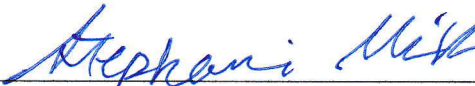


**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Westfield High School Parent Teacher Student Association of Chantilly, Virginia were approved by the membership at its meeting on November 24, 2020

Signed:  Stephanie Miller
President

AM phone number: 703-855-2022

PM phone number: 703-855-2022

e-mail: ptsa_president@westfieldhs.org

Signed:  Diane Beatley
Secretary

Signed:  Julie Smallwood
Bylaws Committee Chairman

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

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

_____ State Bylaws Committee

_____ Date

- 1 **NOTE:** Bylaws of this local unit will take effect as of the approval date above and must be
- 2 resubmitted for review to the Virginia PTA by _____ to remain a local unit in
- 3 good standing. Submitting amendments to these bylaws for approval in the interim does not
- 4 change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

5
6 **WESTFIELD HIGH SCHOOL PTSA BYLAWS INDEX**
7
8

9 **Article/Title** **Page**
10
11 1. Name and Area 1
12 2 Purposes 1
13 3. Principles 2
14 4. Relationship with National PTA, Virginia PTA and Constituent Associations 2
15 5. Membership and Dues 6
16 6. Officers and Their Election 7
17 7. Duties of Officers 9
18 8. Executive Committee 11
19 9. Executive Board 11
20 10. Committees 13
21 11. General Membership Meetings 14
22 12. Council Membership 15
23 13. District Membership 15
24 14. Fiscal Year 16
25 15. Parliamentary Authority 16
26 16. Local Unit Bylaws Revisions and Amendments 16
27
28
29

30 **#PTA Mission**

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

33 **#PTA Values**

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

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

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

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

45 **Accountability:** All members, employees, volunteers, and partners have a shared responsibility
46 to align their efforts toward the achievement of our association's strategic initiatives.
47

48
49
50
51
52

**WESTFIELD HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

53
54

#Article 1: Name and Area

55 The name of this association is the Westfield High School Parent Teacher Student Association
56 located in Chantilly, Virginia. It is a local PTSA organized under the authority of the Virginia
57 Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National
58 Congress of Parents and Teachers (referred to as “National PTA”).

59
60

#Article 2: Purposes

61
62 **Section 1. Objectives.** The purpose or purposes (Objects) of Westfield High School PTSA, in
63 common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

- 64
65 a. To promote the welfare of children and youth in home, school, places of worship, and
66 throughout the community.
67
68 b. To raise the standards of home life.
69
70 c. To advocate for laws that further the education, physical and mental health, welfare,
71 and safety of children and youth.
72
73 d. To promote the collaboration and engagement of families and educators in the
74 education of children and youth.
75
76 e. To engage the public in united efforts to secure the physical, mental, emotional,
77 spiritual, and social well-being of all children and youth, and
78
79 f. To advocate for fiscal responsibility regarding public tax dollars in public education
80 funding.
81

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

86
87 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
88 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
89 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
90 Revenue Code”).
91
92

93 **#Article 3: Principles**

94
95 The following are basic principles of the Westfield High School PTSA in common with those of
96 Virginia PTA and National PTA:

- 97
98 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
99
100 b. The association shall work to engage and empower children, families, and educators
101 within schools and communities to provide quality education for all children and youth,
102 and shall seek to participate in the decision-making process by influencing school policy
103 and advocating for children’s issues, recognizing that the legal responsibility to make
104 decisions has been delegated by the people to boards of education, state education
105 authorities, and local education authorities.
106
107 c. The association shall work to promote the health and welfare of children and youth,
108 and shall seek to promote collaboration among families, schools, and the community at
109 large.
110
111 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
112 expertise shall be guiding principles for service in Virginia PTA.
113

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

115
116 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
117 association and (b) the certificate of incorporation or articles of incorporation of such association
118 (in cases which the association is a corporation) or the articles of organization by whatever name
119 (in cases in which the association exists as an unincorporated association).
120

121 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia
122 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
123 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
124

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

- 128
129 a. Adhere to purposes and basic policies of the PTA.
130
131 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
132 and one (1) treasurer.
133
134 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
135 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
136 Directors.
137

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

141
142 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
143 office within fifteen (15) days following the adoption of the report by the general
144 membership.

145
146 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
147 within fifteen (15) days of filing.

148
149 g. Submit proof of insurance to the office.

150
151 h. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
152 designated in these bylaws.

153
154 i. Provide information for members who have joined the association during the reporting
155 period as prescribed by the Virginia PTA.

156
157 j. Meet other criteria as may be prescribed by Virginia PTA.

158
159 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
160 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
161 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
162 and shall include a provision establishing a quorum.

163
164 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
165 serve automatically and without the requirement of further action by the local PTA/PTSA to
166 amend correspondingly the bylaws of the local PTA/PTSA.

167
168 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
169 sections that are identified by the pound symbol (#).

170
171 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
172 PTA/PTSA.

173
174 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
175 year may participate in the business of this association.

176
177 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
178 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
179 including, specifically, the number of its members, the dues collected from its members, and the
180 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
181 account and records shall at all reasonable times be open to inspection by an authorized
182 representative of Virginia PTA or, where directed by the committee on state and local relations.

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

185
186 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
187 National PTA.

188
189 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
190 elected by the general membership.

191
192 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
193 association's board at the local, council, district, state, or national level while serving as a paid
194 employee of, or under contract to, that constituent association.

195
196 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
197 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
198 local unit's name must be used and not that of Virginia PTA.

199
200 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
201 the ending date the last day of a calendar month.

202
203 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
204 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
205 circumstances provided in the bylaws of Virginia PTA.

206
207 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

208
209 a. Yield and surrender all of its books and records and all of its assets and property to
210 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
211 PTA/PTSA organized under the authority of Virginia PTA.

212
213 b. Cease and desist from the further use of any name that implies or connotes association
214 with Virginia PTA, National PTA or status as a constituent association of National PTA.

215
216 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
217 necessary for the purpose of dissolving such local PTA/PTSA.

218
219 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
220 the following manner:

221
222 a. The executive board shall adopt a written resolution recommending that the local
223 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
224 a vote at a special meeting of the general membership having voting rights at the time of
225 the meeting.

226
227 1. Only those funds approved by the general membership in the current budget year
228 may be spent.

229
230 2. Written notice of the adoption of such resolution accompanied by a copy of the
231 notice of the special meeting for the members shall be given to the president of
232 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
233 of the members.

234
235 3. A complete membership list including contact information shall be provided to
236 the Virginia PTA state office at least thirty (30) days before the date fixed for such
237 special meeting of the members.

238
239 b. Written notice stating the purpose of such meeting to consider dissolving the local
240 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
241 meeting. Such meeting shall be held only during the academic school year.

242
243 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
244 to consider the resolution to dissolve. The dissolution quorum includes the required
245 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
246 the executive board members.

247
248 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
249 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
250 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
251 answer session.

252
253 e. Voting shall be by ballot.

254
255 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
256 the resolution and who continue to be members on the date of the special meeting shall be
257 entitled to vote on dissolution.

258
259 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
260 the debts and obligations of the association, the association's financial holdings, property,
261 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
262 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
263 order to further the mission and purpose of the Virginia PTA.

264
265 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
266 PTA in accordance with state bylaws.

267
268 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
269 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
270 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
271 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

272
273 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
274 designated in these bylaws and to council (if a member of council).

275
276 **#Article 5: Membership and Dues**
277

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

281
282 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
283 who believes in and supports the mission and purposes of National PTA.

284
285 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
286 persons to membership at any time.

287
288 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
289 shall offer membership to students.

290
291 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
292 inclusive dues as required in each local PTA/PTAs' bylaws.

293
294 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
295 local PTA/PTSA or to serve in any of its elected or appointed positions.

296
297 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
298 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
299 "state portion") and the portion payable to National PTA (the "national portion").

300
301 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
302 approved by two-thirds (2/3) vote of members present and voting after having been given at least
303 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
304 local unit, Virginia PTA and National PTA.

305
306 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
307 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
308 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
309 be two dollars and twenty-five cents (\$2.25) per annum.

310
311 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
312 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
313 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
314 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
315 area.

316
317 **Section 11.** The membership term is July 1 to June 30.

318
319 **Section 12.** Payment of Virginia PTA and National PTA dues:
320

321 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
322 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
323 shall not be included in the local PTA/PTSA's budget.
324

325 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office
326 before November 1. Additional membership dues received after November 1 shall be
327 remitted to Virginia PTA at the Virginia PTA state office before December 1.
328 Membership dues received after December 1 shall be remitted to Virginia PTA at the
329 Virginia PTA state office before March 1. Membership dues received after March 1 shall
330 be remitted to Virginia PTA at the Virginia PTA state office before June 30.
331

332 c. A list of members who joined the association during the reporting period shall be kept
333 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
334

335 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
336 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
337 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
338 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
339 payment of the registration fee.
340

341 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
342 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
343 Life Achievement Award provides only National Convention guest privileges upon payment of the
344 convention registration fee.
345

346 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
347 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
348 unit.
349

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

351 **Section 1.** The officers of this PTA/PTSA shall consist of:
352

353 #a. One (1) president.
354

355 b. Two (2) vice presidents.
356

357 #c. A secretary.
358

359 #d. One (1) treasurer.
360

361 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
362 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
363 board, standing or special committees, or to serve as a delegate or alternate to the council or
364 district.
365
366

367 **#Section 3.** Nominating committee:
368

369 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
370

371 b. The nominating committee shall consist of three (3) members who shall be elected by
372 the members of this local PTA/PTSA at their regular general membership meeting at least
373 two (2) months prior to the election of officers. The committee shall elect its own
374 chairman.
375

376 c. The nominating committee shall nominate an eligible person for each office to be filled
377 and report its nominees to the members at a regular general membership meeting at least
378 thirty (30) days prior to the general membership election meeting. At the general
379 membership election meeting, additional nominations may be made from the floor.
380

381 d. Only those persons who have signified their consent to serve, if elected, shall be
382 nominated for or elected to such office.
383

384 **#Section 4.** Officers shall be elected by the following method:
385

386 a. Officers shall be elected at the general membership election meeting in the month of
387 May or June.
388

389 b. If there is more than one nominee for office, then the voting shall be by ballot. A
390 majority of the votes cast shall constitute which nominees are elected. However, if there
391 is but one nominee for office, election for that office may be by voice vote. If by ballot
392 vote, the secretary shall be responsible for destroying all ballots at the end of the general
393 membership election meeting.
394

395 c. Officers, except the treasurer, shall assume their official duties immediately following
396 the close of the meeting in the month of June. The treasurer shall assume his/her official
397 duties upon the completion of the auditing process outlined in these bylaws.
398

399 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.
400 No person shall hold more than one (1) elected office at a time on this local unit board. No local
401 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the
402 same office. Officers who have served in an office for more than one-half (1/2) of a full term
403 shall be deemed to have served a full term in such office.
404

405 **#Section 6.** Vacancies in any office shall be filled by the following method:
406

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

412
413 b. In the event of a vacancy in the office of president, and also in the absence of a vice
414 president, the general membership shall elect the next president.

415
416 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
417 majority of the votes cast shall constitute which nominees are elected. However, if there
418 is but one nominee for office, election for that office may be by voice vote. If by ballot
419 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

420
421 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
422 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
423 be required.

424 425 **Article 7: Duties of Officers**

426 427 **Section 1.** The president shall:

428
429 a. Preside at all meetings of this local PTA/PTSA.

430
431 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
432 that the purposes may be promoted.

433
434 #c. Submit this local PTA/PTSA officers' contact information form and verification of
435 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
436 office immediately upon election of officers annually.

437
438 d. Perform such other duties as may be prescribed in these bylaws.

439
440 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
441 nominating committee.

442 443 **Section 2.** The vice president(s) shall:

444
445 a. Act as aide(s) to the president.

446
447 b. In their designated order, perform the duties of the president in the absence or inability
448 of the officer to act.

449
450 1. The first vice president shall serve as Communications Chair.

451
452 2. The second vice president shall serve as Programs Chair

453
454 c. Perform other delegated duties as assigned.

455 456 **#Section 3.** The secretary shall:

- 458 a. Record the minutes of all meetings of the local PTA/PTSA.
- 459
- 460 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
- 461
- 462 c. Maintain a membership list as required by Virginia PTA.
- 463
- 464 d. Perform other delegated duties as assigned.
- 465

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

- 467 a. Have custody of all funds and finances of the local PTA/PTSA.
- 468
- 469 b. Keep a full and accurate account of receipts and expenditures as described in these
- 470 bylaws.
- 471
- 472
- 473 c. Make disbursements as authorized by the president, executive board, or general
- 474 membership in accordance with the budget adopted by the general membership.
- 475
- 476 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
- 477 president.
- 478
- 479 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
- 480 other times when requested by the executive board.
- 481
- 482 f. Prepare an annual financial report at the close of the fiscal year.
- 483
- 484 g. Have the accounts examined according to the auditing procedures outlined in these
- 485 bylaws.
- 486
- 487 h. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
- 488 office within fifteen (15) days following the adoption of the audit by the membership.
- 489
- 490 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
- 491 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 492
- 493 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
- 494 PTA dues for membership received prior to November 1. Remit by December 1, dues
- 495 received after November 1. Remit by March 1, dues received after December 1. Remit by
- 496 June 30, all Virginia PTA and National PTA dues received after March 1.
- 497
- 498 k. Perform other delegated duties as assigned.
- 499

500 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of

501 the term of office or in case of resignation, each officer shall turn over to the president, without

502 delay, all records, books, and other materials pertaining to the office.

503
504 **Article 8: Executive Committee**
505

506 **Section 1.** The executive committee shall consist of the elected officers of the association and
507 the principal of the school.

508
509 **Section 2.** The executive committee shall:

510
511 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
512 general membership for approval.

513
514 b. Appoint standing committee chairmen and members of the standing and special
515 committees, except the nominating committee.

516
517 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
518 purpose of appointing standing committee chairmen. Special committee chairmen shall be
519 appointed as necessary. Members of the standing and special committees shall be appointed as
520 soon as possible after the appointment of the committee chairmen.

521
522 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
523 majority of the executive committee, three (3) days' notice having been given. A quorum of the
524 executive committee shall be a majority of the members of the committee then in office.

525
526 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
527 meeting. Only the president shall have the authority to call for an electronic vote and to establish
528 the guidelines for that vote. The established quorum of the executive committee shall prevail.
529 Voting results must be recorded in the minutes and ratified at the next executive committee
530 meeting.

531
532 **#Section 6.** The executive committee may hold meetings by telephone conference or through
533 other electronic communications media so long as all the members can simultaneously hear each
534 other and participate during the meeting. Some or all of the members may participate
535 electronically at a meeting held at a central location so long as all the members can
536 simultaneously hear each other and participate during the meeting.

537
538 **Article 9: Executive Board**
539

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

545
546 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
547 association's board at the local, council, district, region, state, or national level while serving as a
548 paid employee of, or under contract to, that constituent association.

549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594

Section 3. The executive board shall:

- a. Transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA and present a report to the general membership at the general membership meetings.
- b. Create, change or eliminate standing and special committees.
- c. Approve the plans of work of the standing and special committees.
- #d. Select an auditing committee, experienced auditor, or attend an external audit exchange.
- #e. Approve the proposed budget to be presented to the general membership for adoption.
- #f. Obtain general membership approval for any changes to the adopted budget over five hundred dollars (\$500.00) per fiscal year.

#Section 4. Financial Review Procedures:

- a. The executive board shall select an auditing committee, experienced auditor or choose to participate in an external financial multi-review (former known as audit exchange) prior to the end of the fiscal year. A financial review committee shall consist of no fewer than three (3) members and no one with signature authority shall sit on their own unit's committee. All financial reviews shall be coordinated with at least one (1) other PTA/PTSA unit.
- b. The local PTA/PTSA treasurer shall submit books to the financial reviewing committee, experienced auditor, or the external financial multi-review at the end of the fiscal year. The report of the financial review shall be submitted in writing to the executive board prior to finalization of the proposed budget for the coming school year.
- c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during a term select a committee for financial review or an experienced auditor within one (1) week of the resignation. The financial review shall be performed with fiscal year-end procedures and shall be complete within three (3) weeks of the resignation. This financial review shall not be performed in lieu of the year-end audit.
- d. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the financial review is presented to the executive board.
- e. All reports of the financial review shall be presented to the general membership for adoption. The fiscal year-end financial review report shall be presented to the membership

595 for adoption at the first general membership meeting held after the completion of the
596 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
597 state office within fifteen (15) days following the adoption of the report by the general
598 membership.

599
600 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
601 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
602 filing.

603
604 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
605 qualifications or fulfill the duties of the position, that person may be removed from the board by
606 a majority vote of the executive board.

607
608 **Section 6.** The executive board shall hold at least three (3) meetings during the year. The time
609 and place of meetings shall be set at the first meeting of the executive board after their election.
610 Special meetings of the executive board may be called by the president or by a majority of the
611 members of the executive board, three (3) days' notice being given. A quorum of the executive
612 board members shall be a majority of the members of the executive board then in office.

613
614 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
615 meeting. Only the president shall have the authority to call for an electronic meeting and to
616 establish the guidelines for voting. The established quorum of the executive board shall prevail.
617 Voting results must be recorded in the minutes and the minutes must be accepted by the
618 executive board at the next executive board meeting.

619
620 **#Section 8.** The executive board may hold meetings by telephone conference or through other
621 electronic communications media so long as all the members can simultaneously hear each other
622 and participate during the meeting. Some or all of the members may participate electronically at
623 a meeting held at a central location so long as all the members can simultaneously hear each
624 other and participate during the meeting.

625 626 **Article 10: Committees**

627
628 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
629 this local PTA/PTSA.

630
631 **Section 2.** The executive board may create, change or eliminate such standing committees as it
632 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
633 Standing committee chairmen and committee members shall be appointed by the executive
634 committee, except for the nominating committee. In the absence of an executive committee then
635 the executive board shall make the appointments. The term of each chairman shall be one (1)
636 year or until the selection of a successor. No chairman shall be eligible to serve in the same
637 capacity for more than two (2) consecutive terms.

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

646

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

650

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

656

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

662

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

664

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

667

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

671

672 **Article 11: General Membership Meetings**

673

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

676

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

678

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

681

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

685
686 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
687 meeting of this local PTA/PTSA.

688

689

Article 12: Council Membership

690

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

692

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

696

697 b. Delegates and alternates shall be appointed in June.

698

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

702

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

705

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

707

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

710

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

713

714

#Article 13: District Membership

715

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

718

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

723

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

728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772

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

#Article 14: Fiscal Year

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

#Article 15: Parliamentary Authority

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

#Article 16: Local Unit Bylaws Revisions and Amendments

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

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

- a. A committee shall be appointed to submit a revise set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed bylaws revision or amendments require a two-thirds (2/3) vote of the members present and voting.
- c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in accordance with the bylaws of Virginia PTA.
- d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and sections that are identified by the pound symbol (#).

773 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
774 identified by the pound symbol (#) shall serve to automatically and without requirement of
775 further action by the local PTA/PTSA to amend correspondingly its bylaws.
776

777 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
778 serve automatically and without the requirement of further action by this local PTA/PTSA to
779 amend correspondingly the bylaws of this local PTA/PTSA.
780

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