

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the George Mason Elementary School of Alexandria were approved by the membership at its meeting on Insert date of meeting.

Signed: _____
President Sarah Hoffman
AM phone number: _____
PM phone number: _____
e-mail: _____

Signed: _____
Secretary Cailin Dore

Signed: _____
Bylaws Committee Chair Alexia Smokler

(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.

GEORGE MASON ELEMENTARY SCHOOL PTA BYLAWS INDEX

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#PTA Mission

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

#PTA Values

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

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

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

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

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

1 **GEORGE MASON ELEMENTARY SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

5 **#Article 1: Name and Area**
6

7 The name of this association is the George Mason Elementary School Parent Teacher Association
8 located in Alexandria, Virginia. It is a local PTA organized under the authority of the Virginia
9 Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National
10 Congress of Parents and Teachers (referred to as “National PTA”).
11

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purpose or purposes (Objects) of George Mason Elementary School
15 PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue
16 are:
17

- 18 a. To promote the welfare of children and youth in home, school, places of worship, and
19 throughout the community.
20
- 21 b. To raise the standards of home life.
22
- 23 c. To advocate for laws that further the education, physical and mental health, welfare,
24 and safety of children and youth.
25
- 26 d. To promote the collaboration and engagement of families and educators in the
27 education of children and youth.
28
- 29 e. To engage the public in united efforts to secure the physical, mental, emotional,
30 spiritual, and social well-being of all children and youth, and
31
- 32 f. To advocate for fiscal responsibility regarding public tax dollars in public education
33 funding.
34

35 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
36 in collaboration with parents, families, teachers, educators, students, and the public; developed
37 through conferences, committees, projects, and programs; and governed and qualified by the
38 basic principles set forth in Article 3.
39

40 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
41 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
42 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
43 Revenue Code”).
44
45
46

47 **#Article 3: Principles**

48
49 The following are basic principles of the George Mason Elementary School PTA in common with
50 those of 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

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

70
71 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
72 association and (b) the certificate of incorporation or articles of incorporation of such association
73 (in cases which the association is a corporation) or the articles of organization by whatever name
74 (in cases in which the association exists as an unincorporated association).
75

76 **Section 2.** Local PTA/PTSA shall be organized and chartered under the authority of Virginia
77 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
78 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
79

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

- 83
84 a. Adhere to purposes and basic policies of the PTA.
85
86 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
87 and one (1) treasurer.
88
89 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
90 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
91 Directors.
92

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

160
161 a. Yield and surrender all of its books and records and all of its assets and property to
162 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
163 PTA/PTSA organized under the authority of Virginia PTA.

164
165 b. Cease and desist from the further use of any name that implies or connotes association
166 with Virginia PTA, National PTA or status as a constituent association of National PTA.

167
168 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
169 necessary for the purpose of dissolving such local PTA/PTSA.

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

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

178
179 1. Only those funds approved by the general membership in the current budget year
180 may be spent.

181
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).

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

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

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

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

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

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

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

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

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

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

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

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

272
273 **Section 12.** Payment of Virginia PTA and National PTA dues:
274

275 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
276 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
277 shall not be included in the local PTA/PTSA's budget.
278

279 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
280 or before November 1. Additional membership dues received after November 1 shall be
281 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
282 Membership dues received after December 1 shall be remitted to Virginia PTA at the
283 Virginia PTA state office on or before March 1. Membership dues received after March 1
284 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
285

286 c. A list of members who joined the association during the reporting period shall be kept
287 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
288

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

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

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

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

305

306 **Section 1.** The officers of this PTA shall consist of:
307

308 #a. One (1) president.
309

310 b. One (1) president-elect.
311

312 c. Three (3) vice presidents.
313

314 #d. A secretary.
315

316 #e. One (1) treasurer.
317

318 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
319 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive

320 board, standing or special committees, or to serve as a delegate or alternate to the council or
321 district.

322

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

324

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

326

327 b. The nominating committee shall consist of 3 members, who shall be elected by the
328 members of this local PTA/PTSA at their regular general membership meeting at least two
329 (2) months prior to the election of officers. The committee shall elect its own chairperson.

330

331 c. The nominating committee shall nominate an eligible person for each office to be filled,
332 except the office of president, and report its nominees to the members at a regular general
333 membership meeting at least thirty (30) days prior to the general membership election
334 meeting. At the general membership election meeting additional nominations may be made
335 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. It is understood that the president-elect, by
339 accepting the nomination is agreeing to automatically succeed to the office of president at
340 the end of his/her term as president-elect.

341

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

343

344 a. Officers shall be elected at the general membership election meeting in the month of
345 May or June. The president-elect shall automatically succeed the office of president.

346

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

352

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

356

357 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No
358 person shall hold more than one (1) elected office at a time on this local unit. No local unit
359 officer shall serve more than two (2) consecutive terms, not to exceed two (2) years in the same
360 office; however no person shall serve in the office of president for more than a consecutive term
361 and no person shall serve in the office of president elect for more than a consecutive term.
362 Current Local Unit President shall not serve as President-elect the following term. Officers who
363 have served in an office for more than one-half (1/2) of a full term shall be deemed to have
364 served a full term in such office.

365

366 **#Section 6.** Vacancies in any office shall be filled by the following method:
367

368 a. A vacancy occurring in any office except that of president or president-elect shall be
369 filled for the unexpired term by a person elected by a majority vote of the Executive
370 Board at their next scheduled meeting. In case of a vacancy in the office of president, the
371 president-elect shall become president and shall hold office for the balance of the term.
372 The vacancy in the office of president-elect shall be filled at the next General
373 Membership meeting by the voting body. In the interim, the duties of the president-elect
374 shall be delegated by the president.
375

376 b. If there is more than one nominee for any office, then the voting shall be by ballot. A
377 majority of the votes cast shall constitute which nominees are elected. However, if there
378 is but one nominee for office, election for that office may be by voice vote. If by ballot
379 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
380

381 c. When a ten (10) day notice of the election is given, a majority of votes cast shall
382 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
383 be required.
384

385 **Article 7: Duties of Officers**
386

387 **Section 1.** The president shall:
388

389 a. Preside at all meetings of this local PTA.
390

391 b. Coordinate the work of the officers and committees of this local PTA in order that the
392 purposes may be promoted.
393

394 #c. Submit this local PTA/PTSA officers' contact information form and verification of
395 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
396 office immediately upon election of officers annually.
397

398 d. Perform such other duties as may be prescribed in these bylaws.
399

400 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
401 nominating committee.
402

403 **Section 2.** The president-elect shall:
404

405 a. Act as aide to the president.
406

407 b. Perform duties of the president in the absence or inability of that officer to act.
408

409 c. Understand that by accepting the nomination of president-elect, they agree to
410 automatically succeed to the office of president at the end of their term as president-elect.
411

412 d. Perform other delegated duties as assigned.

413
414 **Section 3.** The vice presidents shall:

415 a. Act as aides to the president.

416
417
418 b. In their designated order, perform the duties of the president in the absence or inability
419 of the officer to act.

420
421 c. Perform other delegated duties as assigned.

422 1. The first vice president shall be fundraising chair.

423
424 2. The second vice president shall be programming chair.

425
426
427 3. The third vice president shall be outreach chair.

428
429 **#Section 4.** The secretary shall:

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

431
432 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

433
434 c. Maintain a membership list as required by Virginia PTA.

435
436 d. Perform other delegated duties as assigned.

437
438
439 **#Section 5.** The treasurer shall:

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

441
442 b. Keep a full and accurate account of receipts and expenditures as described in these
443 bylaws.

444
445 c. Make disbursements as authorized by the president, executive board, or general
446 membership in accordance with the budget adopted by the general membership.

447
448 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
449 president.

450
451 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
452 other times when requested by the executive board.

453
454 f. Prepare an annual financial report at the close of the fiscal year.

457 g. Have the accounts examined according to the auditing procedures outlined in these
458 bylaws.

459
460 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
461 within fifteen (15) days following the adoption of the audit by the membership.

462
463 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
464 sent to the Virginia PTA state office within fifteen (15) days of filing.

465
466 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
467 PTA dues for membership received prior to November 1. Remit by December 1, dues
468 received after November 1. Remit by March 1, dues received after December 1. Remit by
469 June 30, all Virginia PTA and National PTA dues received after March 1.

470
471 k. Perform other delegated duties as assigned.

472
473 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
474 the term of office or in case of resignation, each officer shall turn over to the president, without
475 delay, all records, books, and other materials pertaining to the office.

476 477 **Article 8: Executive Board**

478
479 **Section 1.** The executive board of this local PTA shall consist of the elected officers, the
480 chairperson(s) of the membership and website committee(s), and the delegate to the Alexandria
481 PTA Council (PTAC). The principal of the school or his/her designee and a staff representative or
482 his/her alternate, appointed by the principal or elected by the faculty, also may serve on the
483 executive board. The chairperson(s) of the membership and website committees and the PTAC
484 delegate shall be appointed by the officers of the association not more than thirty (30) days
485 following the election of officers.

486
487 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
488 association's board at the local, council, district, region, state, or national level while serving as a
489 paid employee of, or under contract to, that constituent association.

490
491 **Section 3.** The executive board shall:

492
493 a. Transact necessary business in the intervals between general membership meetings and
494 such other business as may be referred to it by this local PTA and present a report to
495 the general membership at the general membership meetings.

496
497 b. Create, change or eliminate standing and special committees.

498
499 c. Approve the plans of work of the standing and special committees.

500

501 #d. Select an auditing committee, experienced auditor, or attend an external audit
502 exchange.

503
504 #e. Approve the proposed budget to be presented to the general membership for adoption.

505
506 #f. Obtain general membership approval for any changes to the adopted budget over three
507 hundred dollars (\$300.00) per fiscal year.

508
509 **#Section 4. Auditing Procedures:**

510
511 a. The executive board shall select an auditing committee, experienced auditor, or choose
512 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
513 committee shall consist of no fewer than three (3) members and no one with signature
514 authority shall sit on their own auditing committee. All audit exchanges shall be
515 coordinated with at least one (1) other PTA/PTSA unit.

516
517 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
518 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
519 report shall be submitted in writing to the executive board prior to finalization of the
520 proposed budget for the coming school year.

521
522 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
523 a term select an auditing committee or an experienced auditor within one (1) week of the
524 resignation. The audit shall be performed with fiscal year-end auditing procedures and
525 shall be complete within three (3) weeks of the resignation. This audit shall not be
526 performed in lieu of the year-end audit.

527
528 d. The newly elected treasurer shall not undertake any banking responsibilities of that
529 office with the exception of depository duties, reconciliation of bank statements, change of
530 signatory or other clerical duties not requiring signatory until the audit is presented to the
531 executive board.

532
533 e. All audit reports shall be presented to the general membership for adoption. The fiscal
534 year-end audit report shall be presented to the membership for adoption at the first general
535 membership meeting held after the completion of the report. A copy of the fiscal year-end
536 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
537 adoption of the audit by the general membership.

538
539 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
540 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
541 filing.

542
543 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
544 qualifications or fulfill the duties of the position, that person may be removed from the board by
545 a majority vote of the executive board.

546
547 **Section 6.** The executive board shall hold at least 8 meetings during the year. The time and place
548 of meetings shall be set at the first meeting of the executive board after their election. Special
549 meetings of the executive board may be called by the president or by a majority of the members
550 of the executive board, 3 days' notice being given. A quorum of the executive board members
551 shall be a majority of the members of the executive board then in office.

552
553 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
554 Only the president shall have the authority to call for an electronic vote and to establish the
555 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
556 results must be recorded in the minutes and ratified at the next executive board meeting.

557
558 **#Section 8.** The executive board may hold meetings by telephone conference or through other
559 electronic communications media so long as all the members can simultaneously hear each other
560 and participate during the meeting. Some or all of the members may participate electronically at
561 a meeting held at a central location so long as all the members can simultaneously hear each
562 other and participate during the meeting.

563 564 565 **Article 9: Committees**

566
567 **#Section 1.** Chairpersons and members of all standing and special committees shall be members
568 of this local PTA/PTSA.

569
570 **Section 2.** The executive board may create, change or eliminate such standing committees as it
571 may deem necessary to promote the purposes and carry on the work of the local PTA. Standing
572 committee chairpersons and committee members shall be appointed by the executive committee,
573 except for the nominating committee. In the absence of an executive committee then the
574 executive board shall make the appointments. The term of each chairperson shall be 1 year or
575 until the selection of a successor. No chairperson shall be eligible to serve in the same capacity
576 for more than two (2) consecutive terms.

577
578 **Section 3.** The executive board may create, change or eliminate such special committees as it
579 may deem necessary or as may be directed by the local PTA. Special committee chairpersons
580 and committee members shall be appointed by the executive committee. In the absence of an
581 executive committee then the executive board shall make the appointments. The term of each
582 special committee chairperson is ended upon completion of the task assigned to the committee.
583 No special committee chairperson shall be eligible to serve in the same capacity for more than
584 two (2) consecutive terms.

585
586 **Section 4.** The chairperson of each standing and special committee shall present a plan of work to
587 the executive board for approval. No committee work shall be undertaken without the consent of
588 the executive board.

589
590 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
591 the committee chair shall have the authority to call for an electronic vote and to establish the

592 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
593 must be recorded in the minutes and ratified at the next committee meeting.

594
595 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
596 communications media so long as all the members can simultaneously hear each other and
597 participate during the meeting. Some or all of the members may participate electronically at a
598 meeting held at a central location so long as all the members can simultaneously hear each other
599 and participate during the meeting.

600
601 **Section 7.** The quorum of any committee shall be a majority of its members.

602
603 **Section 8.** The president shall serve as ex-officio member of all committees of this local PTA
604 except the nominating committee.

605
606 **#Section 9.** Committee chairpersons shall turn over to the president, without delay, all records,
607 books and other materials pertaining to the committee at the end of the term served or when
608 departing office.

609
610 **Article 10: General Membership Meetings**

611
612 **Section 1.** Regular meetings of this local PTA shall be held at least 8 times during the school
613 year, 10 days' notice having been given.

614
615 **Section 2.** The general membership election meeting shall be held in May or June.

616
617 **Section 3.** Special meetings of this local PTA may be called by the president or by a majority of
618 the executive board, 5 days' notice having been given.

619
620 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
621 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
622 verified members of this local PTA.

623
624 **Section 5.** Ten (10) members shall constitute a quorum for the transaction of business in any
625 meeting of this local PTA.

626
627 **Article 11: Council Membership**

628
629 **Section 1.** Selection of delegates:

630
631 a. This local PTA shall be represented in meetings of the Alexandria Council Parent
632 Teacher Association by the president or alternate, the principal or alternate, and by 1
633 delegate or alternate.

634
635 b. Delegates and alternates shall be appointed in May or June.

636

637 c. Delegates to the Alexandria Council PTA shall serve for a term of 1 year or until the
638 selection of a successor. No delegate shall serve for more than two (2) consecutive terms.
639

640 **Section 2.** This local PTA shall pay annual dues as prescribed in council bylaws to the Alexandria
641 Council PTA.
642

643 **Section 3.** Responsibilities of delegates:
644

645 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
646 to council such matters as may be referred to it by the local PTA/PTSA.
647

648 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
649 instructed, they shall use their own discretion, except as provided by council bylaws.
650

651 **#Article 12: District Membership**

652

653 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
654 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.
655

656 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
657 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
658 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
659 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
660

661 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
662 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
663 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
664 delegate for each fifty (50) memberships or major fraction thereof.
665

666 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
667 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
668 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
669 instructed, they shall use their own discretion.
670

671 **#Article 13: Fiscal Year**

672

673 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 1.
674
675

676 **#Article 14: Parliamentary Authority**

677

678 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
679 National PTA and its constituent associations in all cases in which they are applicable and in which
680 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
681 PTA, or the articles of incorporation.
682

683 **#Article 15: Local Unit Bylaws Revisions and Amendments**

684
685 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
686 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
687 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
688 years from the Virginia PTA Bylaws Committee date of approval.

689
690 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

691
692 a. A committee shall be appointed to submit a revise a set of bylaws as a substitute for
693 existing bylaws or to submit an amendment to current bylaws.

694
695 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
696 provided notice and a copy of the proposed bylaws revision or amendments are provided to
697 the membership at least thirty (30) days prior to the meeting at which the revision or the
698 amendments are to be voted upon. A quorum shall be established at the meeting in which
699 voting takes place. The revision or amendments are subject to approval by the Virginia
700 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
701 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
702 voting.

703
704 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
705 accordance with the bylaws of Virginia PTA.

706
707 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
708 sections that are identified by the pound symbol (#).

709
710 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
711 identified by the pound symbol (#) shall serve to automatically and without requirement of
712 further action by the local PTA/PTSA to amend correspondingly its bylaws.

713
714 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
715 serve automatically and without the requirement of further action by this local PTA/PTSA to
716 amend correspondingly the bylaws of this local PTA/PTSA.

717
718 **#Required by Virginia PTA in all district, council, and local unit bylaws.**