

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Trailside Middle School PTA of Ashburn, Virginia were approved by the membership at its meeting on September 4, 2019.

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\*\*\*\*\*

(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.

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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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**Trailside Middle School PTA**  
**PARENT TEACHER ASSOCIATION**  
**LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the Trailside Middle School Parent Teacher Association located in Ashburn, 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 Trailside Middle School PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

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

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

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

47 **#Article 3: Principles**

48  
49 The following are basic principles of the Trailside Middle School PTA in common with those of  
50 Virginia PTA and National PTA:

- 51
- 52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
  - 53
  - 54 b. The association shall work to engage and empower children, families, and educators  
55 within schools and communities to provide quality education for all children and youth,  
56 and shall seek to participate in the decision-making process by influencing school policy  
57 and advocating for children’s issues, recognizing that the legal responsibility to make  
58 decisions has been delegated by the people to boards of education, state education  
59 authorities, and local education authorities.
  - 60
  - 61 c. The association shall work to promote the health and welfare of children and youth,  
62 and shall seek to promote collaboration among families, schools, and the community at  
63 large.
  - 64
  - 65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional  
66 expertise shall be guiding principles for service in Virginia PTA.
- 67

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

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

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

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

- 82
- 83 a. Adhere to purposes and basic policies of the PTA.
  - 84
  - 85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
86 and one (1) treasurer.
  - 87
  - 88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
90 Directors.
- 91

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

95  
96 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
97 fifteen (15) days following the adoption of the audit report by the general 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. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
103 designated in these bylaws.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 159
- 160 a. Yield and surrender all of its books and records and all of its assets and property to  
161 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
162 PTA/PTSA organized under the authority of Virginia PTA.
  - 163
  - 164 b. Cease and desist from the further use of any name that implies or connotes association  
165 with Virginia PTA, National PTA or status as a constituent association of National PTA.
  - 166
  - 167 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
168 necessary for the purpose of dissolving such local PTA/PTSA.
  - 169

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

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

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

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

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

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

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

203  
204 e. Voting shall be by ballot.

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

209  
210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
211 the debts and obligations of the association, the association's financial holdings, property,  
212 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and  
213 if not claimed by the resolved unit within two years it remains with the Virginia PTA in  
214 order to further the mission and purpose of the Virginia PTA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



274 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
275 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
276 shall not be included in the local PTA/PTSA's budget.  
277

278 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
279 or before November 1. Additional membership dues received after November 1 shall be  
280 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.  
281 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
282 Virginia PTA state office on or before March 1. Membership dues received after March 1  
283 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.  
284

285 c. A list of members who joined the association during the reporting period shall be kept  
286 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.  
287

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

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

299 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
300 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
301 unit.  
302

## 303 **Article 6: Officers and Their Election**

304

305 **Section 1.** The officers of this PTA/PTSA shall consist of:  
306

307 #a. One (1) president.  
308

309 b. Two (2) vice president(s).  
310

311 #c. A secretary.  
312

313 #d. One (1) treasurer.  
314

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

## 376 **Article 7: Duties of Officers**

### 377 **Section 1.** The president shall:

378  
379 a. Preside at all meetings of this local PTA/PTSA.

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

383  
384 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
385 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
386 office 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 PTA/PTSA except the  
391 nominating committee.

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

393  
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. The First Vice President shall perform duties relating to PTA  
398 activities; the Second Vice President shall perform duties relating to the PTA fundraising  
399 activities

400  
401 c. Perform other delegated duties as assigned.

### 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.

411 c. Maintain a membership list as required by Virginia PTA.

412  
413  
414 d. Perform other delegated duties as assigned.

415  
416 **#Section 4.** The treasurer shall:

417  
418 a. Have custody of all funds and finances of the local PTA/PTSA.

419  
420 b. Keep a full and accurate account of receipts and expenditures as described in these  
421 bylaws.

422  
423 c. Make disbursements as authorized by the president, executive board, or general  
424 membership in accordance with the budget adopted by the general membership.

425  
426 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
427 president.

428  
429 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
430 other times when requested by the executive board.

431  
432 f. Prepare an annual financial report at the close of the fiscal year.

433  
434 g. Have the accounts examined according to the auditing procedures outlined in these  
435 bylaws.

436  
437 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
438 within fifteen (15) days following the adoption of the audit by the membership.

439  
440 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
441 sent to the Virginia PTA state office within fifteen (15) days of filing.

442  
443 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National  
444 PTA dues for membership received prior to November 1. Remit by December 1, dues  
445 received after November 1. Remit by March 1, dues received after December 1. Remit by  
446 June 30, all Virginia PTA and National PTA dues received after March 1.

447  
448 k. Perform other delegated duties as assigned.

449  
450 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
451 the term of office or in case of resignation, each officer shall turn over to the president, without  
452 delay, all records, books, and other materials pertaining to the office.

453  
454  
455 **Article 8: Executive Committee**

456  
457 **Section 1.** The executive committee shall consist of the elected officers of the association and  
458 the principal of the school.

459  
460 **Section 2.** The executive committee shall:

461  
462 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
463 general membership for approval.

464  
465 b. Appoint standing and special committee chairmen and members of the standing and  
466 special committees, except the nominating committee.

467  
468 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
469 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
470 appointed as necessary. Members of the standing and special committees shall be appointed as  
471 soon as possible after the appointment of the committee chairmen.

472  
473 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
474 majority of the executive committee, two (2) days' notice having been given. A quorum of the  
475 executive committee shall be a majority of the members of the committee then in office.

476  
477 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic  
478 vote. Only the president shall have the authority to call for an electronic vote and to establish the  
479 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting  
480 results must be recorded in the minutes and ratified at the next executive committee meeting.

481  
482 **#Section 6.** The executive committee may hold meetings by telephone conference or through  
483 other electronic communications media so long as all the members can simultaneously hear each  
484 other and participate during the meeting. Some or all of the members may participate  
485 electronically at a meeting held at a central location so long as all the members can  
486 simultaneously hear each other and participate during the meeting.

## 487 **Article 9: Executive Board**

488  
489  
490 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
491 the chairmen of the standing committees. The principal of the school or his/her designee and a  
492 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
493 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
494 the officers of the association not more than thirty (30) days following the election of officers.

495  
496 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
497 association's board at the local, council, district, region, state, or national level while serving as a  
498 paid employee of, or under contract to, that constituent association.

499  
500 **Section 3.** The executive board shall:

501

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

505  
506 b. Create, change or eliminate standing and special committees.

507  
508 c. Approve the plans of work of the standing and special committees.

509  
510 #d. Select an auditing committee, experienced auditor, or attend an external audit  
511 exchange.

512  
513 #e. Approve the proposed budget to be presented to the general membership for adoption.

514  
515 #f. Obtain general membership approval for any changes to the adopted budget over three  
516 hundred dollars (\$300.00) per fiscal year.

517  
518 **#Section 4. Auditing Procedures:**

519  
520 a. The executive board shall select an auditing committee, experienced auditor or choose  
521 to participate in an external audit exchange prior to the end of the fiscal year. An auditing  
522 committee shall consist of no fewer than three (3) members and no one with signature  
523 authority shall sit on their own auditing committee. All audit exchanges shall be  
524 coordinated with at least one (1) other PTA/PTSA unit.

525  
526 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,  
527 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit  
528 report shall be submitted in writing to the executive board prior to finalization of the  
529 proposed budget for the coming school year.

530  
531 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
532 a term select an auditing committee or an experienced auditor within one (1) week of the  
533 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
534 shall be complete within three (3) weeks of the resignation. This audit shall not be  
535 performed in lieu of the year-end audit.

536  
537 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
538 office with the exception of depository duties, reconciliation of bank statements, change of  
539 signatory or other clerical duties not requiring signatory until the audit is presented to the  
540 executive board.

541  
542 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
543 year-end audit report shall be presented to the membership for adoption at the first general  
544 membership meeting held after the completion of the report. A copy of the fiscal year-end  
545 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
546 adoption of the audit by the general membership.

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

551  
552 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
553 qualifications or fulfill the duties of the position, that person may be removed from the board by  
554 a majority vote of the executive board.

555  
556 **Section 6.** The executive board shall hold at least **four (4)** meetings during the year. The time  
557 and place of meetings shall be set at the first meeting of the executive board after their election.  
558 Special meetings of the executive board may be called by the president or by a majority of the  
559 members of the executive board, **two (2)** days' notice being given. A quorum of the executive  
560 board members shall be a majority of the members of the executive board then in office.

561  
562 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.  
563 Only the president shall have the authority to call for an electronic vote and to establish the  
564 guidelines for that vote. The established quorum of the executive board shall prevail. Voting  
565 results must be recorded in the minutes and ratified at the next executive board meeting.

566  
567 **#Section 8.** The executive board may hold meetings by telephone conference or through other  
568 electronic communications media so long as all the members can simultaneously hear each other  
569 and participate during the meeting. Some or all of the members may participate electronically at  
570 a meeting held at a central location so long as all the members can simultaneously hear each  
571 other and participate during the meeting.

## 572 **Article 10: Committees**

573  
574  
575 **#Section 1.** Chairmen and members of all standing and special committees shall be members of  
576 this local PTA/PTSA.

577  
578 **Section 2.** The executive board may create, change or eliminate such standing committees as it  
579 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.  
580 Standing committee chairmen and committee members shall be appointed by the executive  
581 committee, except for the nominating committee. In the absence of an executive committee then  
582 the executive board shall make the appointments. The term of each chairman shall be **one (1)**  
583 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same  
584 capacity for more than two (2) consecutive terms.

585  
586 **Section 3.** The executive board may create, change or eliminate such special committees as it  
587 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen  
588 and committee members shall be appointed by the executive committee. In the absence of an  
589 executive committee then the executive board shall make the appointments. The term of each  
590 special committee chairman is ended upon completion of the task assigned to the committee. No  
591 special committee chairman shall be eligible to serve in the same capacity for more than two (2)  
592 consecutive terms.

593  
594 **Section 4.** The chairman of each standing and special committee shall present a plan of work to  
595 the executive board for approval. No committee work shall be undertaken without the consent of  
596 the executive board.

597  
598 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only  
599 the committee chair shall have the authority to call for an electronic vote and to establish the  
600 guidelines for that vote. The established quorum of the committee shall prevail. Voting results  
601 must be recorded in the minutes and ratified at the next committee meeting.

602  
603 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic  
604 communications media so long as all the members can simultaneously hear each other and  
605 participate during the meeting. Some or all of the members may participate electronically at a  
606 meeting held at a central location so long as all the members can simultaneously hear each other  
607 and participate during the meeting.

608  
609 **Section 7.** The quorum of any committee shall be a majority of its members.

610  
611 **Section 8.** The president shall serve as ex-officio member of all committees of this local  
612 PTA/PTSA except the nominating committee.

613  
614 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,  
615 books and other materials pertaining to the committee at the end of the term served or when  
616 departing office.

617  
618 **Article 11: General Membership Meetings**

619  
620 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least **four (4)** times during  
621 the school year, **three (3)** days' notice having been given.

622  
623 **Section 2.** The general membership election meeting shall be held in **May**.

624  
625 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
626 majority of the executive board, **three (3)** days' notice having been given.

627  
628 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
629 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
630 verified members of this local PTA/PTSA.

631  
632 **Section 5.** **Ten (10)** members, shall constitute a quorum for the transaction of business in any  
633 meeting of this local PTA/PTSA.

634  
635  
636 **#Article 12: District Membership**



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

640  
641 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
642 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
643 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
644 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

645  
646 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
647 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
648 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
649 delegate for each fifty (50) memberships or major fraction thereof.

650  
651 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
652 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
653 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
654 instructed, they shall use their own discretion.

655  
656  
657 **#Article 13: Fiscal Year**

658  
659 The fiscal year of this local PTA/PTSA shall begin on **July 1** and end on **June 30**.

660  
661 **#Article 14: Parliamentary Authority**

662  
663 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern  
664 National PTA and its constituent associations in all cases in which they are applicable and in which  
665 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
666 PTA, or the articles of incorporation.

667  
668 **#Article 15: Local Unit Bylaws Revisions and Amendments**

669  
670 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
671 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on  
672 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)  
673 years from the Virginia PTA Bylaws Committee date of approval.

674  
675 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

676  
677 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for  
678 existing bylaws or to submit an amendment to current bylaws.

679  
680 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
681 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
682 the membership at least thirty (30) days prior to the meeting at which the revision or the

683 amendments are to be voted upon. A quorum shall be established at the meeting in which  
684 voting takes place. The revision or amendments are subject to approval by the Virginia  
685 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
686 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
687 voting.

688  
689 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
690 accordance with the bylaws of Virginia PTA.

691  
692 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
693 sections that are identified by the pound symbol (#).

694  
695 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
696 identified by the pound symbol (#) shall serve to automatically and without requirement of  
697 further action by the local PTA/PTSA to amend correspondingly its bylaws.

698  
699 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
700 serve automatically and without the requirement of further action by this local PTA/PTSA to  
701 amend correspondingly the bylaws of this local PTA/PTSA.

702  
703 **#Required by Virginia PTA in all district, council, and local unit bylaws.**