

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Kenmore Middle School PTA of Arlington were approved by the membership at its meeting on November 19, 2020.

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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 as of the approval date above and must be resubmitted 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.

JANUARY 2020

**KENMORE MIDDLE SCHOOL PTA
BYLAWS INDEX**

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#PTA Mission

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

#PTA Values

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

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

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

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

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

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**KENMORE MIDDLE SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Kenmore Middle School Parent Teacher Association located in Arlington, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as “National PTA”).

#Article 2: Purposes

Section 1. Objectives. The purpose or purposes (Objects) of Kenmore Middle School PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

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

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

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

45 **#Article 3: Principles**

46
47 The following are basic principles of the Kenmore Middle School PTA in common with those of
48 Virginia PTA and National PTA:

- 49
50 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
51
52 b. The association shall work to engage and empower children, families, and educators
53 within schools and communities to provide quality education for all children and youth,
54 and shall seek to participate in the decision-making process by influencing school policy
55 and advocating for children’s issues, recognizing that the legal responsibility to make
56 decisions has been delegated by the people to boards of education, state education
57 authorities, and local education authorities.
58
59 c. The association shall work to promote the health and welfare of children and youth,
60 and shall seek to promote collaboration among families, schools, and the community at
61 large.
62
63 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
64 expertise shall be guiding principles for service in Virginia PTA.
65

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

67
68 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
69 association and (b) the certificate of incorporation or articles of incorporation of such association
70 (in cases which the association is a corporation) or the articles of organization by whatever name
71 (in cases in which the association exists as an unincorporated association).
72

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

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

- 80
81 a. Adhere to purposes and basic policies of the PTA.
82
83 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
84 and one (1) treasurer.
85
86 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
87 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
88 Directors.
89

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

93
94 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
95 office within fifteen (15) days following the adoption of the report by the general
96 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. Submit proof of insurance to the office.

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

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

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

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

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

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

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

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

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

135 Such authorized representative shall have full access in cases where account information and
136 records are required from banks.

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

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

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

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

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

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

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

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

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

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

170
171

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

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

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

182 2. Written notice of the adoption of such resolution accompanied by a copy of the
183 notice of the special meeting for the members shall be given to the president of
184 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
185 of the members.

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

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

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

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

204
205 e. Voting shall be by ballot.

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

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

217 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
218 PTA in accordance with state bylaws.
219

220 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
221 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
222 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
223 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.
224

225 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
226 designated in these bylaws and to council (if a member of council).
227

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.** PTAs 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/PTSAs upon payment of all-
244 inclusive dues as required in each local PTA/PTSAs' 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
278 before November 1. Additional membership dues received after November 1 shall be
279 remitted to Virginia PTA at the Virginia PTA state office before December 1.
280 Membership dues received after December 1 shall be remitted to Virginia PTA at the
281 Virginia PTA state office before March 1. Membership dues received after March 1 shall
282 be remitted to Virginia PTA at the Virginia PTA state office 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 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

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

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

305 #a. One (1) president.

306 b. One (1) vice president(s).

307 #c. A secretary.

308 #d. One (1) treasurer.

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

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

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

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

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

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

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

326 a. Officers shall be elected at the general membership election meeting in the month of
327 May.

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

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

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

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

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

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

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

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

377 378 **Article 7: Duties of Officers**

379
380 **Section 1.** The president shall:

381
382 a. Preside at all meetings of this local PTA/PTSA.

383
384 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
385 that the purposes may be promoted.

386
387 #c. Submit this local PTA/PTSA officers' contact information form and verification of
388 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
389 office immediately upon election of officers annually.

390
391 d. Perform such other duties as may be prescribed in these bylaws.
392

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

395
396 **Section 2.** The vice president(s) shall:

397
398 a. Act as aide(s) to the president.

399
400 b. In their designated order, perform the duties of the president in the absence or inability
401 of the officer to act.

402
403 c. Perform other delegated duties as assigned.

404
405 **#Section 3.** The secretary shall:

406
407 a. Record the minutes of all meetings of the local PTA/PTSA.

408
409 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

410
411 c. Maintain a membership list as required by Virginia PTA.

412
413 d. Perform other delegated duties as assigned.

414
415 **#Section 4.** The treasurer shall:

416
417 a. Have custody of all funds and finances of the local PTA/PTSA.

418
419 b. Keep a full and accurate account of receipts and expenditures as described in these
420 bylaws.

421
422 c. Make disbursements as authorized by the president, executive board, or general
423 membership in accordance with the budget adopted by the general membership.

424
425 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
426 president.

427
428 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
429 other times when requested by the executive board.

430
431 f. Prepare an annual financial report at the close of the fiscal year.

432
433 g. Have the accounts examined according to the auditing procedures outlined in these
434 bylaws.

435
436 h. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
437 office within fifteen (15) days following the adoption of the audit by the membership.
438

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

441
442 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
443 PTA dues for membership received prior to November 1. Remit by December 1, dues
444 received after November 1. Remit by March 1, dues received after December 1. Remit by
445 June 30, all Virginia PTA and National PTA dues received after March 1.

446
447 k. Perform other delegated duties as assigned.

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

452 **Article 8: Executive Committee**

453
454
455 **Section 1.** The executive committee shall consist of the elected officers of the association and
456 the principal of the school.

457
458 **Section 2.** The executive committee shall:

459
460 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
461 general membership for approval.

462
463 b. Appoint standing committee chairmen and members of the standing and special
464 committees, except the nominating committee.

465
466 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
467 purpose of appointing standing committee chairmen. Special committee chairmen shall be
468 appointed as necessary. Members of the standing and special committees shall be appointed as
469 soon as possible after the appointment of the committee chairmen.

470
471 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
472 majority of the executive committee, three (3) days' notice having been given. A quorum of the
473 executive committee shall be a majority of the members of the committee then in office.

474
475 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
476 meeting. Only the president shall have the authority to call for an electronic vote and to establish
477 the guidelines for that vote. The established quorum of the executive committee shall prevail.
478 Voting results must be recorded in the minutes and ratified at the next executive committee
479 meeting.

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

487
488 **Article 9: Executive Board**
489

490 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
491 the chairmen of the standing committees. The principal of the school or his/her designee and a
492 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
493 may serve on the executive board. The chairmen of the standing committees shall be appointed by
494 the officers of the association not more than thirty (30) days following the election of officers.
495

496 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
497 association's board at the local, council, district, region, state, or national level while serving as a
498 paid employee of, or under contract to, that constituent association.
499

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

501
502 a. Transact necessary business in the intervals between general membership meetings and
503 such other business as may be referred to it by this local PTA/PTSA and present a report to
504 the general membership at the general membership meetings.
505

506 b. Create, change or eliminate standing and special committees.
507

508 c. Approve the plans of work of the standing and special committees.
509

510 #d. Select an auditing committee, experienced auditor, or attend an external audit
511 exchange.
512

513 #e. Approve the proposed budget to be presented to the general membership for adoption.
514

515 #f. Obtain general membership approval for any changes to the adopted budget over five
516 hundred dollars (\$500.00) per fiscal year.
517

518 **#Section 4.** Financial Review Procedures:
519

520 a. The executive board shall select an auditing committee, experienced auditor or choose
521 to participate in an external financial multi-review (former known as audit exchange)
522 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
523 than three (3) members and no one with signature authority shall sit on their own unit's
524 committee. All financial reviews shall be coordinated with at least one (1) other
525 PTA/PTSA unit.
526

527 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing
528 committee, experienced auditor, or the external financial multi-review at the end of the
529 fiscal year. The report of the financial review shall be submitted in writing to the
530 executive board prior to finalization of the proposed budget for the coming school year.
531

532 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
533 a term select a committee for financial review or an experienced auditor within one (1)
534 week of the resignation. The financial review shall be performed with fiscal year-end
535 procedures and shall be complete within three (3) weeks of the resignation. This financial
536 review shall not be performed in lieu of the year-end audit.
537

538 d. The newly elected treasurer shall not undertake any banking responsibilities of that
539 office with the exception of depository duties, reconciliation of bank statements, change of
540 signatory or other clerical duties not requiring signatory until the financial review is
541 presented to the executive board.
542

543 e. All reports of the financial review shall be presented to the general membership for
544 adoption. The fiscal year-end financial review report shall be presented to the membership
545 for adoption at the first general membership meeting held after the completion of the
546 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
547 state office within fifteen (15) days following the adoption of the report by the general
548 membership.
549

550 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
551 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
552 filing.
553

554 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
555 qualifications or fulfill the duties of the position, that person may be removed from the board by
556 a majority vote of the executive board.
557

558 **Section 6.** The executive board shall hold at least six (6) meetings during the year. The time and
559 place of meetings shall be set at the first meeting of the executive board after their election.
560 Special meetings of the executive board may be called by the president or by a majority of the
561 members of the executive board, five (5) days' notice being given. A quorum of the executive
562 board members shall be a majority of the members of the executive board then in office.
563

564 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
565 meeting. Only the president shall have the authority to call for an electronic meeting and to
566 establish the guidelines for voting. The established quorum of the executive board shall prevail.
567 Voting results must be recorded in the minutes and the minutes must be accepted by the
568 executive board at the next executive board meeting.
569
570

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

576
577 **Article 10: Committees**
578

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

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

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

597
598 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
599 the executive board for approval. No committee work shall be undertaken without the consent of
600 the executive board.

601
602 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.
603 Only the committee chair shall have the authority to call for an electronic meeting and to
604 establish the guidelines for voting. The established quorum of the committee shall prevail.
605 Voting results must be recorded in the minutes and the minutes accepted by the committee at the
606 next committee meeting.

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

613
614 **Section 7.** The quorum of any committee shall be a majority of its members.
615

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

618

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

622

623 **Article 11: General Membership Meetings**

624

625 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
626 the school year, ten (10) days' notice having been given.

627

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

629

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

632

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

636

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

639

640 **Article 12: Council Membership**

641

642 **Section 1.** Selection of delegates:

643

644 a. This local PTA/PTSA shall be represented in meetings of the Arlington County
645 Council Parent Teacher Association by the president or alternate, the principal or
646 alternate, and by one (1) delegate(s) or alternate(s).

647

648 b. Delegates and alternates shall be elected in May.

649

650 c. Delegates to the Arlington County Council PTA shall serve for a term of two year(s) or
651 until the selection of a successor. No delegate shall serve for more than two (2)
652 consecutive terms.

653

654 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
655 Arlington County Council PTA.

656

657 **Section 3.** Responsibilities of delegates:

658

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

661

662 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
663 instructed, they shall use their own discretion, except as provided by council bylaws.
664

665 **#Article 13: District Membership**

666 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
667 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.
668

669 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
670 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
671 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
672 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
673

674 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
675 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
676 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
677 delegate for each fifty (50) memberships or major fraction thereof.
678

679 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
680 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
681 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
682 instructed, they shall use their own discretion.
683

684 **#Article 14: Fiscal Year**

685
686
687
688 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.
689

690 **#Article 15: Parliamentary Authority**

691
692 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
693 National PTA and its constituent associations in all cases in which they are applicable and in which
694 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
695 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.
696

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

698
699 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
700 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
701 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
702 years from the Virginia PTA Bylaws Committee date of approval.
703

705 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
706

707 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
708 existing bylaws or to submit an amendment to current bylaws.
709

710 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
711 provided notice and a copy of the proposed bylaws revision or amendments are provided to
712 the membership at least thirty (30) days prior to the meeting at which the revision or the
713 amendments are to be voted upon. A quorum shall be established at the meeting in which
714 voting takes place. The revision or amendments are subject to approval by the Virginia
715 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
716 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
717 voting.
718

719 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
720 accordance with the bylaws of Virginia PTA.
721

722 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
723 sections that are identified by the pound symbol (#).
724

725 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
726 identified by the pound symbol (#) shall serve to automatically and without requirement of
727 further action by the local PTA/PTSA to amend correspondingly its bylaws.
728

729 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
730 serve automatically and without the requirement of further action by this local PTA/PTSA to
731 amend correspondingly the bylaws of this local PTA/PTSA.
732

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