

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the CLAREMONT IMMERSION ELEMENTARY SCHOOL PTA of ARLINGTON COUNTY, VIRGINIA were approved by the membership at its meeting on Insert date of meeting.

Signed: _____ LYZBETH MONARD
President Print/Type Name

AM phone number: Insert telephone number

PM phone number: Insert telephone number

e-mail: Print legibly or type e-mail address

Signed: _____ KELLY HARVEY
Secretary Print/Type Name

Signed: _____ MELISSA SCHWABER- HAWKINS
Bylaws Committee Chairman Print/Type Name

(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.

JANUARY 2019

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#PTA Mission

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

#PTA Values

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

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

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

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

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

1 **CLAREMONT IMMERSION ELEMENTARY SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

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

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

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purpose or purposes (Objects) of Claremont Immersion Elementary
15 School PTA in common with those of Virginia PTA and National PTA corporation, will hereafter
16 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”).

JANUARY 2019

44
45
46 **#Article 3: Principles**
47

48 The following are basic principles of the Claremont Immersion Elementary School PTA in
49 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.

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**

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

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

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

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

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

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

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

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

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

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

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

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

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

277 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
278 or before 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 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. 5 vice president(s).
309

310 #c. A secretary.
311

312 #d. One (1) treasurer.
313

314 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
315 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
316 board, standing or special committees, or to serve as a delegate or alternate to the council or
317 district.
318

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

320

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

322

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

326

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

331

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

334

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

336

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

339

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

345

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

349

350 **#Section 5.** Officers shall serve for a term of one (1) year(s) or until their successors are elected.
351 No person shall hold more than one (1) elected office at a time on this local unit board. No local
352 unit officer shall serve more than three (3) consecutive terms, not to exceed three (3) years in the
353 same office. Officers who have served in an office for more than one-half (1/2) of a full term
354 shall be deemed to have served a full term in such office.

355

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

357

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

363

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

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

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

375
376 **Article 7: Duties of Officers**

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

379
380 a. Preside at all meetings of this local PTA/PTSA.

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

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

388
389 d. Perform such other duties as may be prescribed in these bylaws.

390
391 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
392 nominating committee.

393
394 **Section 2.** The vice president(s) shall:

395
396 a. Act as aide(s) to the president.

397
398 b. In their designated order, perform the duties of the president in the absence or inability
399 of the officer to act.

- 400
401 1. The First Vice President shall be in charge of Communications;
402 2. The Second Vice President shall be in charge of Fundraising;
403 3. The Third Vice President shall be in charge of Social Events;
404 4. The Fourth Vice President shall be in charge of Membership and Outreach;
405 5. The Fifth Vice President shall be in charge of Green Educational Initiatives.

406
407 c. Perform other delegated duties as assigned.

408
409 **#Section 3.** The secretary shall:

- 410
411 a. Record the minutes of all meetings of the local PTA/PTSA.
412
413 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
414
415 c. Maintain a membership list as required by Virginia PTA.
416
417 d. Perform other delegated duties as assigned.
418

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

- 420 a. Have custody of all funds and finances of the local PTA/PTSA.
421
422 b. Keep a full and accurate account of receipts and expenditures as described in these
423 bylaws.
424
425 c. Make disbursements as authorized by the president, executive board, or general
426 membership in accordance with the budget adopted by the general membership.
427
428 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
429 president.
430
431 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
432 other times when requested by the executive board.
433
434 f. Prepare an annual financial report at the close of the fiscal year.
435
436 g. Have the accounts examined according to the auditing procedures outlined in these
437 bylaws.
438
439 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
440 within fifteen (15) days following the adoption of the audit by the membership.
441
442 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
443 sent to the Virginia PTA state office within fifteen (15) days of filing.
444
445 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
446 PTA dues for membership received prior to November 1. Remit by December 1, dues
447 received after November 1. Remit by March 1, dues received after December 1. Remit by
448 June 30, all Virginia PTA and National PTA dues received after March 1.
449
450 k. Perform other delegated duties as assigned.
451
452

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

456 **Article 8: Executive Committee**

457
458 **Section 1.** The executive committee shall consist of the elected officers of the association and
459 the principal of the school.

460 **Section 2.** The executive committee shall:

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

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

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

472
473 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
474 majority of the executive committee, five (5) days' notice having been given. A quorum of the
475 executive committee shall be a majority of the members of the committee then in office.

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

481
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:

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

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

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

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

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

515
516 #f. Obtain general membership approval for any changes to the adopted budget over three
517 hundred dollars (\$300.00) per fiscal year.

518
519 **#Section 4. Auditing Procedures:**

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

526
527 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
528 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
529 report shall be submitted in writing to the executive board prior to finalization of the
530 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 an auditing committee or an experienced auditor within one (1) week of the
534 resignation. The audit shall be performed with fiscal year-end auditing procedures and
535 shall be complete within three (3) weeks of the resignation. This audit shall not be
536 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 audit is presented to the
541 executive board.

542
543 e. All audit reports shall be presented to the general membership for adoption. The fiscal
544 year-end audit report shall be presented to the membership for adoption at the first general
545 membership meeting held after the completion of the report. A copy of the fiscal year-end
546 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
547 adoption of the audit by the general membership.

548
549 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
550 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
551 filing.

552
553 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
554 qualifications or fulfill the duties of the position, that person may be removed from the board by
555 a majority vote of the executive board.

556
557 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
558 place of meetings shall be set at the first meeting of the executive board after their election.
559 Special meetings of the executive board may be called by the president or by a majority of the
560 members of the executive board, five (5) days' notice being given. A quorum of the executive
561 board members shall be a majority of the members of the executive board then in office.

562
563 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
564 Only the president shall have the authority to call for an electronic vote and to establish the
565 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
566 results must be recorded in the minutes and ratified at the next executive board meeting.

567
568 **#Section 8.** The executive board may hold meetings by telephone conference or through other
569 electronic communications media so long as all the members can simultaneously hear each other
570 and participate during the meeting. Some or all of the members may participate electronically at
571 a meeting held at a central location so long as all the members can simultaneously hear each
572 other and participate during the meeting.

573
574 **Article 10: Committees**

575
576 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
577 this local PTA/PTSA.

578
579 **Section 2.** The executive board may create, change or eliminate such standing committees as it
580 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
581 Standing committee chairmen and committee members shall be appointed by the executive
582 committee, except for the nominating committee. In the absence of an executive committee then
583 the executive board shall make the appointments. The term of each chairman shall be one (1)
584 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
585 capacity for more than three (3) consecutive terms.

586
587 **Section 3.** The executive board may create, change or eliminate such special committees as it
588 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
589 and committee members shall be appointed by the executive committee. In the absence of an
590 executive committee then the executive board shall make the appointments. The term of each
591 special committee chairman is ended upon completion of the task assigned to the committee. No

592 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
593 consecutive terms.

594

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

598

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

603

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

609

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

611

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

614

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

618

619 **Article 11: General Membership Meetings**

620

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

623

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

625

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

628

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

632

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

635

636

637 **Article 12: Council Membership**

638
639 **Section 1.** Selection of delegates:

640 a. This local PTA/PTSA shall be represented in meetings of the Arlington County
641 Council Parent Teacher Association by the president or alternate, the principal or
642 alternate, and by two (2) delegate(s) or alternate(s).

643
644 b. Delegates and alternates shall be appointed in June.

645
646 c. Delegates to the Arlington County Council PTA shall serve for a term of one (1)
647 year(s) or until the selection of a successor. No delegate shall serve for more than three
648 (3) consecutive terms.

649
650
651 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
652 Arlington County Council PTA.

653
654 **Section 3.** Responsibilities of delegates:

655
656 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
657 to council such matters as may be referred to it by the local PTA/PTSA.

658
659 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
660 instructed, they shall use their own discretion, except as provided by council bylaws.

661
662 **#Article 13: District Membership**

663
664 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
665 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

666
667 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
668 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
669 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
670 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

671
672 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
673 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
674 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
675 delegate for each fifty (50) memberships or major fraction thereof.

676
677 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
678 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
679 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
680 instructed, they shall use their own discretion.

683 **#Article 14: Fiscal Year**

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

687 **#Article 15: Parliamentary Authority**

688
689 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
690 National PTA and its constituent associations in all cases in which they are applicable and in which
691 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
692 PTA, or the articles of incorporation.
693

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

695
696 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
697 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
698 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
699 years from the Virginia PTA Bylaws Committee date of approval.
700

701 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
702

703 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
704 existing bylaws or to submit an amendment to current bylaws.
705

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

715 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
716 accordance with the bylaws of Virginia PTA.
717

718 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
719 sections that are identified by the pound symbol (#).
720

721 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
722 identified by the pound symbol (#) shall serve to automatically and without requirement of
723 further action by the local PTA/PTSA to amend correspondingly its bylaws.
724

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

728

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