

JUL 24 2020

VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Franklin Sherman Elementary School of McLean VA, Fairfax County were approved by the membership at its meeting on May 7, 2020.

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Bylaws Committee Chairman Print/Type Name

\*\*\*\*\*

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

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



[Signature]  
State Bylaws Committee

August 11, 2020  
Date

NOTE: This local unit will take effect on August 11, 2020 and must be submitted for review to the Virginia PTA by August 11, 2025 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.

## FRANKLIN SHERMAN ELEMENTARY 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.

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**FRANKLIN SHERMAN ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

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**#Article 1: Name and Area**

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

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**#Article 2: Purposes**

**Section 1. Objectives.** The purpose or purposes (Objects) of Franklin Sherman Elementary 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”).

47 **#Article 3: Principles**

48  
49 The following are basic principles of the Franklin Sherman Elementary School PTA in common  
50 with those of Virginia PTA and National PTA:

- 51  
52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
53  
54 b. The association shall work to engage and empower children, families, and educators  
55 within schools and communities to provide quality education for all children and youth,  
56 and shall seek to participate in the decision-making process by influencing school policy  
57 and advocating for children’s issues, recognizing that the legal responsibility to make  
58 decisions has been delegated by the people to boards of education, state education  
59 authorities, and local education authorities.  
60  
61 c. The association shall work to promote the health and welfare of children and youth,  
62 and shall seek to promote collaboration among families, schools, and the community at  
63 large.  
64  
65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional  
66 expertise shall be guiding principles for service in Virginia PTA.  
67

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

69  
70 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
71 association and (b) the certificate of incorporation or articles of incorporation of such association  
72 (in cases which the association is a corporation) or the articles of organization by whatever name  
73 (in cases in which the association exists as an unincorporated association).  
74

75 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia  
76 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and  
77 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.  
78

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

- 82  
83 a. Adhere to purposes and basic policies of the PTA.  
84  
85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
86 and one (1) treasurer.  
87  
88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
90 Directors.  
91

92 d. Submit local unit officers contact information form and verification of local unit's  
93 employer identification number (EIN) to the Virginia PTA state office immediately upon  
94 election of officers annually.  
95

96 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state  
97 office within fifteen (15) days following the adoption of the report by the general  
98 membership.  
99

100 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
101 within fifteen (15) days of filing.  
102

103 g. Submit proof of insurance to the office.  
104

105 h. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
106 designated in these bylaws.  
107

108 i. Provide information for members who have joined the association during the reporting  
109 period as prescribed by the Virginia PTA.  
110

111 j. Meet other criteria as may be prescribed by Virginia PTA.  
112

113 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as  
114 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of  
115 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments  
116 and shall include a provision establishing a quorum.  
117

118 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
119 serve automatically and without the requirement of further action by the local PTA/PTSA to  
120 amend correspondingly the bylaws of the local PTA/PTSA.  
121

122 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
123 sections that are identified by the pound symbol (#).  
124

125 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
126 PTA/PTSA.  
127

128 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership  
129 year may participate in the business of this association.  
130

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

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

139

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

142

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

145

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

149

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

153

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

156

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

160

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

162

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

166

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

169

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

172

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

175

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

180

181 1. Only those funds approved by the general membership in the current budget year  
182 may be spent.

183 2. Written notice of the adoption of such resolution accompanied by a copy of the  
184 notice of the special meeting for the members shall be given to the president of  
185 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
186 of the members.  
187

188 3. A complete membership list including contact information shall be provided to  
189 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
190 special meeting of the members.  
191

192 b. Written notice stating the purpose of such meeting to consider dissolving the local  
193 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
194 meeting. Such meeting shall be held only during the academic school year.  
195

196 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
197 to consider the resolution to dissolve. The dissolution quorum includes the required  
198 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
199 the executive board members.  
200

201 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
202 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
203 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
204 answer session.  
205

206 e. Voting shall be by ballot.  
207

208 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
209 the resolution and who continue to be members on the date of the special meeting shall be  
210 entitled to vote on dissolution.  
211

212 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
213 the debts and obligations of the association, the association's financial holdings, property,  
214 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and  
215 if not claimed by the resolved unit within two years it remains with the Virginia PTA in  
216 order to further the mission and purpose of the Virginia PTA.  
217

218 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
219 PTA in accordance with state bylaws.  
220

221 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
222 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
223 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
224 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
225

226 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
227 designated in these bylaws and to council (if a member of council).  
228

229 **#Article 5: Membership and Dues**  
230

231 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
232 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
233 all the benefits of such membership.  
234

235 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
236 who believes in and supports the mission and purposes of National PTA.  
237

238 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
239 persons to membership at any time.  
240

241 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,  
242 shall offer membership to students.  
243

244 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-  
245 inclusive dues as required in each local PTA/PTSAs' bylaws.  
246

247 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
248 local PTA/PTSA or to serve in any of its elected or appointed positions.  
249

250 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
251 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
252 "state portion") and the portion payable to National PTA (the "national portion").  
253

254 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
255 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
256 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
257 local unit, Virginia PTA and National PTA.  
258

259 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
260 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
261 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
262 be two dollars and twenty-five cents (\$2.25) per annum.  
263

264 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
265 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
266 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
267 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
268 area.  
269

270 **Section 11.** The membership term is July 1 to June 30.  
271

272 **Section 12.** Payment of Virginia PTA and National PTA dues:  
273



274 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
275 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
276 shall not be included in the local PTA/PTSA's budget.  
277

278 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office  
279 before November 1. Additional membership dues received after November 1 shall be  
280 remitted to Virginia PTA at the Virginia PTA state office before December 1.  
281 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
282 Virginia PTA state office before March 1. Membership dues received after March 1 shall  
283 be remitted to Virginia PTA at the Virginia PTA state office before June 30.  
284

285 c. A list of members who joined the association during the reporting period shall be kept  
286 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.  
287

288 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
289 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
290 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
291 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without  
292 payment of the registration fee.  
293

294 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,  
295 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
296 Life Achievement Award provides only National Convention guest privileges upon payment of the  
297 convention registration fee.  
298

299 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
300 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
301 unit.  
302

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

304

305 **Section 1.** The officers of this PTA/PTSA shall consist of:  
306

307 #a. One (1) president.  
308

309 b. Three (3) vice presidents.  
310

311 #c. A secretary.  
312

313 d. A corresponding secretary.  
314

315 #e. One (1) treasurer.  
316

317 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current  
318 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive

319 board, standing or special committees, or to serve as a delegate or alternate to the council or  
320 district.

321

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

323

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

325

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

330

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

335

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

338

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

340

341 a. Officers shall be elected at the general membership election meeting in the month of  
342 May or June.

343

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

349

350 c. Officers, except the treasurer, shall assume their official duties immediately following  
351 the close of the meeting in the month of May or June. The treasurer shall assume his/her  
352 official duties upon the completion of the auditing process outlined in these bylaws.

353

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

359

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

361

362 a. A vacancy occurring in any office except that of president shall be filled for the  
363 unexpired term by a person elected by a majority vote of the Executive Board at their

364 next scheduled meeting. In case of a vacancy in the office of president, the first vice  
365 president shall become president and shall hold office for the balance of the term. In the  
366 interim, the duties of the vice president shall be delegated by the president.  
367

368 b. In the event of a vacancy in the office of president, and also in the absence of a vice  
369 president, the general membership shall elect the next president.  
370

371 c. If there is more than one nominee for any office, then the voting shall be by ballot. A  
372 majority of the votes cast shall constitute which nominees are elected. However, if there  
373 is but one nominee for office, election for that office may be by voice vote. If by ballot  
374 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.  
375

376 d. When a ten (10) day notice of the election is given, a majority of votes cast shall  
377 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall  
378 be required.  
379

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

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

382 a. Preside at all meetings of this local PTA/PTSA.  
383

384 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
385 that the purposes may be promoted.  
386

387 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
388 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
389 office immediately upon election of officers annually.  
390

391 d. Work with the treasurer to prepare and manage the budget and perform such other  
392 duties as may be prescribed in these bylaws.  
393

394 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
395 nominating committee.  
396

### 397 **Section 2.** The vice presidents shall:

398 a. Act as aides to the president.  
399

400 b. In their designated order, perform the duties of the president in the absence or inability  
401 of the officer to act.  
402

403 c. The first vice president shall chair the fundraising committee.  
404

405 d. The second vice president shall oversee programs and solicit volunteers to coordinate  
406 and contribute to PTA events and activities.  
407  
408  
409

410 e. The third vice president shall be responsible for recruitment of new members and  
411 outreach to existing members (and forward the information to the secretary) and be  
412 responsible for publishing a membership directory.

413  
414 f. Perform other delegated duties as assigned.

415  
416 **#Section 3.** The secretary shall:

417  
418 a. Record the minutes of all meetings of the local PTA/PTSA.

419  
420 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

421  
422 c. Maintain a membership list as required by Virginia PTA.

423  
424 d. Perform other delegated duties as assigned.

425  
426 **Section 4.** The corresponding secretary shall:

427  
428 a. Coordinate all PTA communications through electronic means to share information  
429 within our community in order that the purposes be promoted.

430  
431 b. Recruit and support volunteers to assist with sharing information through email,  
432 website and social media.

433  
434 c. Perform other delegated duties as assigned.

435  
436 **#Section 5.** The treasurer shall:

437  
438 a. Have custody of all funds and finances of the local PTA/PTSA.

439  
440 b. Keep a full and accurate account of receipts and expenditures as described in these  
441 bylaws.

442  
443 c. Make disbursements as authorized by the president, executive board, or general  
444 membership in accordance with the budget adopted by the general membership.

445  
446 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
447 president.

448  
449 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
450 other times when requested by the executive board.

451  
452 f. Prepare an annual financial report at the close of the fiscal year.

453  
454 g. Have the accounts examined according to the auditing procedures outlined in these  
455 bylaws.

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

458  
459 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
460 sent to the Virginia PTA state office within fifteen (15) days of filing.

461  
462 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National  
463 PTA dues for membership received prior to November 1. Remit by December 1, dues  
464 received after November 1. Remit by March 1, dues received after December 1. Remit by  
465 June 30, all Virginia PTA and National PTA dues received after March 1.

466  
467 k. Perform other delegated duties as assigned.

468  
469 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
470 the term of office or in case of resignation, each officer shall turn over to the president, without  
471 delay, all records, books, and other materials pertaining to the office.

## 472 473 **Article 8: Executive Board**

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

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

484  
485 **Section 3.** The executive board shall:

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

490  
491 b. Create, change or eliminate standing and special committees.

492  
493 c. Approve the plans of work of the standing and special committees.

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

497  
498 #e. Approve the proposed budget to be presented to the general membership for adoption.  
499

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

502  
503 **#Section 4.** Financial Review Procedures:

504  
505 a. The executive board shall select an auditing committee, experienced auditor or choose  
506 to participate in an external financial multi-review (former known as audit exchange)  
507 prior to the end of the fiscal year. A financial review committee shall consist of no fewer  
508 than three (3) members and no one with signature authority shall sit on their own unit's  
509 committee. All financial reviews shall be coordinated with at least one (1) other  
510 PTA/PTSA unit.

511  
512 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing  
513 committee, experienced auditor, or the external financial multi-review at the end of the  
514 fiscal year. The report of the financial review shall be submitted in writing to the  
515 executive board prior to finalization of the proposed budget for the coming school year.

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

522  
523 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
524 office with the exception of depository duties, reconciliation of bank statements, change of  
525 signatory or other clerical duties not requiring signatory until the financial review is  
526 presented to the executive board.

527  
528 e. All reports of the financial review shall be presented to the general membership for  
529 adoption. The fiscal year-end financial review report shall be presented to the membership  
530 for adoption at the first general membership meeting held after the completion of the  
531 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA  
532 state office within fifteen (15) days following the adoption of the report by the general  
533 membership.

534  
535 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
536 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
537 filing.

538  
539 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
540 qualifications or fulfill the duties of the position, that person may be removed from the board by  
541 a majority vote of the executive board.

542  
543 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time  
544 and place of meetings shall be set at the first meeting of the executive board after their election.

545 Special meetings of the executive board may be called by the president or by a majority of the  
546 members of the executive board, five (5) days' notice being given. A quorum of the executive  
547 board members shall be a majority of the members of the executive board then in office.  
548

549 **#Section 7:** The executive board shall reserve the right to vote on business via electronic  
550 meeting. Only the president shall have the authority to call for an electronic meeting and to  
551 establish the guidelines for voting. The established quorum of the executive board shall prevail.  
552 Voting results must be recorded in the minutes and the minutes must be accepted by the  
553 executive board at the next executive board meeting.  
554

555 **#Section 8.** The executive board may hold meetings by telephone conference or through other  
556 electronic communications media so long as all the members can simultaneously hear each other  
557 and participate during the meeting. Some or all of the members may participate electronically at  
558 a meeting held at a central location so long as all the members can simultaneously hear each  
559 other and participate during the meeting.  
560

## 561 **Article 9: Committees**

562  
563 **#Section 1.** Chairmen and members of all standing and special committees shall be members of  
564 this local PTA/PTSA.  
565

566 **Section 2.** The executive board may create, change or eliminate such standing committees as it  
567 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.  
568 Standing committee chairmen and committee members shall be appointed by the executive  
569 committee, except for the nominating committee. In the absence of an executive committee then  
570 the executive board shall make the appointments. The term of each chairman shall be one (1)  
571 year or until the selection of a successor. No chairman shall be eligible to serve in the same  
572 capacity for more than two (2) consecutive terms.  
573

574 **Section 3.** The executive board may create, change or eliminate such special committees as it  
575 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen  
576 and committee members shall be appointed by the executive committee. In the absence of an  
577 executive committee then the executive board shall make the appointments. The term of each  
578 special committee chairman is ended upon completion of the task assigned to the committee. No  
579 special committee chairman shall be eligible to serve in the same capacity for more than two (2)  
580 consecutive terms.  
581

582 **Section 4.** The chairman of each standing and special committee shall present a plan of work to  
583 the executive board for approval. No committee work shall be undertaken without the consent of  
584 the executive board.  
585

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

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

596

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

598

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

601

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

605

606

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

607

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

610

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

612

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

615

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

619

620 **Section 5.** Twelve (12) members, shall constitute a quorum for the transaction of business in any  
621 meeting of this local PTA/PTSA.

622

623

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

624

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

626

627 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County  
628 Council Parent Teacher Association by the president or alternate, the principal or  
629 alternate, and by two (2) delegates or alternates.

630

631 b. Delegates and alternates shall be appointed in May or June.

632

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



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

638  
639 **Section 3.** Responsibilities of delegates:

640  
641 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
642 to council such matters as may be referred to it by the local PTA/PTSA.

643  
644 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
645 instructed, they shall use their own discretion, except as provided by council bylaws.

646  
647 **#Article 12: District Membership**

648  
649 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
650 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

651  
652 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
653 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
654 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
655 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

656  
657 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
658 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
659 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
660 delegate for each fifty (50) memberships or major fraction thereof.

661  
662 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
663 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
664 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
665 instructed, they shall use their own discretion.

666  
667 **#Article 13: Fiscal Year**

668  
669 The fiscal year of this local PTA/PTSA shall begin on August 1 and end on July 31.

670  
671 **#Article 14: Parliamentary Authority**

672  
673 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
674 National PTA and its constituent associations in all cases in which they are applicable and in which  
675 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
676 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.

677  
678 **#Article 15: Local Unit Bylaws Revisions and Amendments**

679  
680 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
681 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on

682 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)  
683 years from the Virginia PTA Bylaws Committee date of approval.

684

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

686

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

689

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

698

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

701

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

704

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

708

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

712

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