

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the James Madison High School PTSA of Vienna, Virginia were approved by the membership at its meeting on September 14, 2020.

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(Space below for use by State Bylaws Chair 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 as of the approval date above and must be resubmitted for review to the Virginia PTA by March 2021 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.

JANUARY 2020

JAMES MADISON HIGH SCHOOL PTSA 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.

[NEW]

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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**JAMES MADISON HIGH SCHOOL PTSA
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. Objectives. The purpose or purposes (Objects) of James Madison High School PTSA, 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. [NEW]

Section 2. Awareness. The purposes of the PTSA 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”).

45 **#Article 3: Principles**

46
47 The following are basic principles of the James Madison High School PTSA in common with
48 those of Virginia PTA and National PTA:

- 49
50 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 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. **[NEW]** **replaced /*
65 *deleted former paragraphs sections d through g.*

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

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

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

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

- 81
82 a. Adhere to purposes and basic policies of the PTA.
- 83
84 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
85 and one (1) treasurer.
- 86
87 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
88 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
89 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 financial review report to the Virginia PTA state
96 office within fifteen (15) days following the adoption of the report by the general
97 membership.

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

101
102 g. Submit proof of insurance to the office. [NEW]

103
104 h. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
105 designated in these bylaws.

106
107 i. Provide information for members who have joined the association during the reporting
108 period as prescribed by the Virginia PTA. [NEW]

109
110 j. Meet other criteria as may be prescribed by Virginia PTA.

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

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

120
121 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
122 sections that are identified by the pound symbol (#).

123
124 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
125 PTA/PTSA.

126
127 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
128 year may participate in the business of this association.

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

136 Such authorized representative shall have full access in cases where account information and
137 records are required from banks.

138
139 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
140 National PTA.

141
142 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
143 elected by the general membership.

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

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

152
153 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
154 the ending date the last day of a calendar month.

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

159
160 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

161
162 a. Yield and surrender all of its books and records and all of its assets and property to
163 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
164 PTA/PTSA organized under the authority of Virginia PTA.

165
166 b. Cease and desist from the further use of any name that implies or connotes association
167 with Virginia PTA, National PTA or status as a constituent association of National PTA.

168
169 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
170 necessary for the purpose of dissolving such local PTA/PTSA.

171
172 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
173 the following manner:

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

179
180 1. Only those funds approved by the general membership in the current budget year
181 may be spent.

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

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

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

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

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

204
205 e. Voting shall be by ballot.

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

210
211 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
212 the debts and obligations of the association, the association's financial holdings, property,
213 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
214 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
215 order to further the mission and purpose of the Virginia PTA.

216
217 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
218 PTA in accordance with state bylaws.

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

224
225 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
226 designated in these bylaws and to council (if a member of council).

228 **#Article 5: Membership and Dues**

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

233
234 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
235 who believes in and supports the mission and purposes of National PTA.

236
237 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
238 persons to membership at any time.

239
240 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
241 shall offer membership to students.

242
243 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
244 inclusive dues as required in each local PTA/PTAs' bylaws.

245
246 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
247 local PTA/PTSA or to serve in any of its elected or appointed positions.

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

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

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

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

268
269 **Section 11.** The membership term is July 1 to June 30.

270
271 **Section 12.** Payment of Virginia PTA and National PTA dues:
272

273 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
274 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
275 shall not be included in the local PTA/PTSA's budget.
276

277 **b.** Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office
278 before November 1. Additional membership dues received after November 1 shall be
279 remitted to Virginia PTA at the Virginia PTA state office before December 1.
280 Membership dues received after December 1 shall be remitted to Virginia PTA at the
281 Virginia PTA state office before March 1. Membership dues received after March 1 shall
282 be remitted to Virginia PTA at the Virginia PTA state office before June 30.
283

284 c. A list of members who joined the association during the reporting period shall be kept
285 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
286

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

293 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
294 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
295 Life Achievement Award provides only National Convention guest privileges upon payment of the
296 convention registration fee.
297

298 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
299 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
300 unit.
301

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

303

304 **Section 1.** The officers of this PTA/PTSA shall consist of:
305

306 #a. One (1) president.
307

308 b. Two (2) vice presidents.
309

310 #c. A secretary.
311

312 #d. One (1) treasurer.
313

314 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
315 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
316 board, standing or special committees, or to serve as a delegate or alternate to the council or
317 district.
318

319 **#Section 3.** Nominating committee:

320

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

322

323 b. The nominating committee shall consist of three (3) members who shall be elected by
324 the members of this local PTSA at their regular general membership meeting at least two
325 (2) months prior to the election of officers. The committee shall elect its own chair.

326

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

331

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

334

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

336

337 a. Officers shall be elected at the general membership election meeting in the month of
338 May or June.

339

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

345

346 c. Officers, except the treasurer, shall assume their official duties immediately following
347 the close of the meeting in the month of May or June. The treasurer shall assume his/her
348 official duties upon the completion of the auditing process outlined in these bylaws.

349

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

355

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

357

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

363

364 **b.** In the event of a vacancy in the office of president, and also in the absence of a vice
365 president, the general membership shall elect the next president. [NEW]
366

367 **c.** If there is more than one nominee for any office, then the voting shall be by ballot. A
368 majority of the votes cast shall constitute which nominees are elected. However, if there
369 is but one nominee for office, election for that office may be by voice vote. If by ballot
370 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
371 [NEW]
372

373 **d.** When a ten (10) day notice of the election is given, a majority of votes cast shall
374 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
375 be required. [NEW]
376

377 **Article 7: Duties of Officers**

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

379 a. Preside at all meetings of this local PTSA.
380

381 b. Coordinate the work of the officers and committees of this local PTSA in order that the
382 purposes may be promoted.
383

384 #c. Submit this local PTSA officers' contact information form and verification of this
385 local PTSA's employer identification number (EIN) to the Virginia PTA state office
386 immediately upon election of officers annually.
387

388 d. Perform such other duties as may be prescribed in these bylaws.
389

390 #e. Serve as an ex-officio member of all committees of this local PTSA except the
391 nominating committee.
392

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

394 a. Act as aide(s) to the president.
395

396 b. In their designated order, perform the duties of the president in the absence or inability
397 of the officer to act.
398

399 1st vice president

400 2nd vice president.
401

402 **c.** Perform other delegated duties (including chair of: Academic Boosters, Triple I
403 Award, Senior Scholarship and Parent Student Program committees as assigned).
404

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

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

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

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- a. Have custody of all funds and finances of the local PTSA.
- b. Keep a full and accurate account of receipts and expenditures as described in these bylaws.
- c. Make disbursements as authorized by the president, executive board, or general membership in accordance with the budget adopted by the general membership.
- d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.
- e. Present a written financial statement at every meeting of the local PTSA and at other times when requested by the executive board.
- f. Prepare an annual financial report at the close of the fiscal year.
- g. Have the accounts examined according to the auditing procedures outlined in these bylaws.
- h.** Submit a copy of the fiscal year-end financial review report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the membership.
- i. Submit 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.
- j.** Remit by November 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to November 1. Remit by December 1, dues received after November 1. Remit by March 1, dues received after December 1. Remit by June 30, all Virginia PTA and National PTA dues received after March 1.
- k. Perform other delegated duties as assigned.

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

457

458

Article 8: Executive Committee

459

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

462

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

464

465 a. Develop goals for the local PTSA for presentation to the executive board and general
466 membership for approval.

467

468 b. Appoint standing committee chairs and members of the standing and special
469 committees, except the nominating committee.

470

471 **Section 3.** The executive committee shall meet after their election for the purpose of appointing
472 standing committee chairs. Special committee chairs shall be appointed as necessary. Members
473 of the standing and special committees shall be appointed as soon as possible after the
474 appointment of the committee chairs.

475

476 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
477 majority of the executive committee, three (3) days' notice having been given (unless waived by a
478 majority of the members of the executive committee). A quorum of the executive committee shall
479 be a majority of the members of the committee then in office.

480

481 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
482 meeting. Only the president shall have the authority to call for an electronic vote and to establish
483 the guidelines for that vote. The established quorum of the executive committee shall prevail.
484 Voting results must be recorded in the minutes and ratified at the next executive committee
485 meeting. [NEW]

486

487 **#Section 6.** The executive committee may hold meetings by telephone conference or through
488 other electronic communications media so long as all the members can simultaneously hear each
489 other and participate during the meeting. Some or all of the members may participate
490 electronically at a meeting held at a central location so long as all the members can
491 simultaneously hear each other and participate during the meeting. [NEW]

492

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Article 9: Executive Board

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495 **Section 1.** The executive board of this local PTSA shall consist of the elected officers and the
496 chairs of the standing committees. The principal of the school or his/her designee and a staff
497 representative or his/her alternate, appointed by the principal or elected by the faculty, also may

498 serve on the executive board. The chairs of the standing committees shall be appointed by the
499 officers of the association not more than thirty (30) days following the election of officers.
500

501 **#Section 2.** A PTSA member shall not serve as a voting member of a constituent association's
502 board at the local, council, district, region, state, or national level while serving as a paid employee
503 of, or under contract to, that constituent association.
504

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

506
507 a. Transact necessary business in the intervals between general membership meetings and
508 such other business as may be referred to it by this local PTSA and present a report to
509 the general membership at the general membership meetings.
510

511 **b.** Create, change or eliminate standing and special committees.
512

513 c. Approve the plans of work of the standing and special committees.
514

515 **#d.** Select an auditing committee, experienced auditor, or attend an external audit
516 exchange.
517

518 **#e.** Approve the proposed budget to be presented to the general membership for adoption.
519

520 **#f.** Obtain general membership approval for any changes to the adopted budget over five
521 hundred dollars (\$500.00) per fiscal year.
522

523 **#Section 4.** Financial Review Procedures:
524

525 **a.** The executive board shall select an auditing committee, experienced auditor or choose
526 to participate in an external financial multi-review (former known as audit exchange)
527 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
528 than three (3) members and no one with signature authority shall sit on their own unit's
529 committee. All financial reviews shall be coordinated with at least one (1) other
530 PTA/PTSA unit.
531

532 **b.** The local PTSA treasurer shall submit books to the financial reviewing committee,
533 experienced auditor, or the external financial multi-review at the end of the fiscal year.
534 The report of the financial review shall be submitted in writing to the executive board
535 prior to finalization of the proposed budget for the coming school year.
536

537 c. The executive board of a local PTSA shall upon resignation of the treasurer during a
538 term select a committee for financial review or an experienced auditor within one (1) week
539 of the resignation. The financial review shall be performed with fiscal year-end procedures
540 and shall be complete within three (3) weeks of the resignation. This financial review shall
541 not be performed in lieu of the year-end audit.
542

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

547
548 e. All reports of the financial review shall be presented to the general membership for
549 adoption. The fiscal year-end financial review report shall be presented to the membership
550 for adoption at the first general membership meeting held after the completion of the
551 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
552 state office within fifteen (15) days following the adoption of the report by the general
553 membership.

554
555 f. The local PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
556 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
557 filing.

558
559 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
560 qualifications or fulfill the duties of the position, that person may be removed from the board by
561 a majority vote of the executive board.

562
563 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
564 place of meetings shall be set at the first meeting of the executive board after their election.
565 Special meetings of the executive board may be called by the president or by a majority of the
566 members of the executive board, five (5) days' notice being given. A quorum of the executive
567 board members shall be a majority of the members of the executive board then in office.

568
569 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
570 meeting. Only the president shall have the authority to call for an electronic meeting and to
571 establish the guidelines for voting. The established quorum of the executive board shall prevail.
572 Voting results must be recorded in the minutes and the minutes must be accepted by the
573 executive board at the next executive board meeting.

574
575 **#Section 8.** The executive board may hold meetings by telephone conference or through other
576 electronic communications media so long as all the members can simultaneously hear each other
577 and participate during the meeting. Some or all of the members may participate electronically at
578 a meeting held at a central location so long as all the members can simultaneously hear each
579 other and participate during the meeting. **[NEW]**

580 581 **Article 10: Committees**

582
583 **#Section 1.** Chairs and members of all standing and special committees shall be members of this
584 local PTSA.

585
586 **Section 2.** The executive board may create, change or eliminate such standing committees as it
587 may deem necessary to promote the purposes and carry on the work of the local PTSA. Standing

588 committee chairs and committee members shall be appointed by the executive committee, except
589 for the nominating committee. In the absence of an executive committee then the executive
590 board shall make the appointments. The term of each chair shall be one (1) year or until the
591 selection of a successor.

592

593 **Section 3.** The executive board may create, change or eliminate such special committees as it
594 may deem necessary or as may be directed by the local PTSA. Special committee chairs and
595 committee members shall be appointed by the executive committee. In the absence of an
596 executive committee then the executive board shall make the appointments. The term of each
597 special committee chair is ended upon completion of the task assigned to the committee. No
598 special committee chair shall be eligible to serve in the same capacity for more than two (2)
599 consecutive terms unless deemed necessary by the executive committee.

600

601 **Section 4.** The chair of each standing and special committee shall present a plan of work to the
602 executive board for approval. No committee work shall be undertaken without the consent of the
603 executive board.

604

605 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.
606 Only the committee chair shall have the authority to call for an electronic meeting and to
607 establish the guidelines for voting. The established quorum of the committee shall prevail.
608 Voting results must be recorded in the minutes and the minutes accepted by the committee at the
609 next committee meeting. **[NEW]**

610

611 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
612 communications media so long as all the members can simultaneously hear each other and
613 participate during the meeting. Some or all of the members may participate electronically at a
614 meeting held at a central location so long as all the members can simultaneously hear each other
615 and participate during the meeting. **[NEW]**

616

617 **Section 7.** The quorum of any committee shall be a majority of its members.

618

619 **Section 8.** The president shall serve as ex-officio member of all committees of this local PTSA
620 except the nominating committee.

621

622 **#Section 9.** Committee chairs shall turn over to the president, without delay, all records, books
623 and other materials pertaining to the committee at the end of the term served or when departing
624 office.

625

626 **Article 11: General Membership Meetings**

627

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

630

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

632

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

635
636 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
637 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
638 verified members of this local PTSA.

639
640 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
641 meeting of this local PTSA.

642 **Article 12: Council Membership**

643
644
645 **Section 1.** Selection of delegates:

646
647 **a.** This local PTSA shall be represented in meetings of the Fairfax County Council of
648 Parent Teacher Associations by the president or alternate, the principal or alternate, or by
649 one (1) delegate or alternate.

650
651 **b.** Delegates and alternates shall be appointed in May or June.

652
653 **c.** Delegates to the Fairfax County Council of PTAs shall serve for a term of one (1) year
654 or until the selection of a successor.

655
656 **Section 2.** This local PTSA shall pay annual dues as prescribed in council bylaws to the Fairfax
657 County Council of PTAs.

658
659 **Section 3.** Responsibilities of delegates:

660
661 **a.** Delegates shall report activities of the council to the local PTSA and shall present
662 to council such matters as may be referred to it by the local PTSA.

663
664 **b.** Delegates shall vote on all issues as instructed by their local PTSA; but if not
665 instructed, they shall use their own discretion, except as provided by council bylaws.

666 **#Article 13: District Membership**

667
668
669 **Section 1.** This local PTSA shall be a member of the district designated by Virginia PTA. This
670 local PTSA is in the Fairfax District of Virginia PTA.

671
672 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
673 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
674 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
675 Program to the Virginia PTA Legislation/Education Committee chair for tabulation.

676
677 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
678 Meeting and the District Legislation Workshop by the president or alternate and three (3) other

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

681
682 **Section 4.** Local PTSA delegates for the district shall report activities of the district to their local
683 PTSA and shall present to the district such matters as may be referred to it by their local PTSA.
684 Delegates shall vote on all issues as instructed by their local PTSA; but if not instructed, they shall
685 use their own discretion.

686
687

688 **#Article 14: Fiscal Year**

689
690 The fiscal year of this local PTSA shall begin on August 1 and end on July 31.

691
692

693 **#Article 15: Parliamentary Authority**

694 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
695 National PTA and its constituent associations in all cases in which they are applicable and in which
696 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
697 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.

698
699

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

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

705
706

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

707
708

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

710
711

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

719
720

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

722

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

725
726 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
727 identified by the pound symbol (#) shall serve to automatically and without requirement of
728 further action by the local PTA/PTSA to amend correspondingly its bylaws.

729
730 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
731 serve automatically and without the requirement of further action by this local PTSA to amend
732 correspondingly the bylaws of this local PTSA.

733
734 **#Required by Virginia PTA in all district, council, and local unit bylaws.**