

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Island Creek Elementary School Parent Teacher Association (PTA) of Fairfax County, Virginia were approved by the membership at its meeting on September 21, 2017.

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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.

**JULY 2017**

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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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**ISLAND CREEK ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

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**#Article 1: Name and Area**

The name of this association is the Island Creek Elementary School Parent Teacher Association located in Fairfax County, 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”).

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**#Article 2: Purposes**

**Section 1. Objectives.** The purpose or purposes (Objects) of Island Creek Elementary 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 Island Creek 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 **#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).

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

228  
229 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
230 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
231 all the benefits of such membership.

232  
233 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
234 who believes in and supports the mission and purposes of National PTA.

235  
236 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
237 persons to membership at any time.

238  
239 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,  
240 shall offer membership to students.

241  
242 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-  
243 inclusive dues as required in each local PTA/PTAs' bylaws.

244  
245 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
246 local PTA/PTSA or to serve in any of its elected or appointed positions.

247  
248 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
249 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
250 "state portion") and the portion payable to National PTA (the "national portion").

251  
252 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
253 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
254 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
255 local unit, Virginia PTA and National PTA.

256  
257 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
258 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
259 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
260 be two dollars and twenty-five cents (\$2.25) per annum.

261  
262 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
263 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
264 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
265 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
266 area.

267  
268 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the  
269 following October 31.

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



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

276  
277 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office 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 #a. One (1) president.

304  
305 b. One (1) vice president(s).

306  
307 #c. A secretary.

308  
309 #d. One (1) treasurer.

310  
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:

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 two (2)  
323 months prior to the election of officers. The committee shall elect its own chairman.

324  
325 c. The nominating committee shall nominate an eligible person for each office to be filled  
326 and report its nominees to the members at a regular general membership meeting at least  
327 thirty (30) days prior to the general membership election meeting. At the general  
328 membership election meeting, additional nominations may be made from the floor.

329  
330 d. Only those persons who have signified their consent to serve, if elected, shall be  
331 nominated for or elected to such office.

332  
333 **#Section 4.** Officers shall be elected by the following method:

334  
335 a. Officers shall be elected at the general membership election meeting in the month of  
336 May or June.

337  
338 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
339 majority of the votes cast shall constitute which nominees are elected. However, if there  
340 is but one nominee for office, election for that office may be by voice vote. If by ballot  
341 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
342 membership election meeting.

343  
344 c. Officers, except the treasurer, shall assume their official duties immediately following  
345 the close of the meeting in the month of June. The treasurer shall assume his/her official  
346 duties upon the completion of the auditing process outlined in these bylaws.

347  
348 **#Section 5.** Officers shall serve for a term of one (1) year(s) or until their successors are elected.  
349 No person shall hold more than one (1) elected office at a time on this local unit board. No local  
350 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the  
351 same office. Officers who have served in an office for more than one-half (1/2) of a full term  
352 shall be deemed to have served a full term in such office.

353  
354 **#Section 6.** Vacancies in any office shall be filled by the following method:

355  
356 a. A vacancy occurring in any office except that of president shall be filled for the  
357 unexpired term by a person elected by a majority vote of the Executive Board at their  
358 next scheduled meeting. In case of a vacancy in the office of president, the vice president  
359 shall become president and shall hold office for the balance of the term. In the interim,  
360 the duties of the vice president shall be delegated by the president.

361  
362 b. In the event of a vacancy in the office of president, and also in the absence of a vice  
363 president, the general membership shall elect the next president.

364  
365 c. If there is more than one nominee for any office, then the voting shall be by ballot. A  
366 majority of the votes cast shall constitute which nominees are elected. However, if there  
367 is but one nominee for office, election for that office may be by voice vote. If by ballot  
368 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.  
369

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

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

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

376 a. Preside at all meetings of this local PTA/PTSA.  
377

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

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

385 d. Perform such other duties as may be prescribed in these bylaws.  
386

387 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
388 nominating committee.  
389

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

391 a. Act as aide(s) to the president.  
392

393 b. In their designated order, perform the duties of the president in the absence or inability  
394 of the officer to act.  
395

396 c. Perform other delegated duties as assigned.  
397

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

399 a. Record the minutes of all meetings of the local PTA/PTSA.  
400

401 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.  
402

403 c. Maintain a membership list as required by Virginia PTA.  
404

405 d. Perform other delegated duties as assigned.  
406

410  
411 **#Section 4.** The treasurer shall:  
412

- 413 a. Have custody of all funds and finances of the local PTA/PTSA.  
414  
415 b. Keep a full and accurate account of receipts and expenditures as described in these  
416 bylaws.  
417  
418 c. Make disbursements as authorized by the president, executive board, or general  
419 membership in accordance with the budget adopted by the general membership.  
420  
421 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
422 president.  
423  
424 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
425 other times when requested by the executive board.  
426  
427 f. Prepare an annual financial report at the close of the fiscal year.  
428  
429 g. Have the accounts examined according to the auditing procedures outlined in these  
430 bylaws.  
431  
432 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
433 within fifteen (15) days following the adoption of the audit by the membership.  
434  
435 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
436 sent to the Virginia PTA state office within fifteen (15) days of filing.  
437  
438 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
439 dues for membership received prior to December 1. Remit by March 1, dues received  
440 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
441 received after March 1.  
442  
443 k. Perform other delegated duties as assigned.  
444

445 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
446 the term of office or in case of resignation, each officer shall turn over to the president, without  
447 delay, all records, books, and other materials pertaining to the office.  
448

449 **Article 8: Executive Board**  
450

451 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers. The  
452 principal of the school or his/her designee and a staff representative or his/her alternate, appointed  
453 by the principal or elected by the faculty, also may serve on the executive board. The chairmen of

454 the standing committees shall be appointed by the officers of the association not more than thirty  
455 (30) days following the election of officers.

456

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

460

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

462

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

466

467 b. Create standing and special committees and appoint standing and special committee  
468 chairs.

469

470 c. Approve the plans of work of the standing and special committees.

471

472 #d. Select an auditing committee, experienced auditor, or attend an external audit  
473 exchange.

474

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

476

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

479

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

481

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

487

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

492

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

498

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

503  
504 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
505 year-end audit report shall be presented to the membership for adoption at the first general  
506 membership meeting held after the completion of the report. A copy of the fiscal year-end  
507 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
508 adoption of the audit by the general membership.

509  
510 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
511 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
512 filing.

513  
514 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
515 qualifications or fulfill the duties of the position, that person may be removed from the board by  
516 a majority vote of the executive board.

517  
518 **Section 6.** The executive board shall hold at least six (6) meetings during the year. The time and  
519 place of meetings shall be set at the first meeting of the executive board after their election.  
520 Special meetings of the executive board may be called by the president or by a majority of the  
521 members of the executive board, three (3) days' notice being given. A quorum of the executive  
522 board members shall be a majority of the members of the executive board then in office.

523  
524 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.  
525 Only the president shall have the authority to call for an electronic vote and to establish the  
526 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
527 must be recorded in the minutes and ratified at the next executive board meeting.

## 528 **Article 9: Committees**

529  
530  
531 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
532 appointed positions.

533  
534 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
535 this local PTA/PTSA.

536  
537 **Section 3.** The executive board may create such standing committees as it may deem necessary  
538 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee  
539 chairmen and committee members shall be appointed by the executive committee, except for the  
540 nominating committee. In the absence of an executive committee then the executive board shall  
541 make the appointments. The term of each chairman shall be one (1) year(s) or until the selection  
542 of a successor. No chairman shall be eligible to serve in the same capacity for more than four (4)  
543 consecutive terms.

544  
545 **Section 4.** The executive board may create such special committees as it may deem necessary or  
546 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members  
547 shall be appointed by the executive committee. In the absence of an executive committee then the  
548 executive board shall make the appointments. The term of each special committee chairman is  
549 ended upon completion of the task assigned to the committee.

550  
551 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
552 the executive board for approval. No committee work shall be undertaken without the consent of  
553 the executive board.

554  
555 **Section 6.** The quorum of any committee shall be a majority of its members.

556  
557 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
558 PTA/PTSA except the nominating committee.

559  
560 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,  
561 books and other materials pertaining to the committee at the end of the term served or when  
562 departing office.

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

564  
565  
566 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least six (6) times during  
567 the school year, ten (10) days' notice having been given.

568  
569 **Section 2.** The general membership election meeting shall be held in May or June.

570  
571 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
572 majority of the executive board, five (5) days' notice having been given.

573  
574 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
575 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
576 verified members of this local PTA/PTSA.

577  
578 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
579 meeting of this local PTA/PTSA.

### 580 **Article 11: Council Membership**

581  
582  
583 **Section 1.** Selection of delegates:

584  
585 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County  
586 Council Parent Teacher Association by the president or alternate, the principal or  
587 alternate, and by one (1) delegate(s) or alternate(s).

588

589 b. Delegates and alternates shall be appointed in September.

590  
591 c. Delegates to the Fairfax County Council PTA shall serve for a term of  
592 one (1) year(s) or until the selection of a successor.

593  
594 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
595 Fairfax County Council PTA.

596  
597 **Section 3.** Responsibilities of delegates:

598  
599 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
600 to council such matters as may be referred to it by the local PTA/PTSA.

601  
602 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
603 instructed, they shall use their own discretion, except as provided by council bylaws.

#### 604 605 **#Article 12: District Membership**

606  
607 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
608 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

609  
610 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
611 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
612 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
613 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

614  
615 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
616 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
617 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
618 delegate for each fifty (50) memberships or major fraction thereof.

619  
620 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
621 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
622 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
623 instructed, they shall use their own discretion.

#### 624 625 **#Article 13: Fiscal Year**

626  
627 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

#### 628 629 **#Article 14: Parliamentary Authority**

630  
631 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
632 National PTA and its constituent associations in all cases in which they are applicable and in which  
633 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
634 PTA, or the articles of incorporation.



635  
636 **#Article 15: Local Unit Bylaws Revisions and Amendments**  
637

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

642  
643 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:  
644

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

647  
648 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
649 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
650 the membership at least thirty (30) days prior to the meeting at which the revision or the  
651 amendments are to be voted upon. A quorum shall be established at the meeting in which  
652 voting takes place. The revision or amendments are subject to approval by the Virginia  
653 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
654 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
655 voting.

656  
657 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
658 accordance with the bylaws of Virginia PTA.

659  
660 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
661 sections that are identified by the pound symbol (#).

662  
663 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
664 identified by the pound symbol (#) shall serve to automatically and without requirement of  
665 further action by the local PTA/PTSA to amend correspondingly its bylaws.

666  
667 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
668 serve automatically and without the requirement of further action by this local PTA/PTSA to  
669 amend correspondingly the bylaws of this local PTA/PTSA.

670  
671 **#Required by Virginia PTA in all district, council, and local unit bylaws.**