

**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 **November 24, 2020**.

Signed: _____ **Gina Pizziconi-Cupples**
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Signed: _____ **Lea Flowers Baker**
Bylaws Committee Chairman Print/Type Name

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

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

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect 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.

MARY ELLEN GLASGOW MIDDLE SCHOOL PTA BYLAWS INDEX

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#PTA Mission

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

#PTA Values

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

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

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

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

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

1 **MARY ELLEN GLASGOW MIDDLE SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

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

7 The name of this association is the **Mary Ellen Glasgow Middle School Parent Teacher**
8 **Association** located in **Alexandria, Virginia**. It is a local **PTA** organized under the authority of the
9 Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the
10 National Congress of Parents and Teachers (referred to as “National PTA”).
11

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purposes of Mary Ellen Glasgow Middle School PTA, in common
15 with those of Virginia PTA and National PTA corporation, will hereafter pursue are:
16

- 17 a. To promote the welfare of children and youth in home, school, places of worship, and
18 throughout the community.
19
20 b. To raise the standards of home life.
21
22 c. To advocate for laws that further the education, physical and mental health, welfare,
23 and safety of children and youth.
24
25 d. To promote the collaboration and engagement of families and educators in the
26 education of children and youth.
27
28 e. To engage the public in united efforts to secure the physical, mental, emotional,
29 spiritual, and social well-being of all children and youth, and
30
31 f. To advocate for fiscal responsibility regarding public tax dollars in public education
32 funding.
33

34 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
35 in collaboration with parents, families, teachers, educators, students, and the public; developed
36 through conferences, committees, projects, and programs; and governed and qualified by the
37 basic principles set forth in Article 3.
38

39 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
40 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
41 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
42 Revenue Code”).
43

44 **#Article 3: Principles**
45

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.
- 49
- 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
306 #c. A secretary.

307
308 #d. One (1) treasurer.
309

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

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

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

406
407 a. Record the minutes of all meetings of the local PTA/PTSA.
408

409 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
410

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

412
413 d. Perform other delegated duties as assigned.

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

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

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

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

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

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

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

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

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

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

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

446
447 k. Perform other delegated duties as assigned.

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

452
453
454 **Article 8: Executive Board**

455 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
456 the chairmen 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 chairmen of the standing committees shall be appointed by
459 the officers of the association not more than thirty (30) days following the election of officers.
460

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

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

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

470 b. Create, change or eliminate standing and special committees.
471

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

474 #d. Select an auditing committee, experienced auditor, or attend an external audit
475 exchange.
476

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

479 #f. Obtain general membership approval for any changes to the adopted budget over five
480 hundred dollars (\$500.00) per fiscal year.
481

482 **#Section 4.** Financial Review Procedures:
483

484 a. The executive board shall select an auditing committee, experienced auditor or choose
485 to participate in an external financial multi-review (former known as audit exchange)
486 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
487 than three (3) members and no one with signature authority shall sit on their own unit's
488 committee. All financial reviews shall be coordinated with at least one (1) other
489 PTA/PTSA unit.
490

491 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing
492 committee, experienced auditor, or the external financial multi-review at the end of the
493 fiscal year. The report of the financial review shall be submitted in writing to the
494 executive board prior to finalization of the proposed budget for the coming school year.
495

496 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
497 a term select a committee for financial review or an experienced auditor within one (1)
498 week of the resignation. The financial review shall be performed with fiscal year-end
499

500 procedures and shall be complete within three (3) weeks of the resignation. This financial
501 review shall not be performed in lieu of the year-end audit.

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

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

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

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

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

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

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

540 **Article 9: Committees**

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

545
546 **Section 2.** The executive board may create, change or eliminate such standing committees as it
547 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
548 Standing committee chairmen and committee members shall be appointed by the executive
549 committee, except for the nominating committee. In the absence of an executive committee then
550 the executive board shall make the appointments. The term of each chairman shall be **one (1)**
551 year or until the selection of a successor. No chairman shall be eligible to serve in the same
552 capacity for more than three (3) consecutive terms.

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

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

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

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

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

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

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

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

588

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

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

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

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

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

603
604 **Article 11: Council Membership**

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

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

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

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

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

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

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

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

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

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

633

634 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
635 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
636 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
637 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
638

639 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
640 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
641 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
642 delegate for each fifty (50) memberships or major fraction thereof.
643

644 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
645 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
646 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
647 instructed, they shall use their own discretion.
648

649 **#Article 13: Fiscal Year**

650
651 The fiscal year of this local PTA/PTSA shall begin on **July 1** and end on **June 30**.
652
653

654 **#Article 14: Parliamentary Authority**

655
656 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
657 National PTA and its constituent associations in all cases in which they are applicable and in which
658 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
659 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.
660

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

662
663 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
664 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
665 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
666 years from the Virginia PTA Bylaws Committee date of approval.
667

668 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
669

670 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
671 existing bylaws or to submit an amendment to current bylaws.
672

673 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
674 provided notice and a copy of the proposed bylaws revision or amendments are provided to
675 the membership at least thirty (30) days prior to the meeting at which the revision or the
676 amendments are to be voted upon. A quorum shall be established at the meeting in which
677 voting takes place. The revision or amendments are subject to approval by the Virginia

678 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
679 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
680 voting.

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

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

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

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

695
696 **#Required by Virginia PTA in all district, council, and local unit bylaws.**