

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Mary Ellen Glasgow Middle School of Alexandria/Fairfax County were approved by two-thirds of the membership on December 9, 2020.

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Bylaws Committee Chair 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 as of the approval date above and must be resubmitted for review to the Virginia PTA by \_\_\_\_\_ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

**JANUARY 2020**

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### **#PTA Mission**

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

### **#PTA Values**

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

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

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

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

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

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

**#Article 1: Name and Area**

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

**#Article 2: Purposes**

**Section 1. Objectives.** The purposes of Mary Ellen Glasgow Middle School PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

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

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

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

**#Article 3: Principles**

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

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

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

66

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

71

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

75

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

- 79
- 80 a. Adhere to purposes and basic policies of the PTA.
- 81
- 82 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
83 and one (1) treasurer.
- 84
- 85 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
86 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
87 Directors.
- 88
- 89 d. Submit local unit officers contact information form and verification of local unit's  
90 employer identification number (EIN) to the Virginia PTA state office immediately upon  
91 election of officers annually.

92  
93 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state  
94 office within fifteen (15) days following the adoption of the report by the general  
95 membership.

96  
97 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
98 within fifteen (15) days of filing.

99  
100 g. Submit proof of insurance to the office.

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

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

107  
108 j. Meet other criteria as may be prescribed by Virginia PTA.  
109

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

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

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

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

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

127  
128 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall  
129 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit  
130 including, specifically, the number of its members, the dues collected from its members, and the  
131 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of  
132 account and records shall at all reasonable times be open to inspection by an authorized  
133 representative of Virginia PTA or, where directed by the committee on state and local relations.  
134 Such authorized representative shall have full access in cases where account information and  
135 records are required from banks.  
136

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

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

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

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

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

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

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

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

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

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

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

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

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

225  
226 **#Article 5: Membership and Dues**

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

231  
232 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
233 who believes in and supports the mission and purposes of National PTA.

234  
235 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
236 persons to membership at any time.

237  
238 **Section 4.** PTSA's with students in secondary schools, as defined by their local school division,  
239 shall offer membership to students.

240  
241 **Section 5.** A person may hold membership in one or more local PTA/PTSA's upon payment of all-  
242 inclusive dues as required in each local PTA/PTSA's bylaws.

243  
244 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
245 local PTA/PTSA or to serve in any of its elected or appointed positions.

246  
247 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
248 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
249 "state portion") and the portion payable to National PTA (the "national portion").

250  
251 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
252 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
253 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
254 local unit, Virginia PTA and National PTA.

255  
256 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
257 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
258 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
259 be two dollars and twenty-five cents (\$2.25) per annum.

260  
261 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
262 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
263 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
264 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
265 area.

266  
267 **Section 11.** The membership term is July 1 to June 30.

268  
269 **Section 12.** Payment of Virginia PTA and National PTA dues:

270  
271 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
272 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
273 shall not be included in the local PTA/PTSA's budget.



274  
275 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office  
276 before November 1. Additional membership dues received after November 1 shall be  
277 remitted to Virginia PTA at the Virginia PTA state office before December 1.  
278 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
279 Virginia PTA state office before March 1. Membership dues received after March 1 shall  
280 be remitted to Virginia PTA at the Virginia PTA state office before June 30.

281  
282 c. A list of members who joined the association during the reporting period shall be kept  
283 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.  
284

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

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

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

## 300 **Article 6: Officers and Their Election**

301  
302 **Section 1.** The officers of this PTA/PTSA shall consist of:

303 #a. One (1) president.

304 b. Three (3) vice presidents.

305 #c. A secretary.

306 #d. One (1) treasurer.  
307

308  
309  
310  
311  
312 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current  
313 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive  
314 board, standing or special committees, or to serve as a delegate or alternate to the council or  
315 district.  
316

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

318 a. Each member of the nominating committee must be a member of this local PTA/PTSA.  
319

320  
321 b. The nominating committee shall consist of three (3) members who shall be elected by  
322 the members of this local PTA/PTSA at their regular general membership meeting at least  
323 two (2) months prior to the election of officers. The committee shall elect its own  
324 chairman.

325  
326 c. The nominating committee shall nominate an eligible person for each office to be filled  
327 and report its nominees to the members at a regular general membership meeting at least  
328 thirty (30) days prior to the general membership election meeting. At the general  
329 membership election meeting, additional nominations may be made from the floor.

330  
331 d. Only those persons who have signified their consent to serve, if elected, shall be  
332 nominated for or elected to such office.

333  
334 **#Section 4.** Officers shall be elected by the following method:

335  
336 a. Officers shall be elected at the general membership election meeting in the month of  
337 May or June.

338  
339 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
340 majority of the votes cast shall constitute which nominees are elected. However, if there  
341 is but one nominee for office, election for that office may be by voice vote. If by ballot  
342 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
343 membership election meeting.

344  
345 c. Officers, except the treasurer, shall assume their official duties immediately following  
346 the close of the meeting in the month of June. The treasurer shall assume his/her official  
347 duties upon the completion of the auditing process outlined in these bylaws.

348  
349 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No  
350 person shall hold more than one (1) elected office at a time on this local unit board. No local unit  
351 officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the same  
352 office. Officers who have served in an office for more than one-half (1/2) of a full term shall be  
353 deemed to have served a full term in such office.

354  
355 **#Section 6.** Vacancies in any office shall be filled by the following method:

356  
357 a. A vacancy occurring in any office except that of president shall be filled for the  
358 unexpired term by a person elected by a majority vote of the Executive Board at their  
359 next scheduled meeting. In case of a vacancy in the office of president, the first vice  
360 president shall become president and shall hold office for the balance of the term. In the  
361 interim, the duties of the vice president shall be delegated by the president.

362  
363 b. In the event of a vacancy in the office of president, and also in the absence of a vice  
364 president, the general membership shall elect the next president.

365  
366 c. If there is more than one nominee for any office, then the voting shall be by ballot. A  
367 majority of the votes cast shall constitute which nominees are elected. However, if there  
368 is but one nominee for office, election for that office may be by voice vote. If by ballot  
369 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.  
370

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

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

### 376 **Section 1.** The president shall:

377  
378 a. Preside at all meetings of this local PTA/PTSA.

379  
380 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
381 that the purposes may be promoted.  
382

383  
384 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
385 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
386 office immediately upon election of officers annually.  
387

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

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

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

394  
395 a. Act as aide(s) to the president.  
396

397 b. In their designated order, perform the duties of the president in the absence or inability  
398 of the officer to act. The first vice president shall be responsible for Outreach and  
399 Organization. The second vice president shall be responsible for School Activities. The  
400 third vice president shall be responsible for Communications.  
401

402 c. Perform other delegated duties as assigned.  
403

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

405  
406 a. Record the minutes of all meetings of the local PTA/PTSA.  
407

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

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

411  
412 d. Perform other delegated duties as assigned.

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

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

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

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

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

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

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

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

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

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

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

445  
446 k. Perform other delegated duties as assigned.

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

451  
452 **Article 8: Executive Board**

453  
454 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
455 the chairmen of the standing committees. The principal of the school or his/her designee and a

456 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
457 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
458 the officers of the association not more than thirty (30) days following the election of officers.  
459

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

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

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

469 b. Create, change or eliminate standing and special committees.  
470

471 c. Approve the plans of work of the standing and special committees.  
472

473 #d. Select an auditing committee, experienced auditor, or attend an external audit  
474 exchange.  
475

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

478 #f. Obtain general membership approval for any changes to the adopted budget over five  
479 hundred dollars (\$500.00) per fiscal year.  
480

481 **#Section 4.** Financial Review Procedures:  
482

483 a. The executive board shall select an auditing committee, experienced auditor or choose  
484 to participate in an external financial multi-review (former known as audit exchange)  
485 prior to the end of the fiscal year. A financial review committee shall consist of no fewer  
486 than three (3) members and no one with signature authority shall sit on their own unit's  
487 committee. All financial reviews shall be coordinated with at least one (1) other  
488 PTA/PTSA unit.  
489

490 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing  
491 committee, experienced auditor, or the external financial multi-review at the end of the  
492 fiscal year. The report of the financial review shall be submitted in writing to the  
493 executive board prior to finalization of the proposed budget for the coming school year.  
494

495 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
496 a term select a committee for financial review or an experienced auditor within one (1)  
497 week of the resignation. The financial review shall be performed with fiscal year-end  
498 procedures and shall be complete within three (3) weeks of the resignation. This financial  
499 review shall not be performed in lieu of the year-end audit.  
500  
501

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

506  
507 e. All reports of the financial review shall be presented to the general membership for  
508 adoption. The fiscal year-end financial review report shall be presented to the membership  
509 for adoption at the first general membership meeting held after the completion of the  
510 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA  
511 state office within fifteen (15) days following the adoption of the report by the general  
512 membership.

513  
514 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
515 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
516 filing.

517  
518 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
519 qualifications or fulfill the duties of the position, that person may be removed from the board by  
520 a majority vote of the executive board.

521  
522 **Section 6.** The executive board shall hold at least three (3) meetings during the year. The time  
523 and place of meetings shall be set at the first meeting of the executive board after their election.  
524 Special meetings of the executive board may be called by the president or by a majority of the  
525 members of the executive board, five (5) days' notice being given. A quorum of the executive  
526 board members shall be a majority of the members of the executive board then in office.

527  
528 **#Section 7:** The executive board shall reserve the right to vote on business via electronic  
529 meeting. Only the president shall have the authority to call for an electronic meeting and to  
530 establish the guidelines for voting. The established quorum of the executive board shall prevail.  
531 Voting results must be recorded in the minutes and the minutes must be accepted by the  
532 executive board at the next executive board meeting.

533  
534 **#Section 8.** The executive board may hold meetings by telephone conference or through other  
535 electronic communications media so long as all the members can simultaneously hear each other  
536 and participate during the meeting. Some or all of the members may participate electronically at  
537 a meeting held at a central location so long as all the members can simultaneously hear each  
538 other and participate during the meeting.

## 539 540 **Article 9: Committees**

541  
542 **#Section 1.** Chairmen and members of all standing and special committees shall be members of  
543 this local PTA/PTSA.

544  
545 **Section 2.** The executive board may create, change or eliminate such standing committees as it  
546 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.

547 Standing committee chairmen and committee members shall be appointed by the executive  
548 committee, except for the nominating committee. In the absence of an executive committee then  
549 the executive board shall make the appointments. The term of each chairman shall be one (1)  
550 year or until the selection of a successor. No chairman shall be eligible to serve in the same  
551 capacity for more than three (3) consecutive terms.

552  
553 **Section 3.** The executive board may create, change or eliminate such special committees as it  
554 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen  
555 and committee members shall be appointed by the executive committee. In the absence of an  
556 executive committee then the executive board shall make the appointments. The term of each  
557 special committee chairman is ended upon completion of the task assigned to the committee. No  
558 special committee chairman shall be eligible to serve in the same capacity for more than three (3)  
559 consecutive terms.

560  
561 **Section 4.** The chairman of each standing and special committee shall present a plan of work to  
562 the executive board for approval. No committee work shall be undertaken without the consent of  
563 the executive board.

564  
565 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.  
566 Only the committee chair shall have the authority to call for an electronic meeting and to  
567 establish the guidelines for voting. The established quorum of the committee shall prevail.  
568 Voting results must be recorded in the minutes and the minutes accepted by the committee at the  
569 next committee meeting.

570  
571 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic  
572 communications media so long as all the members can simultaneously hear each other and  
573 participate during the meeting. Some or all of the members may participate electronically at a  
574 meeting held at a central location so long as all the members can simultaneously hear each other  
575 and participate during the meeting.

576  
577 **Section 7.** The quorum of any committee shall be a majority of its members.

578  
579 **Section 8.** The president shall serve as ex-officio member of all committees of this local  
580 PTA/PTSA except the nominating committee.

581  
582 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,  
583 books and other materials pertaining to the committee at the end of the term served or when  
584 departing office.

585  
586 **Article 10: General Membership Meetings**

587  
588 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during  
589 the school year, ten (10) days' notice having been given.

590  
591 **Section 2.** The general membership election meeting shall be held in May or June.

592  
593 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
594 majority of the executive board, five (5) days' notice having been given.  
595

596 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
597 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
598 verified members of this local PTA/PTSA.  
599

600 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
601 meeting of this local PTA/PTSA.  
602

### 603 **Article 11: Council Membership**

604  
605 **Section 1.** Selection of delegates:  
606

607 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County  
608 Council Parent Teacher Association by the president or alternate, the principal or  
609 alternate, and by one (1) delegate or alternate.  
610

611 b. Delegates and alternates shall be appointed in June.  
612

613 c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year or  
614 until the selection of a successor. No delegate shall serve for more than two (2)  
615 consecutive terms.  
616

617 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
618 Fairfax County Council PTA.  
619

620 **Section 3.** Responsibilities of delegates:  
621

622 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
623 to council such matters as may be referred to it by the local PTA/PTSA.  
624

625 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
626 instructed, they shall use their own discretion, except as provided by council bylaws.  
627

### 628 **#Article 12: District Membership**

629  
630 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
631 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.  
632

633 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
634 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
635 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
636 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.  
637



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

642  
643 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
644 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
645 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
646 instructed, they shall use their own discretion.

647

648 **#Article 13: Fiscal Year**

649

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

651

652 **#Article 14: Parliamentary Authority**

653

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

658

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

660

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

665

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

667

668 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for  
669 existing bylaws or to submit an amendment to current bylaws.

670

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

679

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

682

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

685  
686 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
687 identified by the pound symbol (#) shall serve to automatically and without requirement of  
688 further action by the local PTA/PTSA to amend correspondingly its bylaws.

689  
690 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
691 serve automatically and without the requirement of further action by this local PTA/PTSA to  
692 amend correspondingly the bylaws of this local PTA/PTSA.

693  
694 **#Required by Virginia PTA in all district, council, and local unit bylaws.**