

MAY 20 2019

VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Thomas Jefferson High School for Science and Technology Parent Teacher Student Association of Alexandria, Virginia were approved by the membership at its meeting on May 7, 2019

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(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Directors by the Virginia PTA Bylaws Committee:



Jesse Gussis
State Bylaws Committee

June 7, 2019
Date

NOTE: Bylaws of this local unit will take effect on June 7, 2019 and must be submitted for review to the Virginia PTA by June 7, 2024 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.

**THOMAS JEFFERSON HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY
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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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1 **THOMAS JEFFERSON HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY**
2 **PARENT TEACHER STUDENT ASSOCIATION**
3 **LOCAL UNIT BYLAWS**

4
5 **#Article 1: Name and Area**

6
7 The name of this association is the Thomas Jefferson High School for Science and Technology
8 Parent Teacher Student Association located in Alexandria, Virginia. It is a local PTSA organized
9 under the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia
10 PTA”), a branch of the 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 Thomas Jefferson High School for
15 Science and Technology PTSA, in common with those of Virginia PTA and National PTA
16 corporation, will hereafter pursue 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 **#Article 3: Principles**

47
48 The following are basic principles of the Thomas Jefferson High School for Science and
49 Technology PTSA in common with those of Virginia PTA and National PTA:

- 50
51 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
52
53 b. The association shall work to engage and empower children, families, and educators
54 within schools and communities to provide quality education for all children and youth,
55 and shall seek to participate in the decision-making process by influencing school policy
56 and advocating for children’s issues, recognizing that the legal responsibility to make
57 decisions has been delegated by the people to boards of education, state education
58 authorities, and local education authorities.
59
60 c. The association shall work to promote the health and welfare of children and youth,
61 and shall seek to promote collaboration among families, schools, and the community at
62 large.
63
64 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
65 expertise shall be guiding principles for service in Virginia PTA.
66

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

68
69 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
70 association and (b) the certificate of incorporation or articles of incorporation of such association
71 (in cases which the association is a corporation) or the articles of organization by whatever name
72 (in cases in which the association exists as an unincorporated association).
73

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

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

- 81
82 a. Adhere to purposes and basic policies of the PTA.
83
84 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
85 and one (1) treasurer.
86
87 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
88 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
89 Directors.
90

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

94
95 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
96 fifteen (15) days following the adoption of the audit report by the general membership.

97
98 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
102 designated in these bylaws.

103
104 h. Provide information for members who have joined the association during the reporting
105 period as prescribed by the Virginia PTA.

106
107 i. Meet other criteria as may be prescribed by Virginia PTA.

108
109 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
110 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
111 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
112 and shall include a provision establishing a quorum.

113
114 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
115 serve automatically and without the requirement of further action by the local PTA/PTSA to
116 amend correspondingly the bylaws of the local PTA/PTSA.

117
118 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
119 sections that are identified by the pound symbol (#).

120
121 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
122 PTA/PTSA.

123
124 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
125 year may participate in the business of this association.

126
127 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
128 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
129 including, specifically, the number of its members, the dues collected from its members, and the
130 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
131 account and records shall at all reasonable times be open to inspection by an authorized
132 representative of Virginia PTA or, where directed by the committee on state and local relations.
133 Such authorized representative shall have full access in cases where account information and
134 records are required from banks.

135

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

138
139 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
140 elected by the general membership.

141
142 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
143 association's board at the local, council, district, state, or national level while serving as a paid
144 employee of, or under contract to, that constituent association.

145
146 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
147 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
148 local unit's name must be used and not that of Virginia PTA.

149
150 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
151 the ending date the last day of a calendar month.

152
153 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
154 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
155 circumstances provided in the bylaws of Virginia PTA.

156
157 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

158
159 a. Yield and surrender all of its books and records and all of its assets and property to
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
161 PTA/PTSA organized under the authority of Virginia PTA.

162
163 b. Cease and desist from the further use of any name that implies or connotes association
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.

165
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
167 necessary for the purpose of dissolving such local PTA/PTSA.

168
169 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
170 the following manner:

171
172 a. The executive board shall adopt a written resolution recommending that the local
173 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
174 a vote at a special meeting of the general membership having voting rights at the time of
175 the meeting.

176
177 1. Only those funds approved by the general membership in the current budget year
178 may be spent.

179
180 2. Written notice of the adoption of such resolution accompanied by a copy of the
181 notice of the special meeting for the members shall be given to the president of

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

184
185 3. A complete membership list including contact information shall be provided to
186 the Virginia PTA state office at least thirty (30) days before the date fixed for such
187 special meeting of the members.

188
189 b. Written notice stating the purpose of such meeting to consider dissolving the local
190 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
191 meeting. Such meeting shall be held only during the academic school year.

192
193 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
194 to consider the resolution to dissolve. The dissolution quorum includes the required
195 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
196 the executive board members.

197
198 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
199 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
200 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
201 answer session.

202
203 e. Voting shall be by ballot.

204
205 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
206 the resolution and who continue to be members on the date of the special meeting shall be
207 entitled to vote on dissolution.

208
209 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
210 the debts and obligations of the association, the association's financial holdings, property,
211 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
212 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
213 order to further the mission and purpose of the Virginia PTA.

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).

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

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

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

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

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

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

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

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

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

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

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

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

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

272

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

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

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

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

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

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

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

303

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

306 #a. One (1) president.
307

308 b. One (1) president-elect.
309

310 c. Two (2) vice presidents.
311

312 #d. A secretary.
313

314 e. A corresponding secretary.
315

316 #f. 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 five (5) 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 chairman.

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 June. The treasurer shall assume his/her official
355 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 four (4) 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/PTSA.

390

391 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
392 that the 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 c. Understand that by accepting the nomination of president-elect, they agree to
409 automatically succeed to the office of president at the end of their term as president-elect.

410
411 d. Perform other delegated duties as assigned.

412
413 **Section 3.** The vice presidents shall:

414
415 a. Act as aides to the president.

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

419
420 c. The first vice president shall oversee training.

421
422 d. The second vice president shall oversee fundraising.

423
424 e. Act as a liaison to school organizations and PTSA committees as agreed upon by the
425 president.

426
427 f. Perform other delegated duties as assigned.

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

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

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

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

436
437 d. Perform other delegated duties as assigned.

438
439 **Section 5.** The corresponding secretary shall:

440
441 a. Conduct such correspondence as assigned.

442
443 b. Perform the duties of the recording secretary in the absences or inability of that officers
444 to act.

445
446 c. Perform other delegated duties as assigned.

447
448 **#Section 6.** The treasurer shall:

449
450 a. Have custody of all funds and finances of the local PTA/PTSA.

451
452 b. Keep a full and accurate account of receipts and expenditures as described in these
453 bylaws.

- 454 c. Make disbursements as authorized by the president, executive board, or general
455 membership in accordance with the budget adopted by the general membership.
456
- 457 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
458 president.
459
- 460 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
461 other times when requested by the executive board.
462
- 463 f. Prepare an annual financial report at the close of the fiscal year.
464
- 465 g. Have the accounts examined according to the auditing procedures outlined in these
466 bylaws.
467
- 468 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
469 within fifteen (15) days following the adoption of the audit by the membership.
470
- 471 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
472 sent to the Virginia PTA state office within fifteen (15) days of filing.
473
- 474 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
475 PTA dues for membership received prior to November 1. Remit by December 1, dues
476 received after November 1. Remit by March 1, dues received after December 1. Remit by
477 June 30, all Virginia PTA and National PTA dues received after March 1.
478
- 479 k. Perform other delegated duties as assigned.
480

481 **#Section 7.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
482 the term of office or in case of resignation, each officer shall turn over to the president, without
483 delay, all records, books, and other materials pertaining to the office.
484

485 **Article 8: Executive Committee**

486
487 **Section 1.** The executive committee shall consist of the elected officers of the association and
488 the principal of the school.
489

490 **Section 2.** The executive committee shall:
491

- 492 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
493 general membership for approval.
494
- 495 b. Appoint standing and special committee chairmen and members of the standing and
496 special committees, except the nominating committee.
497

498 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
499 purpose of appointing standing committee chairmen. Special committee chairmen shall be
500 appointed as necessary. Members of the standing and special committees shall be appointed as
501 soon as possible after the appointment of the committee chairmen.
502

503 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
504 majority of the executive committee, two (2) days' notice having been given. A quorum of the
505 executive committee shall be a majority of the members of the committee then in office.
506

507 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
508 vote. Only the president shall have the authority to call for an electronic vote and to establish the
509 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
510 results must be recorded in the minutes and ratified at the next executive committee meeting.
511

512 **#Section 6.** The executive committee may hold meetings by telephone conference or through
513 other electronic communications media so long as all the members can simultaneously hear each
514 other and participate during the meeting. Some or all of the members may participate
515 electronically at a meeting held at a central location so long as all the members can
516 simultaneously hear each other and participate during the meeting.
517

518 **Article 9: Executive Board**

519
520 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers. The
521 principal of the school or his/her designee and a staff representative or his/her alternate, appointed
522 by the principal or elected by the faculty, also may serve on the executive board. The chairmen of
523 the standing committees shall be appointed by the officers of the association not more than thirty
524 (30) days following the election of officers.
525

526 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
527 association's board at the local, council, district, region, state, or national level while serving as a
528 paid employee of, or under contract to, that constituent association.
529

530 **Section 3.** The executive board shall:
531

532 a. Transact necessary business in the intervals between general membership meetings and
533 such other business as may be referred to it by this local PTA/PTSA and present a report to
534 the general membership at the general membership meetings.
535

536 b. Create, change or eliminate standing and special committees.
537

538 c. Approve the plans of work of the standing and special committees.
539

540 **#d.** Select an auditing committee, experienced auditor, or attend an external audit
541 exchange.
542

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

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

546
547 **#Section 4. Auditing Procedures:**

548
549 a. The executive board shall select an auditing committee, experienced auditor, or choose
550 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
551 committee shall consist of no fewer than three (3) members and no one with signature
552 authority shall sit on their own auditing committee. All audit exchanges shall be
553 coordinated with at least one (1) other PTA/PTSA unit.

554
555 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
556 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
557 report shall be submitted in writing to the executive board prior to finalization of the
558 proposed budget for the coming school year.

559
560 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
561 a term select an auditing committee or an experienced auditor within one (1) week of the
562 resignation. The audit shall be performed with fiscal year-end auditing procedures and
563 shall be complete within three (3) weeks of the resignation. This audit shall not be
564 performed in lieu of the year-end audit.

565
566 d. The newly elected treasurer shall not undertake any banking responsibilities of that
567 office with the exception of depository duties, reconciliation of bank statements, change of
568 signatory or other clerical duties not requiring signatory until the audit is presented to the
569 executive board.

570
571 e. All audit reports shall be presented to the general membership for adoption. The fiscal
572 year-end audit report shall be presented to the membership for adoption at the first general
573 membership meeting held after the completion of the report. A copy of the fiscal year-end
574 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
575 adoption of the audit by the general membership.

576
577 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
578 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
579 filing.

580
581 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
582 qualifications or fulfill the duties of the position, that person may be removed from the board by
583 a majority vote of the executive board.

584
585 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time
586 and place of meetings shall be set at the first meeting of the executive board after their election.
587 Special meetings of the executive board may be called by the president or by a majority of the

588 members of the executive board, five (5) days' notice being given. A quorum of the executive
589 board members shall be a majority of the members of the executive board then in office.

590

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

595

596 **#Section 8.** The executive board may hold meetings by telephone conference or through other
597 electronic communications media so long as all the members can simultaneously hear each other
598 and participate during the meeting. Some or all of the members may participate electronically at
599 a meeting held at a central location so long as all the members can simultaneously hear each
600 other and participate during the meeting.

601

602 **Article 10: Committees**

603

604 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
605 this local PTA/PTSA.

606

607 **Section 2.** The executive board may create, change or eliminate such standing committees as it
608 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
609 Standing committee chairmen and committee members shall be appointed by the executive
610 committee, except for the nominating committee. In the absence of an executive committee then
611 the executive board shall make the appointments. The term of each chairman shall be one (1)
612 year or until the selection of a successor. No chairman shall be eligible to serve in the same
613 capacity for more than four (4) consecutive terms.

614

615 **Section 3.** The executive board may create, change or eliminate such special committees as it
616 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
617 and committee members shall be appointed by the executive committee. In the absence of an
618 executive committee then the executive board shall make the appointments. The term of each
619 special committee chairman is ended upon completion of the task assigned to the committee. No
620 special committee chairman shall be eligible to serve in the same capacity for more than four (4)
621 consecutive terms.

622

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

626

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

631

632 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
633 communications media so long as all the members can simultaneously hear each other and

634 participate during the meeting. Some or all of the members may participate electronically at a
635 meeting held at a central location so long as all the members can simultaneously hear each other
636 and participate during the meeting.

637
638 **Section 7.** The quorum of any committee shall be a majority of its members.

639
640 **Section 8.** The president shall serve as ex-officio member of all committees of this local
641 PTA/PTSA except the nominating committee.

642
643 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
644 books and other materials pertaining to the committee at the end of the term served or when
645 departing office.

646 **Article 11: General Membership Meetings**

647
648
649 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
650 the school year, fourteen (14) days' notice having been given.

651
652 **Section 2.** The general membership election meeting shall be held in May or June.

653
654 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
655 majority of the executive board, seven (7) days' notice having been given.

656
657 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
658 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
659 verified members of this local PTA/PTSA.

660
661 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
662 meeting of this local PTA/PTSA.

663 **Article 12: Council Membership**

664
665
666 **Section 1.** Selection of delegates:

667
668 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
669 Council Parent Teacher Association by the president or alternate, the principal or
670 alternate, and by two (2) delegates or alternates.

671
672 b. Delegates and alternates shall be appointed in September.

673
674 c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year or
675 until the selection of a successor. No delegate shall serve for more than two (2)
676 consecutive terms.

677

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

680
681 **Section 3.** Responsibilities of delegates:

682
683 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
684 to council such matters as may be referred to it by the local PTA/PTSA.

685
686 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
687 instructed, they shall use their own discretion, except as provided by council bylaws.

688

689 **#Article 13: District Membership**

690

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

693

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

698

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

703

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

708

709 **#Article 14: Fiscal Year**

710

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

712

713 **#Article 15: Parliamentary Authority**

714

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

719

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

721

722 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
723 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on

724 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
725 years from the Virginia PTA Bylaws Committee date of approval.

726

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

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

730

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

739

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

742

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

745

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

749

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

753

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