

GEORGE F. BAKER ELEMENTARY PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	5
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	10
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	13
12. Council Membership	14
13. District Membership	14
14. Fiscal Year	15
15. Parliamentary Authority	15
16. Local Unit Bylaws Revisions and Amendments	15

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
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**George F. Baker Elementary PTA
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the George F. Baker Elementary Parent Teacher Association located in Henrico, 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 purpose or purposes (Objects) of George F. Baker Elementary 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

47 The following are basic principles of the George F. Baker Elementary PTA in common with those
48 of Virginia PTA and National PTA:

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

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

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

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

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

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

93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

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

i. 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 (#).

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

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

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

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

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

140
141 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
142 association's board at the local, council, district, state, or national level while serving as a paid
143 employee of, or under contract to, that constituent association.

144
145 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
146 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
147 local unit's name must be used and not that of Virginia PTA.

148
149 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
150 the ending date the last day of a calendar month.

151
152 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
153 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
154 circumstances provided in the bylaws of Virginia PTA.

155
156 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 157
158 a. Yield and surrender all of its books and records and all of its assets and property to
159 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
160 PTA/PTSA organized under the authority of Virginia PTA.
161
162 b. Cease and desist from the further use of any name that implies or connotes association
163 with Virginia PTA, National PTA or status as a constituent association of National PTA.
164
165 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
166 necessary for the purpose of dissolving such local PTA/PTSA.

167
168 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
169 the following manner:

- 170
171 a. The executive board shall adopt a written resolution recommending that the local
172 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
173 a vote at a special meeting of the general membership having voting rights at the time of
174 the meeting.
175
176 1. Only those funds approved by the general membership in the current budget year
177 may be spent.
178
179 2. Written notice of the adoption of such resolution accompanied by a copy of the
180 notice of the special meeting for the members shall be given to the president of
181 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
182 of the members.
183

184 3. A complete membership list including contact information shall be provided to
185 the Virginia PTA state office at least thirty (30) days before the date fixed for such
186 special meeting of the members.
187

188 b. Written notice stating the purpose of such meeting to consider dissolving the local
189 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
190 meeting. Such meeting shall be held only during the academic school year.
191

192 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
193 to consider the resolution to dissolve. The dissolution quorum includes the required
194 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
195 the executive board members.
196

197 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
198 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
199 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
200 answer session.
201

202 e. Voting shall be by ballot.
203

204 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
205 the resolution and who continue to be members on the date of the special meeting shall be
206 entitled to vote on dissolution.
207

208 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
209 the obligations of the association, the remaining assets shall be distributed to one (1) or
210 more non-profit funds, foundations, or organizations which have established their tax-
211 exempt status under Section 501(c)(3) of the Internal Revenue Code.
212

213 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
214 PTA in accordance with state bylaws.
215

216 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
217 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
218 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
219 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.
220

221 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
222 designated in these bylaws and to council (if a member of council).
223

224 #Article 5: Membership and Dues 225

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

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

232
233 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
234 persons to membership at any time.

235
236 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
237 shall offer membership to students.

238
239 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
240 inclusive dues as required in each local PTA/PTAs' bylaws.

241
242 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
243 local PTA/PTSA or to serve in any of its elected or appointed positions.

244
245 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
246 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
247 "state portion") and the portion payable to National PTA (the "national portion").

248
249 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
250 approved by two-thirds (2/3) vote of members present and voting after having been given at least
251 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
252 local unit, Virginia PTA and National PTA.

253
254 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
255 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
256 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
257 be two dollars and twenty-five cents (\$2.25) per annum.

258
259 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
260 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
261 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
262 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
263 area.

264
265 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
266 following October 31.

267
268 **Section 12.** Payment of Virginia PTA and National PTA dues:

269
270 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
271 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
272 shall not be included in the local PTA/PTSA's budget.

273
274 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
275 or before December 1. Additional membership dues received after December 1 shall be

276 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
277 shall be remitted to Virginia PTA on or before June 30.
278

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

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

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

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

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

298

299 **Section 1.** The officers of this PTA/PTSA shall consist of:
300

301 #a. One (1) president.
302

303 b. One (1) vice president(s).
304

305 #c. A secretary.
306

307 #d. One (1) treasurer.
308

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

314 **#Section 3.** Nominating committee:
315

316 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
317

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

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

326
327 d. Only those persons who have signified their consent to serve, if elected, shall be
328 nominated for or elected to such office.

329
330 **#Section 4.** Officers shall be elected by the following method:

331
332 a. Officers shall be elected at the general membership election meeting in the month of
333 May.

334
335 b. If there is more than one nominee for office, then the voting shall be by ballot. A
336 majority of the votes cast shall constitute which nominees are elected. However, if there
337 is but one nominee for office, election for that office may be by voice vote. If by ballot
338 vote, the secretary shall be responsible for destroying all ballots at the end of the general
339 membership election meeting.

340
341 c. Officers, except the treasurer, shall assume their official duties immediately following
342 the close of the meeting in the month of August. The treasurer shall assume his/her
343 official duties upon the completion of the auditing process outlined in these bylaws.

344
345 **#Section 5.** Officers shall serve for a term of 2 year(s) or until their successors are elected. No
346 person shall hold more than one (1) elected office at a time on this local unit board. No local unit
347 officer shall serve more than 2 consecutive terms, not to exceed four (4) years in the same office.
348 Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed
349 to have served a full term in such office.

350
351 **#Section 6.** Vacancies in any office shall be filled by the following method:

352
353 a. A vacancy occurring in any office except that of president shall be filled for the
354 unexpired term by a person elected by a majority vote of the Executive Board at their
355 next scheduled meeting. In case of a vacancy in the office of president, the vice president
356 shall become president and shall hold office for the balance of the term. In the interim,
357 the duties of the vice president shall be delegated by the president.

358
359 b. In the event of a vacancy in the office of president, and also in the absence of a vice
360 president, the general membership shall elect the next president.

361
362 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
363 majority of the votes cast shall constitute which nominees are elected. However, if there
364 is but one nominee for office, election for that office may be by voice vote. If by ballot
365 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

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

370 .
371 **Article 7: Duties of Officers**

372
373 **Section 1.** The president shall:

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

375
376 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
377 that the purposes may be promoted.

378
379 #c. Submit this local PTA/PTSA officers' contact information form and verification of
380 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
381 office immediately upon election of officers annually.

382
383 d. Perform such other duties as may be prescribed in these bylaws.

384
385 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
386 nominating committee.

387
388 **Section 2.** The vice president(s) shall:

389
390 a. Act as aide(s) to the president.

391
392 b. In their designated order, perform the duties of the president in the absence or inability
393 of the officer to act.

394
395 c. Perform other delegated duties as assigned.

396
397
398 **#Section 3.** The secretary shall:

399
400 a. Record the minutes of all meetings of the local PTA/PTSA.

401
402 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

403
404 c. Maintain a membership list as required by Virginia PTA.

405
406 d. Perform other delegated duties as assigned.

407
408 **#Section 4.** The treasurer shall:

409
410 a. Have custody of all funds and finances of the local PTA/PTSA.
411
412

- 413
414 b. Keep a full and accurate account of receipts and expenditures as described in these
415 bylaws.
416
417 c. Make disbursements as authorized by the president, executive board, or general
418 membership in accordance with the budget adopted by the general membership.
419
420 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
421 president.
422
423 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
424 other times when requested by the executive board.
425
426 f. Prepare an annual financial report at the close of the fiscal year.
427
428 g. Have the accounts examined according to the auditing procedures outlined in these
429 bylaws.
430
431 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
432 within fifteen (15) days following the adoption of the audit by the membership.
433
434 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
435 sent to the Virginia PTA state office within fifteen (15) days of filing.
436
437 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
438 dues for membership received prior to December 1. Remit by March 1, dues received
439 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
440 received after March 1.
441
442 k. Perform other delegated duties as assigned.

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

447 **Article 8: Executive Committee**

448
449
450 **Section 1.** The executive committee shall consist of the elected officers of the association and
451 the principal of the school.

452
453 **Section 2.** The executive committee shall:

- 454
455 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
456 general membership for approval.
457

458 b. Appoint standing and special committee chairmen and members of the standing and
459 special committees, except the nominating committee.
460

461 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
462 purpose of appointing standing committee chairmen. Special committee chairmen shall be
463 appointed as necessary. Members of the standing and special committees shall be appointed as
464 soon as possible after the appointment of the committee chairmen.
465

466 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
467 majority of the executive committee, 7 days' notice having been given. A quorum of the
468 executive committee shall be a majority of the members of the committee then in office.
469

470 **Article 9: Executive Board**

471
472 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
473 the chairmen of the standing committees. The principal of the school or his/her designee and a
474 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
475 may serve on the executive board. The chairmen of the standing committees shall be appointed by
476 the officers of the association not more than thirty (30) days following the election of officers.
477

478 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
479 association's board at the local, council, district, region, state, or national level while serving as a
480 paid employee of, or under contract to, that constituent association.
481

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

483
484 a. Transact necessary business in the intervals between general membership meetings and
485 such other business as may be referred to it by this local PTA/PTSA and present a report to
486 the general membership at the general membership meetings.
487

488 b. Create standing and special committees.
489

490 c. Approve the plans of work of the standing and special committees.
491

492 #d. Select an auditing committee, experienced auditor, or attend an external audit
493 exchange.
494

495 #e. Approve the proposed budget to be presented to the general membership for adoption.
496

497 #f. Obtain general membership approval for any changes to the adopted budget over three
498 hundred dollars (\$300.00)
499

500 **#Section 4.** Auditing Procedures:

501
502 a. The executive board shall select an auditing committee, experienced auditor or choose
503 to participate in an external audit exchange prior to the end of the fiscal year. An auditing

504 committee shall consist of no fewer than three (3) members and no one with signature
505 authority shall sit on their own auditing committee. All audit exchanges shall be
506 coordinated with at least one (1) other PTA/PTSA unit.

507
508 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
509 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
510 report shall be submitted in writing to the executive board prior to finalization of the
511 proposed budget for the coming school year.

512
513 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
514 a term select an auditing committee or an experienced auditor within one (1) week of the
515 resignation. The audit shall be performed with fiscal year-end auditing procedures and
516 shall be complete within three (3) weeks of the resignation. This audit shall not be
517 performed in lieu of the year-end audit.

518
519 d. The newly elected treasurer shall not undertake any banking responsibilities of that
520 office with the exception of depository duties, reconciliation of bank statements, change of
521 signatory or other clerical duties not requiring signatory until the audit is presented to the
522 executive board.

523
524 e. All audit reports shall be presented to the general membership for adoption. The fiscal
525 year-end audit report shall be presented to the membership for adoption at the first general
526 membership meeting held after the completion of the report. A copy of the fiscal year-end
527 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
528 adoption of the audit by the general membership.

529
530 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
531 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
532 filing.

533
534 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
535 qualifications or fulfill the duties of the position, that person may be removed from the board by
536 a majority vote of the executive board.

537
538 **Section 6.** The executive board shall hold at least 6 meetings during the year. The time and place
539 of meetings shall be set at the first meeting of the executive board after their election. Special
540 meetings of the executive board may be called by the president or by a majority of the members
541 of the executive board, 30 days' notice being given. A quorum of the executive board members
542 shall be a majority of the members of the executive board then in office.

543
544 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
545 Only the president shall have the authority to call for an electronic vote and to establish the
546 guidelines for that vote. The established quorum of the executive board shall prevail. Results
547 must be recorded in the minutes and ratified at the next executive board meeting.

549 **Article 10: Committees**

550
551 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
552 appointed positions.

553
554 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
555 this local PTA/PTSA.

556
557 **Section 3.** The executive board may create such standing committees as it may deem necessary
558 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
559 chairmen and committee members shall be appointed by the executive committee, except for the
560 nominating committee. In the absence of an executive committee then the executive board shall
561 make the appointments. The term of each chairman shall be 2 year(s) or until the selection of a
562 successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
563 consecutive terms.

564
565 **Section 4.** The executive board may create such special committees as it may deem necessary or
566 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
567 shall be appointed by the executive committee. In the absence of an executive committee then the
568 executive board shall make the appointments. The term of each special committee chairman is
569 ended upon completion of the task assigned to the committee.

570
571 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
572 the executive board for approval. No committee work shall be undertaken without the consent of
573 the executive board.

574
575 **Section 6.** The quorum of any committee shall be a majority of its members.

576
577 **Section 7.** The president shall serve as ex-officio member of all committees of this local
578 PTA/PTSA except the nominating committee.

579
580 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
581 books and other materials pertaining to the committee at the end of the term served or when
582 departing office.

583
584 **Article 11: General Membership Meetings**

585
586 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 6 times during the
587 school year, 14 days' notice having been given.

588
589 **Section 2.** The general membership election meeting shall be held in May.

590
591 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
592 majority of the executive board, 30 days' notice having been given.

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

597
598 **Section 5.** 10 members, shall constitute a quorum for the transaction of business in any meeting of
599 this local PTA/PTSA.

600 **Article 12: Council Membership**

601
602
603 **Section 1.** Selection of delegates:

604
605 a. This local PTA/PTSA shall be represented in meetings of the Henrico County
606 Council Parent Teacher Association by the president or alternate, the principal or
607 alternate, and by 2 delegate(s) or alternate(s).

608
609 b. Delegates and alternates shall be appointed in June.

610
611 c. Delegates to the Henrico County Council PTA shall serve for a term of
612 2 year(s) or until the selection of a successor.

613
614 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
615 Henrico Council PTA.

616
617 **Section 3.** Responsibilities of delegates:

618
619 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
620 to council such matters as may be referred to it by the local PTA/PTSA.

621
622 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
623 instructed, they shall use their own discretion, except as provided by council bylaws.

624 **#Article 13: District Membership**

625
626
627 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
628 This local PTA/PTSA is in the Henrico District of Virginia PTA.

629
630 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
631 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
632 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
633 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

634
635 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
636 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
637 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
638 delegate for each fifty (50) memberships or major fraction thereof.

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

644

645 **#Article 14: Fiscal Year**

646

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

648

649 **#Article 15: Parliamentary Authority**

650

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

655

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

657

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

662

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

664

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

667

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

676

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

679

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

682

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

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

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