c. Officers, except the treasurer, shall assume their official duties immediately following
342 the close of the meeting in the month of May. The treasurer shall assume his/her official
343 duties upon the completion of the auditing process outlined in these bylaws.

344
345 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No
346 person shall hold more than one (1) elected office at a time on this local unit board. No local unit
347 officer shall serve more than three (3) consecutive terms, not to exceed four (4) years in the same
348 office. Officers who have served in an office for more than one-half (1/2) of a full term shall be
349 deemed to have served a full term in such office.

350
351 **#Section 6.** Vacancies in any office shall be filled by the following method:

352
353 a. A vacancy occurring in any office except that of president shall be filled for the
354 unexpired term by a person elected by a majority vote of the Executive Board at their
355 next scheduled meeting. In case of a vacancy in the office of president, the vice president
356 shall become president and shall hold office for the balance of the term. In the interim,
357 the duties of the vice president shall be delegated by the president.

358
359 b. In the event of a vacancy in the office of president, and also in the absence of a vice
360 president, the general membership shall elect the next president.

361
362 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
363 majority of the votes cast shall constitute which nominees are elected. However, if there
364 is but one nominee for office, election for that office may be by voice vote. If by ballot
365 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

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

371 **Article 7: Duties of Officers**

372

373 **Section 1.** The president shall:

374

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

376
377 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
378 that the purposes may be promoted.

379
380 #c. Submit this local PTA/PTSA officers' contact information form and verification of
381 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
382 office immediately upon election of officers annually.

383
384 d. Perform such other duties as may be prescribed in these bylaws.

385
386 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
387 nominating committee.
388

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

390

391 a. Act as aide(s) to the president.

392
393 b. In their designated order, perform the duties of the president in the absence or inability
394 of the officer to act.

395
396 Vice President, Events
397 Vice President, Fundraising
398 Vice President, Education
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**

451
452 **Section 1.** The executive committee shall consist of the elected officers of the association.
453

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

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

458
459 b. Appoint standing and special committee chairmen and members of the standing and
460 special committees, except the nominating committee.

461
462 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
463 purpose of appointing standing committee chairmen. Special committee chairmen shall be
464 appointed as necessary. Members of the standing and special committees shall be appointed as
465 soon as possible after the appointment of the committee chairmen.

466
467 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
468 majority of the executive committee, two (2) days' notice having been given. A quorum of the
469 executive committee shall be a majority of the members of the committee then in office.

470
471 **Article 9: Executive Board**

472
473 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
474 the chairmen of the standing committees. The principal of the school or his/her designee and a
475 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
476 may serve on the executive board. The chairmen of the standing committees shall be appointed by
477 the officers of the association not more than thirty (30) days following the election of officers.

478
479 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
480 association's board at the local, council, district, region, state, or national level while serving as a
481 paid employee of, or under contract to, that constituent association.

482
483 **Section 3.** The executive board shall:

484
485 a. Transact necessary business in the intervals between general membership meetings and
486 such other business as may be referred to it by this local PTA/PTSA and present a report to
487 the general membership at the general membership meetings.

488
489 b. Create standing and special committees.

490
491 c. Approve the plans of work of the standing and special committees.

492
493 #d. Select an auditing committee, experienced auditor, or attend an external audit
494 exchange.

495
496 #e. Approve the proposed budget to be presented to the general membership for adoption.

497
498 #f. Obtain general membership approval for any changes to the adopted budget over three
499 hundred dollars (\$300.00)

500
501 **#Section 4.** Auditing Procedures:

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

508
509 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
510 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
511 report shall be submitted in writing to the executive board prior to finalization of the
512 proposed budget for the coming school year.

513
514 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
515 a term select an auditing committee or an experienced auditor within one (1) week of the
516 resignation. The audit shall be performed with fiscal year-end auditing procedures and
517 shall be complete within three (3) weeks of the resignation. This audit shall not be
518 performed in lieu of the year-end audit.

519
520 d. The newly elected treasurer shall not undertake any banking responsibilities of that
521 office with the exception of depository duties, reconciliation of bank statements, change of
522 signatory or other clerical duties not requiring signatory until the audit is presented to the
523 executive board.

524
525 e. All audit reports shall be presented to the general membership for adoption. The fiscal
526 year-end audit report shall be presented to the membership for adoption at the first general
527 membership meeting held after the completion of the report. A copy of the fiscal year-end
528 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
529 adoption of the audit by the general membership.

530
531 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
532 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
533 filing.

534
535 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
536 qualifications or fulfill the duties of the position, that person may be removed from the board by
537 a majority vote of the executive board.

538
539 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
540 place of meetings shall be set at the first meeting of the executive board after their election.
541 Special meetings of the executive board may be called by the president or by a majority of the
542 members of the executive board, two (2) days' notice being given. A quorum of the executive
543 board members shall be a majority of the members of the executive board then in office.

544
545 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
546 Only the president shall have the authority to call for an electronic vote and to establish the

547 guidelines for that vote. The established quorum of the executive board shall prevail. Results
548 must be recorded in the minutes and ratified at the next executive board meeting.

550 **Article 10: Committees**

551
552 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
553 appointed positions.

554
555 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
556 this local PTA/PTSA.

557
558 **Section 3.** The executive board may create such standing committees as it may deem necessary
559 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
560 chairmen and committee members shall be appointed by the executive committee, except for the
561 nominating committee. In the absence of an executive committee then the executive board shall
562 make the appointments. The term of each chairman shall be one (1) year or until the selection of
563 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
564 consecutive terms.

565
566 **Section 4.** The executive board may create such special committees as it may deem necessary or
567 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
568 shall be appointed by the executive committee. In the absence of an executive committee then the
569 executive board shall make the appointments. The term of each special committee chairman is
570 ended upon completion of the task assigned to the committee.

571
572 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
573 the executive board for approval. No committee work shall be undertaken without the consent of
574 the executive board.

575
576 **Section 6.** The quorum of any committee shall be a majority of its members.

577
578 **Section 7.** The president shall serve as ex-officio member of all committees of this local
579 PTA/PTSA except the nominating committee.

580
581 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
582 books and other materials pertaining to the committee at the end of the term served or when
583 departing office.

584 **Article 11: General Membership Meetings**

585
586
587 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
588 the school year, ten (10) days' notice having been given.

589
590 **Section 2.** The general membership election meeting shall be held in May.

592 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
593 majority of the executive board, five (5) days' notice having been given.

594
595 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
596 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
597 verified members of this local PTA/PTSA.

598
599 **Section 5.** Ten (10) members shall constitute a quorum for the transaction of business in any
600 meeting of this local PTA/PTSA.

601

602 **Article 12: Council Membership**

603

604 **Section 1.** Selection of delegates:

605

606 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
607 Council Parent Teacher Association by the president or alternate, the principal or
608 alternate, and by two (2) delegate(s) or alternate(s).

609

610 b. Delegates and alternates shall be appointed in June.

611

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

614

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

617

618 **Section 3.** Responsibilities of delegates:

619

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

622

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

625

626 **#Article 13: District Membership**

627

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

630

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

635

636 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
637 Meeting and the District Legislation Workshop by the president or alternate and three (3) other

638 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
639 delegate for each fifty (50) memberships or major fraction thereof.

640
641 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
642 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
643 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
644 instructed, they shall use their own discretion.

645

646 **#Article 14: Fiscal Year**

647

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

649

650 **#Article 15: Parliamentary Authority**

651

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

656

657 **#Article 16: Local Unit Bylaws Revisions and Amendments**

658

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

663

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

665

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

668

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

677

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

680

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

683
684 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
685 identified by the pound symbol (#) shall serve to automatically and without requirement of
686 further action by the local PTA/PTSA to amend correspondingly its bylaws.

687
688 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
689 serve automatically and without the requirement of further action by this local PTA/PTSA to
690 amend correspondingly the bylaws of this local PTA/PTSA.

691
692 **#Required by Virginia PTA in all district, council, and local unit bylaws.**

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