

JAMES MADISON HIGH SCHOOL PTSA BYLAWS INDEX

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PTA Mission

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

PTA Value

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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**JAMES MADISON HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

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#Article 1: Name and Area

The name of this association is the James Madison High School Parent Teacher Student Association located in Vienna, Virginia. It is a local PTSA 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").

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#Article 2: Purposes

Section 1. The purposes of James Madison High School PTSA, in common with those of Virginia PTA and National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standard of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article 3.

Section 3. 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: Basic Policies

The following are basic policies of the James Madison High School PTSA in common with those of Virginia PTA and National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.

47
48 b. The association shall work with the schools and community to provide quality education
49 for all children and youth, and shall seek to participate in the decision-making process
50 establishing school policy, recognizing that the legal responsibility to make decisions has
51 been delegated by the people to the boards of education, state education authorities, and
52 local education authorities.

53
54 c. The association shall work to promote the health and welfare of children and youth, and
55 shall seek to promote collaboration among parents, schools, and the community at large.

56
57 d. No part of the net earnings of the association shall inure to the benefit of, or be
58 distributable to, its members, directors, trustees, officers, or other private persons except
59 that the association shall be authorized and empowered to pay reasonable compensation for
60 services rendered, and to make payments and distributions in furtherance of the purposes
61 set forth in Article 2 hereof.

62
63 e. Notwithstanding any other provisions of these articles, the association shall not carry on
64 any other activities not permitted to be carried on (i) by an association exempt from federal
65 income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association,
66 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue
67 Code.

68
69 f. Upon dissolution of this association, after paying or adequately providing for the debts
70 and obligations of the association, the remaining assets shall be distributed to one or more
71 nonprofit funds, foundations, or associations that have established their tax-exempt status
72 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in
73 accordance with those of National PTA.

74
75 g. The association or members in their official capacities shall not, directly or indirectly,
76 participate or intervene (in any way, including publishing or distributing of statements) in
77 any political campaign on behalf of, or in opposition to, any candidate for public office, or
78 devote more than an insubstantial part of its activities to attempting to influence legislation
79 by propaganda or otherwise.

80
81 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

82
83 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
84 association and (b) the certificate of incorporation or articles of incorporation of such association
85 (in cases which the association is a corporation) or the articles of organization by whatever name
86 (in cases in which the association exists as an unincorporated association).

87
88 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia
89 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
90 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.

92 **Section 3.** Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the
93 due association and good standing of this local PTSA. A local PTA/PTSA in good standing shall:
94

95 a. Adhere to purposes and basic policies of the PTA.
96

97 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
98 and one (1) treasurer.
99

100 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
101 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
102 Managers.
103

104 d. Submit local unit officers contact information form and verification of local unit's
105 employer identification number (EIN) to the Virginia PTA state office immediately upon
106 election of officers annually.
107

108 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
109 fifteen (15) days following the adoption of the audit report by the general membership.
110

111 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
112 within fifteen (15) days of filing.
113

114 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
115 designated in these bylaws.
116

117 h. Meet other criteria as may be prescribed by Virginia PTA.
118

119 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
120 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
121 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
122 and shall include a provision establishing a quorum.
123

124 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
125 serve automatically and without the requirement of further action by the local PTA/PTSA to
126 amend correspondingly the bylaws of the local PTA/PTSA.
127

128 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
129 sections that are identified by the pound symbol (#).
130

131 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
132 PTA/PTSA.
133

134 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
135 year may participate in the business of this association.
136

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

145
146 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
147 National PTA.

148
149 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
150 elected by the general membership.

151
152 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
153 association's board at the local, council, district, state, or national level while serving as a paid
154 employee of, or under contract to, that constituent association.

155
156 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
157 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
158 local unit's name must be used and not that of Virginia PTA.

159
160 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
161 the ending date the last day of a calendar month.

162
163 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
164 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
165 circumstances provided in the bylaws of Virginia PTA.

166
167 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 168
169 a. Yield and surrender all of its books and records and all of its assets and property to
170 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
171 PTA/PTSA organized under the authority of Virginia PTA.
172
173 b. Cease and desist from the further use of any name that implies or connotes association
174 with Virginia PTA, National PTA or status as a constituent association of National PTA.
175
176 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
177 necessary for the purpose of dissolving such local PTA/PTSA.
178

179 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
180 the following manner:
181

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

186
187 1. Only those funds approved by the general membership in the current budget year
188 may be spent.

189
190 2. Written notice of the adoption of such resolution accompanied by a copy of the
191 notice of the special meeting for the members shall be given to the president of
192 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
193 of the members.

194
195 3. A complete membership list including contact information shall be provided to
196 the Virginia PTA state office at least thirty (30) days before the date fixed for such
197 special meeting of the members.

198
199 b. Written notice stating the purpose of such meeting to consider dissolving the local
200 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
201 meeting. Such meeting shall be held only during the academic school year.

202
203 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
204 to consider the resolution to dissolve. The dissolution quorum includes the required
205 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
206 the executive board members.

207
208 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
209 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
210 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
211 answer session.

212
213 e. Voting shall be by ballot.

214
215 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
216 the resolution and who continue to be members on the date of the special meeting shall be
217 entitled to vote on dissolution.

218
219 g. Upon the dissolution of this local PTSA, after paying or adequately providing for
220 the obligations of the association, the remaining assets shall be distributed to one (1) or
221 more non-profit funds, foundations, or organizations which have established their tax-
222 exempt status under Section 501(c)(3) of the Internal Revenue Code.

223
224 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
225 PTA in accordance with state bylaws.

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

231
232 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
233 designated in these bylaws and to council (if a member of council).

234 #Article 5: Membership and Dues

235
236 **Section 1.** Every individual who is a member of this local PTSA also is a member of Virginia
237 PTA and National PTA by which this PTSA is chartered and, as such, is entitled to all the benefits
238 of such membership.

239
240 **Section 2.** Membership in this local PTSA shall be open, without discrimination, to anyone who
241 believes in and supports the mission and purposes of National PTA.

242
243 **Section 3.** This local PTSA shall conduct an annual enrollment of members but may admit
244 persons to membership at any time.

245
246 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,
247 shall offer membership to students.

248
249 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-
250 inclusive dues as required in each local PTA/PTSAs' bylaws.

251
252 **Section 6.** Only members of this local PTSA shall be eligible to vote in the business of this local
253 PTSA or to serve in any of its elected or appointed positions.

254
255 **Section 7.** Each member of this local PTSA shall pay annual dues as may be determined by this
256 association. The amount of such dues shall include the portion payable to Virginia PTA (the "state
257 portion") and the portion payable to National PTA (the "national portion").

258
259 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
260 approved by two-thirds (2/3) vote of members present and voting after having been given at least
261 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
262 local unit, Virginia PTA and National PTA.

263
264 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
265 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
266 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
267 be two dollars and twenty-five cents (\$2.25) per annum.

268
269 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
270 local PTSA shall be set aside by this local PTSA and remitted to Virginia PTA through such
271 channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
272

273 National PTA the amount of the national portion of dues paid by all members of local PTA/PTSA's
274 in its area.

275
276 **Section 11.** All memberships received during the Virginia PTA and National PTA fiscal year
277 ending June 30 shall expire the following October 31.

278
279 **Section 12.** Payment of Virginia PTA and National PTA dues:

280
281 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
282 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
283 shall not be included in the local PTA/PTSA's budget.

284
285 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
286 or before December 1. Additional membership dues received after December 1 shall be
287 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
288 shall be remitted to Virginia PTA on or before June 30.

289
290 c. A list of members who joined the association during the reporting period shall be kept by
291 the local PTA/PTSA and submitted to Virginia PTA.

292
293 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
294 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
295 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
296 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
297 payment of the registration fee.

298
299 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
300 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
301 Life Achievement Award provides only National Convention guest privileges upon payment of the
302 convention registration fee.

303
304 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
305 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
306 unit.

307
308 **Article 6: Officers and Their Election**

309
310 **Section 1.** The officers of this PTA/PTSA shall consist of:

311
312 #a. One (1) president.

313
314 b. Two (2) vice presidents.

315
316 #c. A secretary.

317
318 #d. One (1) treasurer.

319
320 **#Section 2.** Only members whose individual dues are paid to this local PTSA for the current fiscal
321 year shall be eligible to hold office, and to serve on the executive committee, executive board,
322 standing or special committees, or to serve as a delegate or alternate to the council or district.

323
324 **#Section 3.** Nominating committee:
325
326 a. Each member of the nominating committee must be a member of this local PTSA.
327
328 b. The nominating committee shall consist of three (3) members who shall be elected by
329 the members of this local PTSA at their regular general membership meeting at least two
330 (2) months prior to the election of officers. The committee shall elect its own chairman.
331
332 c. The nominating committee shall nominate an eligible person for each office to be filled
333 and report its nominees to the members at a regular general membership meeting at least
334 thirty (30) days prior to the general membership election meeting. At the general
335 membership election meeting, additional nominations may be made from the floor.
336
337 d. Only those persons who have signified their consent to serve, if elected, shall be
338 nominated for or elected to such office.

339
340 **#Section 4.** Officers shall be elected by the following method:
341
342 a. Officers shall be elected at the general membership election meeting in the month of
343 May or June.
344
345 b. If there is more than one nominee for office, then the voting shall be by ballot. A
346 majority of the votes cast shall constitute which nominees are elected. However, if there
347 is but one nominee for office, election for that office may be by voice vote. If by ballot
348 vote, the secretary shall be responsible for destroying all ballots at the end of the general
349 membership election meeting.
350
351 c. Officers, except the treasurer, shall assume their official duties immediately following
352 the close of the meeting in the month of May or June. The treasurer shall assume his/her
353 official duties upon the completion of the auditing process outlined in these bylaws.

354
355 **Section 5.** Officers shall serve for a term of One (1) year or until their successors are elected.
356 No officer shall serve more than two (2) consecutive terms in the same office. Officers who
357 have served in an office for more than one-half (1/2) of a full term shall be deemed to have
358 served a full term in such office.

359
360 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person
361 elected by a majority vote of the executive board, except in the case of the president, then the
362 first vice president shall automatically become president. Notice of the election to fill the
363 vacancy in the office shall be given as prescribed in these bylaws.

365 **Article 7: Duties of Officers**

366
367 **Section 1.** The president shall:

- 368 a. Preside at all meetings of this local PTSA.
- 369
370
- 371 b. Coordinate the work of the officers and committees of this local PTSA in order
372 that the purposes may be promoted.
- 373
- 374 #c. Submit this local PTSA officers' contact information form and verification of
375 this local PTSA's employer identification number (EIN) to the Virginia PTA state
376 office immediately upon election of officers annually.
- 377
- 378 d. Perform such other duties as may be prescribed in these bylaws.
- 379
- 380 #e. Serve as an ex-officio member of all committees of this local PTSA except the
381 nominating committee.
- 382

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

- 384 a. Act as aide(s) to the president.
- 385
386
- 387 b. In their designated order, perform the duties of the president in the absence or inability
388 of the officer to act.
389 1st vice president
390 2nd vice president
- 391
- 392 c. The 1st vice president shall perform other delegated duties as assigned and generally
393 serves as chairman for the Academic Boosters and Triple I Award committees.
- 394
- 395 d. The 2nd vice president shall perform other delegated duties as assigned and generally
396 serves as chairman for the Senior Scholarship and Parent/Student Program committees.
- 397

398 **#Section 3.** The secretary shall:

- 399 a. Record the minutes of all meetings of the local PTA/PTSA.
- 400
401
- 402 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
- 403
- 404 c. Maintain a membership list as required by Virginia PTA.
- 405
- 406 d. Perform other delegated duties as assigned.
- 407

408 **#Section 4.** The treasurer shall:

- 409 a. Have custody of all funds and finances of the local PTA/PTSA.
- 410

- 411
412 b. Keep a full and accurate account of receipts and expenditures as described in these
413 bylaws.
414
415 c. Make disbursements as authorized by the president, executive board, or general
416 membership in accordance with the budget adopted by the general membership.
417
418 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
419 president.
420
421 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
422 other times when requested by the executive board.
423
424 f. Prepare an annual financial report at the close of the fiscal year.
425
426 g. Have the accounts examined according to the auditing procedures outlined in these
427 bylaws.
428
429 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
430 within fifteen (15) days following the adoption of the audit by the membership.
431
432 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
433 sent to the Virginia PTA state office within fifteen (15) days of filing.
434
435 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
436 dues for membership received prior to December 1. Remit by March 1, dues received
437 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
438 received after March 1.
439
440 k. Perform other delegated duties as assigned.

441
442 **Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
443 the term of office or in case of resignation, each officer shall turn over to the president, without
444 delay, all records, books, and other material pertaining to the office.
445

446 **Article 8: Executive Committee**

447

448 **Section 1.** The executive committee shall consist of the elected officers of the association and
449 the principal of the school.
450

451 **Section 2.** The executive committee shall:

- 452
453 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
454 general membership for approval.
455

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

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

464 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
465 majority of the executive committee, three (3) days' notice having been given. A quorum of the
466 executive committee shall be a majority of the members of the committee then in office.
467

468 **Article 9: Executive Board**

469
470 **Section 1.** The executive board of this local PTSA shall consist of the elected officers and the
471 chairmen of the standing committees. The principal of the school or his/her designee and a staff
472 representative or his/her alternate, appointed by the principal or elected by the faculty, also may
473 serve on the executive board. The chairmen of the standing committees shall be appointed by the
474 officers of the association not more than thirty (30) days following the election of officers.
475

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

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

481
482 a. Transact necessary business in the intervals between general membership meetings and
483 such other business as may be referred to it by this local PTSA and present a report to
484 the general membership at the general membership meetings.
485

486 b. Create standing and special committees.
487

488 c. Approve the plans of work of the standing and special committees.
489

490 #d. Select an auditing committee or experienced auditor.
491

492 #e. Approve the proposed budget to be presented to the general membership for adoption.
493

494 #f. Obtain general membership approval for any changes to the adopted budget over three
495 hundred dollars (\$300.00)
496

497 **#Section 4.** Auditing Procedures:

498
499 a. An auditing committee or an experienced auditor shall be selected by the executive board
500 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than
501 three (3) members and no one with signature authority shall sit on the auditing committee.

502
503 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the
504 experienced auditor at the end of the fiscal year. The audit report shall be submitted in
505 writing to the executive board prior to finalization of the proposed budget for the coming
506 school year.

507
508 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
509 a term select an auditing committee or an experienced auditor within one (1) week of the
510 resignation. The audit shall be performed with fiscal year-end auditing procedures and
511 shall be complete within three (3) weeks of the resignation. This audit shall not be
512 performed in lieu of the year-end audit.

513
514 d. The newly elected treasurer shall not undertake any banking responsibilities of that
515 office with the exception of depository duties, reconciliation of bank statements, change of
516 signatory or other clerical duties not requiring signatory until the audit is presented to the
517 executive board.

518
519 e. All audit reports shall be presented to the general membership for adoption. The fiscal
520 year-end audit report shall be presented to the membership for adoption at the first general
521 membership meeting held after the completion of the report. A copy of the fiscal year-end
522 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
523 adoption of the audit by the general membership.

524
525 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
526 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
527 filing.

528
529 **Section 5.** If any member of the executive board shall at any time, cease to meet the qualification
530 or fulfill the duties of the position, that person may be removed from the board by a majority vote
531 of the executive board.

532
533 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
534 place of meetings shall be set at the first meeting of the executive board after their election.
535 Special meetings of the executive board may be called by the president or by a majority of the
536 members of the executive board, five (5) days' notice being given. A quorum of the executive
537 board members shall be a majority of the members of the executive board then in office.

538
539 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
540 Only the president shall have the authority to call for an electronic vote and to establish the
541 guidelines for that vote. The established quorum of the executive board shall prevail. Results
542 must be recorded in the minutes and ratified at the next executive board meeting.

543 544 **Article 10: Committees**

545
546 **#Section 1.** Only members of this local PTSA shall be eligible to serve in any elected or
547 appointed positions.

548
549 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
550 this local PTSA.

551
552 **Section 3.** The executive board may create such standing committees as it may deem necessary
553 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
554 chairmen and committee members shall be appointed by the executive committee, except for the
555 nominating committee. In the absence of an executive committee then the executive board shall
556 make the appointments. The term of each chairman shall be One (1) year or until the selection of
557 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
558 consecutive terms, unless deemed necessary by the executive committee.

559
560 **Section 4.** The executive board may create such special committees as it may deem necessary or
561 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
562 shall be appointed by the executive committee. In the absence of an executive committee then the
563 executive board shall make the appointments. The term of each special committee chairman is
564 ended upon completion of the task assigned to the committee.

565
566 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
567 the executive board for approval. No committee work shall be undertaken without the consent of
568 the executive board.

569
570 **Section 6.** The quorum of any committee shall be a majority of its members.

571
572 **Section 7.** The president shall serve as ex-officio member of all committees of this local PTSA
573 except the nominating committee.

574
575 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books,
576 and other materials pertaining to the committee at the end of the term served or when departing
577 office.

578
579 **Article 11: General Membership Meetings**

580
581 **Section 1.** Regular meetings of this local PTSA shall be held at least five (5) times during the
582 school year, five (5) days' notice having been given.

583
584 **Section 2.** The general membership election meeting shall be held in May or June.

585
586 **Section 3.** Special meetings of this local PTSA may be called by the president or by a majority
587 of the executive board, five (5) days' notice having been given.

588
589 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
590 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
591 verified members of this local PTSA.

592

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

595

596 **Article 12: Council Membership**

597

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

599

600 a. This local PTSA shall be represented in meetings of the Fairfax County
601 Council of Parent Teacher Associations by the president or alternate, the principal or
602 alternate, and by one (1) delegate or alternate.

603

604 b. Delegates and alternates shall be **appointed** in May or June.

605

606 c. Delegates to the Fairfax County Council of PTAs shall serve for a term of
607 One (1) year or until the selection of a successor.

608

609 **Section 2.** This local PTSA shall pay annual dues as prescribed in council bylaws to the Fairfax
610 County Council of PTAs.

611

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

613

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

616

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

619

620 **#Article 13: District Membership**

621

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

624

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

629

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

634

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

639 **#Article 14: Fiscal Year**

640
641 The fiscal year of this local PTSA shall begin on August 1 and end on July 31.

642 **#Article 15: Parliamentary Authority**

643
644
645 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
646 National PTA and its constituent associations in all cases in which they are applicable and in which
647 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
648 PTA, or the articles of incorporation.

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

650
651
652 **Section 1.** The bylaws of this local PTSA shall be revised and submitted to the Virginia PTA state
653 office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the
654 Virginia PTA Board of Managers.

655
656 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

657
658 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
659 existing bylaws or to submit an amendment to current bylaws.

660
661 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
662 provided notice and a copy of the proposed bylaws revision or amendments are provided to
663 the membership at least thirty (30) days prior to the meeting at which the revision or the
664 amendments are to be voted upon. A quorum shall be established at the meeting in which
665 voting takes place. The revision or amendments are subject to approval by the Virginia
666 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed
667 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
668 voting.

669
670 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
671 accordance with the bylaws of Virginia PTA.

672
673 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
674 sections that are identified by the pound symbol (#).

675
676 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
677 identified by the pound symbol (#) shall serve to automatically and without requirement of
678 further action by the local PTA/PTSA to amend correspondingly its bylaws.

679
680 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
681 serve automatically and without the requirement of further action by this local PTSA to amend
682 correspondingly the bylaws of this local PTSA.

683
684 **#Required by Virginia PTA in all district, council, and local unit bylaws.**