

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Mary Ellen Glasgow Middle School of Alexandria, Fairfax County were approved by the membership at its meeting on Insert date of meeting.

Signed: \_\_\_\_\_ Tara Rethore  
President

\_\_\_\_\_ daytime phone number

\_\_\_\_\_ evening phone number

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

Signed: \_\_\_\_\_ Suzie Wells  
Secretary

Signed: \_\_\_\_\_ Suzie Wells  
Bylaws Committee Chair-person

\*\*\*\*\*

(Space below for use by State Bylaws Chair-person or designee only.)

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

\_\_\_\_\_  
State Bylaws Committee

\_\_\_\_\_  
Date

**Note:** Bylaws of this local unit must be submitted for review to the Virginia PTA by \_\_\_\_\_ to remain a 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.

**GLASGOW MIDDLE SCHOOL  
PARENT TEACHER ASSOCIATION (PTA) BYLAWS INDEX**

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**PTA Mission**

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

**PTA Value**

**Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

**Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

**Accountability:** We acknowledge our obligations. We deliver on our promises.

**Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

**Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

**Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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

**#Article 1: Name and Area**

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

**#Article 2: Purposes**

**Section 1.** The purposes of Glasgow Middle School PTA, in common with those of Virginia PTA and National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standard of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article 3.

**Section 3.** 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").

43 **#Article 3: Basic Policies**

44  
45 The following are basic policies of the Glasgow Middle School PTA in common with those of  
46 Virginia PTA and National PTA:

- 47  
48 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
49  
50 b. The association shall work with the schools and community to provide quality education  
51 for all children and youth, and shall seek to participate in the decision-making process  
52 establishing school policy, recognizing that the legal responsibility to make decisions has  
53 been delegated by the people to the boards of education, state education authorities, and  
54 local education authorities.  
55  
56 c. The association shall work to promote the health and welfare of children and youth, and  
57 shall seek to promote collaboration among parents, schools, and the community at large.  
58  
59 d. No part of the net earnings of the association shall inure to the benefit of, or be  
60 distributable to, its members, directors, trustees, officers, or other private persons except  
61 that the association shall be authorized and empowered to pay reasonable compensation for  
62 services rendered, and to make payments and distributions in furtherance of the purposes  
63 set forth in Article 2 hereof.  
64  
65 e. Notwithstanding any other provisions of these articles, the association shall not carry on  
66 any other activities not permitted to be carried on (i) by an association exempt from federal  
67 income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association,  
68 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue  
69 Code.  
70  
71 f. Upon dissolution of this association, after paying or adequately providing for the debts  
72 and obligations of the association, the remaining assets shall be distributed to one or more  
73 nonprofit funds, foundations, or associations that have established their tax-exempt status  
74 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in  
75 accordance with those of National PTA.  
76  
77 g. The association or members in their official capacities shall not, directly or indirectly,  
78 participate or intervene (in any way, including publishing or distributing of statements) in  
79 any political campaign on behalf of, or in opposition to, any candidate for public office, or  
80 devote more than an insubstantial part of its activities to attempting to influence legislation  
81 by propaganda or otherwise.  
82

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

84  
85 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
86 association and (b) the certificate of incorporation or articles of incorporation of such association  
87 (in cases which the association is a corporation) or the articles of organization by whatever name  
88 (in cases in which the association exists as an unincorporated association).

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

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

- a. Adhere to purposes and basic policies of the PTA.
- b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary, and one (1) treasurer.
- c. Submit local PTA/PTSA bylaws 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 Managers.
- d. Submit local unit officers contact information form and verification of local unit's employer identification number (EIN) to the Virginia PTA state office immediately upon election of officers annually.
- e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit report by the general membership.
- f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office within fifteen (15) days of filing.
- g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates designated in these bylaws.
- h. Meet other criteria as may be prescribed by Virginia PTA.

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

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

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

134 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
135 PTA/PTSA.

136  
137 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership  
138 year may participate in the business of this association.

139  
140 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall  
141 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit  
142 including, specifically, the number of its members, the dues collected from its members, and the  
143 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of  
144 account and records shall at all reasonable times be open to inspection by an authorized  
145 representative of Virginia PTA or, where directed by the committee on state and local relations.  
146 Such authorized representative shall have full access in cases where account information and  
147 records are required from banks.

148  
149 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of  
150 National PTA.

151  
152 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
153 elected by the general membership.

154  
155 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent  
156 association's board at the local, council, district, state, or national level while serving as a paid  
157 employee of, or under contract to, that constituent association.

158  
159 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the  
160 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The  
161 local unit's name must be used and not that of Virginia PTA.

162  
163 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with  
164 the ending date the last day of a calendar month.

165  
166 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such  
167 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the  
168 circumstances provided in the bylaws of Virginia PTA.

169  
170 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

171  
172 a. Yield and surrender all of its books and records and all of its assets and property to  
173 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
174 PTA/PTSA organized under the authority of Virginia PTA.

175  
176 b. Cease and desist from the further use of any name that implies or connotes association  
177 with Virginia PTA, National PTA or status as a constituent association of National PTA.  
178

179 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
180 necessary for the purpose of dissolving such local PTA/PTSA.  
181

182 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in  
183 the following manner:  
184

185 a. The executive board shall adopt a written resolution recommending that the local  
186 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to  
187 a vote at a special meeting of the general membership having voting rights at the time of  
188 the meeting.  
189

190 1. Only those funds approved by the general membership in the current budget year  
191 may be spent.  
192

193 2. Written notice of the adoption of such resolution accompanied by a copy of the  
194 notice of the special meeting for the members shall be given to the president of  
195 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
196 of the members.  
197

198 3. A complete membership list including contact information shall be provided to  
199 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
200 special meeting of the members.  
201

202 b. Written notice stating the purpose of such meeting to consider dissolving the local  
203 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
204 meeting. Such meeting shall be held only during the academic school year.  
205

206 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
207 to consider the resolution to dissolve. The dissolution quorum includes the required  
208 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
209 the executive board members.  
210

211 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
212 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
213 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
214 answer session.  
215

216 e. Voting shall be by ballot.  
217

218 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
219 the resolution and who continue to be members on the date of the special meeting shall be  
220 entitled to vote on dissolution.  
221

222 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
223 the obligations of the association, the remaining assets shall be distributed to one (1) or

224 more non-profit funds, foundations, or organizations which have established their tax-  
225 exempt status under Section 501(c)(3) of the Internal Revenue Code.

226  
227 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
228 PTA in accordance with state bylaws.

229  
230 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
231 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
232 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
233 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

234  
235 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
236 designated in these bylaws and to council (if a member of council).

### 237 238 #Article 5: Membership and Dues

239  
240 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
241 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
242 all the benefits of such membership.

243  
244 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
245 who believes in and supports the mission and purposes of National PTA.

246  
247 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
248 persons to membership at any time.

249  
250 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,  
251 shall offer membership to students.

252  
253 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-  
254 inclusive dues as required in each local PTA/PTSAs' bylaws.

255  
256 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
257 local PTA/PTSA or to serve in any of its elected or appointed positions.

258  
259 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
260 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
261 "state portion") and the portion payable to National PTA (the "national portion").

262  
263 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
264 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
265 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
266 local unit, Virginia PTA and National PTA.

267  
268 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
269 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one



270 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
271 be two dollars and twenty-five cents (\$2.25) per annum.

272  
273 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
274 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
275 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
276 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
277 area.

278  
279 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the  
280 following October 31.

281  
282 **Section 12.** Payment of Virginia PTA and National PTA dues:

283  
284 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
285 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
286 shall not be included in the local PTA/PTSA's budget.

287  
288 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
289 or before December 1. Additional membership dues received after December 1 shall be  
290 remitted to Virginia PTA on or before March 1. Membership dues received after March 1  
291 shall be remitted to Virginia PTA on or before June 30.

292  
293 c. A list of members who joined the association during the reporting period shall be kept by  
294 the local PTA/PTSA and submitted to Virginia PTA.

295  
296 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
297 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
298 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
299 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without  
300 payment of the registration fee.

301  
302 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,  
303 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
304 Life Achievement Award provides only National Convention guest privileges upon payment of the  
305 convention registration fee.

306  
307 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
308 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
309 unit.

310  
311 **Article 6: Officers and Their Election**

312  
313 **Section 1.** The officers of this PTA/PTSA shall consist of:

314  
315 #a. One (1) president.

316  
317 b. Up to three (3) vice president(s).

318  
319 #c. A secretary.

320  
321 #d. One (1) treasurer.

322  
323 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current  
324 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive  
325 board, standing or special committees, or to serve as a delegate or alternate to the council or  
326 district.

327  
328 **#Section 3.** Nominating committee:

329  
330 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

331  
332 b. The nominating committee shall consist of three (3) members who shall be elected by  
333 the members of this local PTA/PTSA at their regular general membership meeting at least  
334 two (2) months prior to the election of officers. The committee shall elect its own chair-  
335 person.

336  
337 c. The nominating committee shall nominate an eligible person for each office to be filled  
338 and report its nominees to the members at a regular general membership meeting at least  
339 thirty (30) days prior to the general membership election meeting. At the general  
340 membership election meeting, additional nominations may be made from the floor.

341  
342 d. Only those persons who have signified their consent to serve, if elected, shall be  
343 nominated for or elected to such office.

344  
345 **#Section 4.** Officers shall be elected by the following method:

346  
347 a. Officers shall be elected at the general membership election meeting in the month of  
348 May or June.

349  
350 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
351 majority of the votes cast shall constitute which nominees are elected. However, if there  
352 is but one nominee for office, election for that office may be by voice vote. If by ballot  
353 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
354 membership election meeting.

355  
356 c. Officers, except the treasurer, shall assume their official duties immediately following  
357 the close of the last meeting of the fiscal year which shall not be held later than 30 June.  
358 The treasurer shall assume his/her official duties upon the completion of the auditing  
359 process outlined in these bylaws.

360

361 **Section 5.** Officers shall serve for a term of one (1) year(s) or until their successors are elected.  
362 No officer shall serve more than two (2) consecutive terms in the same office. Officers who  
363 have served in an office for more than one-half (1/2) of a full term shall be deemed to have  
364 served a full term in such office.

365  
366 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person  
367 elected by a majority vote of the executive board, except in the case of the president, then the  
368 first vice president shall automatically become president. Notice of the election to fill the  
369 vacancy in the office shall be given as prescribed in these bylaws.

370

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

372

373 **Section 1.** The president shall:

374

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

376

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

379

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

383

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

385

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

388

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

390

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

392

393 b. In their designated order, perform the duties of the president in the absence or inability  
394 of the officer to act. The 1st Vice President shall be responsible for Outreach and  
395 Organization; the 2nd Vice President shall be responsible for School Activities; and the  
396 3rd Vice President shall be responsible for Communications. In a given year, if we have  
397 less than three Vice Presidents, the remaining Vice President(s) or President shall cover  
398 the duties. Additionally, in a given year, the duties may be redistributed among Vice  
399 Presidents to fit the strengths and interests of the individuals.

400

401 c. Perform other delegated duties as assigned.

402

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

404

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

406

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

408  
409 c. Maintain a membership list as required by Virginia PTA.

410  
411 d. Perform other delegated duties as assigned.

412  
413 **#Section 4.** The treasurer shall:

414  
415 a. Have custody of all funds and finances of the local PTA/PTSA.

416  
417 b. Keep a full and accurate account of receipts and expenditures as described in these  
418 bylaws.

419  
420 c. Make disbursements as authorized by the president, executive board, or general  
421 membership in accordance with the budget adopted by the general membership.

422  
423 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
424 president.

425  
426 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
427 other times when requested by the executive board.

428  
429 f. Prepare an annual financial report at the close of the fiscal year.

430  
431 g. Have the accounts examined according to the auditing procedures outlined in these  
432 bylaws.

433  
434 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
435 within fifteen (15) days following the adoption of the audit by the membership.

436  
437 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
438 sent to the Virginia PTA state office within fifteen (15) days of filing.

439  
440 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
441 dues for membership received prior to December 1. Remit by March 1, dues received  
442 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
443 received after March 1.

444  
445 k. Perform other delegated duties as assigned.

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

453 **Article 8: Executive Board**

454  
455 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
456 the chair-persons of the standing committees. The principal of the school or his/her designee and a  
457 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
458 may serve on the executive board. The chair-persons of the standing committees shall be  
459 appointed by the officers of the association by September 30.

460  
461  
462 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
463 association's board at the local, council, district, region, state, or national level while serving as a  
464 paid employee of, or under contract to, that constituent association.

465  
466 **Section 3.** The executive board shall:

467  
468 a. Transact necessary business in the intervals between general membership meetings and  
469 such other business as may be referred to it by this local PTA/PTSA and present a report to  
470 the general membership at the general membership meetings.

471  
472 b. Create standing and special committees.

473  
474 c. Approve the plans of work of the standing and special committees.

475  
476 #d. Select an auditing committee or experienced auditor.

477  
478 #e. Approve the proposed budget to be presented to the general membership for adoption.

479  
480 #f. Obtain general membership approval for any changes to the adopted budget over three  
481 hundred dollars (\$300.00)

482  
483 **#Section 4.** Auditing Procedures:

484  
485 a. An auditing committee or an experienced auditor shall be selected by the executive board  
486 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than  
487 three (3) members and no one with signature authority shall sit on the auditing committee.

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

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

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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 audit is presented to the executive board.

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

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

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

**Section 6.** The executive board shall hold at least three (3) meetings during the year. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board, five (5) days' notice being given. A quorum of the executive board members shall be a majority of the members of the executive board then in office.

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

## **Article 9: Committees**

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

**#Section 2.** Chair-persons and members of all standing and special committees shall be members of this local PTA/PTSA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

588  
589 b. Delegates and alternates shall be appointed no later than June 30th.

590

591 c. Delegates to the Fairfax County Council PTA shall serve for a term of  
592 one (1) year(s) or until the selection of a successor.  
593

594 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
595 Fairfax County Council PTA.  
596

597 **Section 3.** Responsibilities of delegates:  
598

599 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
600 to council such matters as may be referred to it by the local PTA/PTSA.  
601

602 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
603 instructed, they shall use their own discretion, except as provided by council bylaws.  
604

### 605 #Article 12: District Membership 606

607 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
608 This local PTA/PTSA is in the Fairfax District of Virginia PTA.  
609

610 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
611 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
612 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
613 Program to the Virginia PTA Legislation/Education Committee chair-person for tabulation.  
614

615 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
616 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
617 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
618 delegate for each fifty (50) memberships or major fraction thereof.  
619

620 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
621 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
622 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
623 instructed, they shall use their own discretion.  
624

### 625 #Article 13: Fiscal Year 626

627 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.  
628

### 629 #Article 14: Parliamentary Authority 630

631 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
632 National PTA and its constituent associations in all cases in which they are applicable and in which  
633 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
634 PTA, or the articles of incorporation.  
635  
636



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

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

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

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

646  
647 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
648 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
649 the membership at least thirty (30) days prior to the meeting at which the revision or the  
650 amendments are to be voted upon. A quorum shall be established at the meeting in which  
651 voting takes place. The revision or amendments are subject to approval by the Virginia  
652 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed  
653 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
654 voting.

655  
656 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
657 accordance with the bylaws of Virginia PTA.

658  
659 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
660 sections that are identified by the pound symbol (#).

661  
662 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
663 identified by the pound symbol (#) shall serve to automatically and without requirement of  
664 further action by the local PTA/PTSA to amend correspondingly its bylaws.

665  
666 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
667 serve automatically and without the requirement of further action by this local PTA/PTSA to  
668 amend correspondingly the bylaws of this local PTA/PTSA.

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