

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Rachel Carson Middle School PTA of Herndon, Virginia were approved by the membership at its meeting on **April 26, 2018**.

Signed: \_\_\_\_\_ Nancy Linton  
President

AM phone number:

PM phone number:

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Signed: \_\_\_\_\_ Amy Fujii  
Secretary

Signed: \_\_\_\_\_ Jennifer Condro  
Bylaws Committee Chairman

\*\*\*\*\*

(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 **May 1, 2018** and must be submitted for review to the Virginia PTA by **April 30, 2018** 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.

May 2018

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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 **RACHEL CARSON MIDDLE SCHOOL PTA**  
2 **PARENT TEACHER ASSOCIATION**  
3 **LOCAL UNIT BYLAWS**  
4

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

7 The name of this association is the **Rachel Carson Middle School Parent Teacher** Association  
8 located in **Fairfax County**, Virginia. It is a local **PTA** organized under the authority of the  
9 Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the  
10 National 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 the **Rachel Carson Middle 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 **Rachel Carson Middle 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 **#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 obligations of the association, the remaining assets shall be distributed to one (1) or  
212 more non-profit funds, foundations, or organizations which have established their tax-  
213 exempt status under Section 501(c)(3) of the Internal Revenue Code.

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215 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  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

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

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

## #Article 5: Membership and Dues

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

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

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

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

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

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

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

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

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

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

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

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



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 on  
278 or before December 1. Additional membership dues received after December 1 shall be  
279 remitted to Virginia PTA on or before March 1. Membership dues received after March 1  
280 shall be remitted to Virginia PTA on or before June 30.

281  
282 c. A list of members who joined the association during the reporting period shall be kept  
283 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

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

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

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

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

301  
302 **Section 1.** The officers of this PTA/PTSA shall consist of:

303  
304 #a. One (1) president.

305  
306 **b. Two (2) vice presidents.**

307  
308 #c. A secretary.

309  
310 #d. One (1) treasurer.

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

316  
317 **#Section 3.** Nominating committee:  
318

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

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

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

330  
331 d. Only those persons who have signified their consent to serve, if elected, shall be  
332 nominated for or elected to such office.

333  
334 **#Section 4.** Officers shall be elected by the following method:

335  
336 a. Officers shall be elected at the general membership election meeting in the month of  
337 **May**.

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

344  
345 c. Officers, except the treasurer, shall assume their official duties immediately following  
346 the close of the meeting in the month of **June**. The treasurer shall assume his/her official  
347 duties upon the completion of the auditing process outlined in these bylaws.

348  
349 **#Section 5.** Officers shall serve for a term of **one (1)** year or until their successors are elected.

350 No person shall hold more than one (1) elected office at a time on this local unit board. No local  
351 unit officer shall serve more than **three (3)** consecutive terms, not to exceed four (4) years in the  
352 same office. Officers who have served in an office for more than one-half (1/2) of a full term  
353 shall be deemed to have served a full term in such office.

354  
355 **#Section 6.** Vacancies in any office shall be filled by the following method:

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

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

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

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

374 .  
375 **Article 7: Duties of Officers**

376  
377 **Section 1.** The president shall:

378 a. Preside at all meetings of this local PTA.

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

383  
384 #c. Submit this local PTA officers' contact information form and verification of this local  
385 PTA'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 PTA 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  
397 b. In their designated order, perform the duties of the president in the absence or inability  
398 of the officer to act.

399  
400 **c. The first vice president shall oversee programs and communication.**

401  
402 **d. The second vice president shall oversee school-wide fundraising activities and**  
403 **events.**

404  
405 e. Perform other delegated duties as assigned.

406  
407 **#Section 3.** The secretary shall:  
408

- 409 a. Record the minutes of all meetings of the local PTA.
- 410
- 411 b. Keep the official copy of the local PTA bylaws in his/her files.
- 412
- 413 c. Maintain a membership list as required by Virginia PTA.
- 414
- 415 d. Perform other delegated duties as assigned.
- 416

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

- 418 a. Have custody of all funds and finances of the local PTA.
- 419
- 420
- 421 b. Keep a full and accurate account of receipts and expenditures as described in these
- 422 bylaws.
- 423
- 424 c. Make disbursements as authorized by the president, executive board, or general
- 425 membership in accordance with the budget adopted by the general membership.
- 426
- 427 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
- 428 president.
- 429
- 430 e. Present a written financial statement at every meeting of the local PTA and at other
- 431 times when requested by the executive board.
- 432
- 433 f. Prepare an annual financial report at the close of the fiscal year.
- 434
- 435 g. Have the accounts examined according to the auditing procedures outlined in these
- 436 bylaws.
- 437
- 438 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
- 439 within fifteen (15) days following the adoption of the audit by the membership.
- 440
- 441 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
- 442 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 443
- 444 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
- 445 dues for membership received prior to December 1. Remit by March 1, dues received
- 446 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
- 447 received after March 1.
- 448
- 449 k. Perform other delegated duties as assigned.
- 450

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

454 **Article 8: Executive Board**

455  
456 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
457 the chairmen of the standing committees. The principal of the school or his/her designee and a  
458 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
459 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
460 the officers of the association not more than thirty (30) days following the election of officers.

461  
462 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
463 association's board at the local, council, district, region, state, or national level while serving as a  
464 paid employee of, or under contract to, that constituent association.

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

466  
467 a. Transact necessary business in the intervals between general membership meetings and  
468 such other business as may be referred to it by this local PTA/PTSA and present a report to  
469 the general membership at the general membership meetings.

470  
471 b. Create standing and special committees.

472  
473 c. Approve the plans of work of the standing and special committees.

474  
475 #d. Select an auditing committee, experienced auditor, or attend an external audit  
476 exchange.

477  
478 #e. Approve the proposed budget to be presented to the general membership for adoption.

479  
480 #f. Obtain general membership approval for any changes to the adopted budget over three  
481 hundred dollars (\$300.00)

482  
483 **#Section 4.** Auditing Procedures:

484  
485 a. The executive board shall select an auditing committee, experienced auditor or choose  
486 to participate in an external audit exchange prior to the end of the fiscal year. An auditing  
487 committee shall consist of no fewer than three (3) members and no one with signature  
488 authority shall sit on their own auditing committee. All audit exchanges shall be  
489 coordinated with at least one (1) other PTA/PTSA unit.

490  
491 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,  
492 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit  
493 report shall be submitted in writing to the executive board prior to finalization of the  
494 proposed budget for the coming school year.

495  
496 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
497 a term select an auditing committee or an experienced auditor within one (1) week of the  
498 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
499

500 shall be complete within three (3) weeks of the resignation. This audit shall not be  
501 performed in lieu of the year-end audit.

502  
503 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
504 office with the exception of depository duties, reconciliation of bank statements, change of  
505 signatory or other clerical duties not requiring signatory until the audit is presented to the  
506 executive board.

507  
508 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
509 year-end audit report shall be presented to the membership for adoption at the first general  
510 membership meeting held after the completion of the report. A copy of the fiscal year-end  
511 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
512 adoption of the audit by the general membership.

513  
514 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
515 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
516 filing.

517  
518 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
519 qualifications or fulfill the duties of the position, that person may be removed from the board by  
520 a majority vote of the executive board.

521  
522 **Section 6.** The executive board shall hold at least **four (4)** meetings during the year. The time  
523 and place of meetings shall be set at the first meeting of the executive board after their election.  
524 Special meetings of the executive board may be called by the president or by a majority of the  
525 members of the executive board, **three (3)** days' notice being given. A quorum of the executive  
526 board members shall be a majority of the members of the executive board then in office.

527  
528 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.  
529 Only the president shall have the authority to call for an electronic vote and to establish the  
530 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
531 must be recorded in the minutes and ratified at the next executive board meeting.

## 532 **Article 9: Committees**

533  
534  
535 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
536 appointed positions.

537  
538 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
539 this local PTA/PTSA.

540  
541 **Section 3.** The executive board may create such standing committees as it may deem necessary  
542 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee  
543 chairmen and committee members shall be appointed by the executive committee, except for the  
544 nominating committee. In the absence of an executive committee then the executive board shall

545 make the appointments. The term of each chairman shall be **one (1)** year or until the selection of  
546 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
547 consecutive terms.

548  
549 **Section 4.** The executive board may create such special committees as it may deem necessary or  
550 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members  
551 shall be appointed by the executive committee. In the absence of an executive committee then the  
552 executive board shall make the appointments. The term of each special committee chairman is  
553 ended upon completion of the task assigned to the committee.

554  
555 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
556 the executive board for approval. No committee work shall be undertaken without the consent of  
557 the executive board.

558  
559 **Section 6.** The quorum of any committee shall be a majority of its members.

560  
561 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
562 PTA/PTSA except the nominating committee.

563  
564 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,  
565 books and other materials pertaining to the committee at the end of the term served or when  
566 departing office.

567

#### 568 **Article 10: General Membership Meetings**

569

570 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least **five (5)** times during  
571 the school year, **seven (7)** days' notice having been given.

572

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

574

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

577

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

581

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

584

585

586 **Article 11: Council Membership**

587  
588 **Section 1.** Selection of delegates:

589  
590 a. This local PTA shall be represented in meetings of the **Fairfax County** Council Parent  
591 Teacher Association by the president or alternate, the principal or alternate, and by **one (1)** delegate  
592 or alternate.

593  
594 b. Delegates and alternates shall be **appointed in June.**

595  
596 c. Delegates to the **Fairfax County** Council PTA shall serve for a term of **one (1)**  
597 year or until the selection of a successor.

598  
599 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
600 **Fairfax County** Council PTA.

601  
602 **Section 3.** Responsibilities of delegates:

603  
604 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
605 to council such matters as may be referred to it by the local PTA/PTSA.

606  
607 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
608 instructed, they shall use their own discretion, except as provided by council bylaws.

609  
610 **#Article 12: District Membership**

611  
612 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
613 This local PTA/PTSA is in the **Northern Virginia** District of Virginia PTA.

614  
615 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
616 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
617 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
618 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

619  
620 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
621 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
622 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
623 delegate for each fifty (50) memberships or major fraction thereof.

624  
625 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
626 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
627 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
628 instructed, they shall use their own discretion.



631 **#Article 13: Fiscal Year**

632  
633 The fiscal year of this local PTA/PTSA shall begin on **July 1** and end on **June 30**.  
634

635 **#Article 14: Parliamentary Authority**

636  
637 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern  
638 National PTA and its constituent associations in all cases in which they are applicable and in which  
639 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
640 PTA, or the articles of incorporation.  
641

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

643  
644 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
645 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on  
646 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)  
647 years from the Virginia PTA Bylaws Committee date of approval.  
648

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

- 650
- 651 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for  
652 existing bylaws or to submit an amendment to current bylaws.  
653
  - 654 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
655 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
656 the membership at least thirty (30) days prior to the meeting at which the revision or the  
657 amendments are to be voted upon. A quorum shall be established at the meeting in which  
658 voting takes place. The revision or amendments are subject to approval by the Virginia  
659 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
660 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
661 voting.  
662
  - 663 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
664 accordance with the bylaws of Virginia PTA.  
665
  - 666 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
667 sections that are identified by the pound symbol (#).  
668
  - 669 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
670 identified by the pound symbol (#) shall serve to automatically and without requirement of  
671 further action by the local PTA/PTSA to amend correspondingly its bylaws.  
672

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

676

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