

ARLINGTON TRADITIONAL SCHOOL PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	1
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	8
8. Executive Committee	11
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	14
12. Council Membership	14
13. District Membership	15
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 **ARLINGTON TRADITIONAL ELEMENTARY 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 Arlington Traditional Elementary School Parent Teacher
8 Association located in Arlington, 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 purpose or purposes (Objects) of Arlington PTA, in common with
15 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 **#Article 3: Principles**
44

45 The following are basic principles of the Arlington Traditional Elementary School PTA in
46 common with those of Virginia PTA and National PTA:

47
48 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
49

50 b. The association shall work to engage and empower children, families, and educators
51 within schools and communities to provide quality education for all children and youth,
52 and shall seek to participate in the decision-making process by influencing school policy
53 and advocating for children’s issues, recognizing that the legal responsibility to make
54 decisions has been delegated by the people to boards of education, state education
55 authorities, and local education authorities.
56

57 c. The association shall work to promote the health and welfare of children and youth,
58 and shall seek to promote collaboration among families, schools, and the community at
59 large.
60

61 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
62 expertise shall be guiding principles for service in Virginia PTA.
63

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

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

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

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

79 a. Adhere to purposes and basic policies of the PTA.
80

81 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
82 and one (1) treasurer.
83

84 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
85 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
86 Managers.
87

88 d. Submit local unit officers contact information form and verification of local unit's
89 employer identification number (EIN) to the Virginia PTA state office immediately upon
90 election of officers annually.
91

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

94
95 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
96 within fifteen (15) days of filing.

97
98 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
99 designated in these bylaws.

100
101 h. Meet other criteria as may be prescribed by Virginia PTA.

102
103 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
104 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
105 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
106 and shall include a provision establishing a quorum.

107
108 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
109 serve automatically and without the requirement of further action by the local PTA/PTSA to
110 amend correspondingly the bylaws of the local PTA/PTSA.

111
112 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
113 sections that are identified by the pound symbol (#).

114
115 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
116 PTA/PTSA.

117
118 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
119 year may participate in the business of this association.

120
121 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
122 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
123 including, specifically, the number of its members, the dues collected from its members, and the
124 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
125 account and records shall at all reasonable times be open to inspection by an authorized
126 representative of Virginia PTA or, where directed by the committee on state and local relations.
127 Such authorized representative shall have full access in cases where account information and
128 records are required from banks.

129
130 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
131 National PTA.

132
133 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
134 elected by the general membership.

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

139
140 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
141 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
142 local unit's name must be used and not that of Virginia PTA.

143
144 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
145 the ending date the last day of a calendar month.

146
147 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
148 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
149 circumstances provided in the bylaws of Virginia PTA.

150
151 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

152
153 a. Yield and surrender all of its books and records and all of its assets and property to
154 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
155 PTA/PTSA organized under the authority of Virginia PTA.

156
157 b. Cease and desist from the further use of any name that implies or connotes association
158 with Virginia PTA, National PTA or status as a constituent association of National PTA.

159
160 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
161 necessary for the purpose of dissolving such local PTA/PTSA.

162
163 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
164 the following manner:

165
166 a. The executive board shall adopt a written resolution recommending that the local
167 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
168 a vote at a special meeting of the general membership having voting rights at the time of
169 the meeting.

170
171 1. Only those funds approved by the general membership in the current budget year
172 may be spent.

173
174 2. Written notice of the adoption of such resolution accompanied by a copy of the
175 notice of the special meeting for the members shall be given to the president of
176 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
177 of the members.

178
179 3. A complete membership list including contact information shall be provided to
180 the Virginia PTA state office at least thirty (30) days before the date fixed for such
181 special meeting of the members.

182
183 b. Written notice stating the purpose of such meeting to consider dissolving the local
184 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
185 meeting. Such meeting shall be held only during the academic school year.

186
187 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
188 to consider the resolution to dissolve. The dissolution quorum includes the required
189 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
190 the executive board members.

191
192 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
193 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
194 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
195 answer session.

196
197 e. Voting shall be by ballot.

198
199 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
200 the resolution and who continue to be members on the date of the special meeting shall be
201 entitled to vote on dissolution.

202
203 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
204 the obligations of the association, the remaining assets shall be distributed to one (1) or
205 more non-profit funds, foundations, or organizations which have established their tax-
206 exempt status under Section 501(c)(3) of the Internal Revenue Code.

207
208 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
209 PTA in accordance with state bylaws.

210
211 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
212 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
213 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
214 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

215
216 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
217 designated in these bylaws and to council (if a member of council).

218 219 #Article 5: Membership and Dues

220
221 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
222 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
223 all the benefits of such membership.

224
225 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
226 who believes in and supports the mission and purposes of National PTA.

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

230
231 **Section 4.** PTSA's with students in secondary schools, as defined by their local school division,
232 shall offer membership to students.

233
234 **Section 5.** A person may hold membership in one or more local PTA/PTSA's upon payment of all-
235 inclusive dues as required in each local PTA/PTSA's bylaws.

236
237 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
238 local PTA/PTSA or to serve in any of its elected or appointed positions.

239
240 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
241 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
242 "state portion") and the portion payable to National PTA (the "national portion").

243
244 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
245 approved by two-thirds (2/3) vote of members present and voting after having been given at least
246 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
247 local unit, Virginia PTA and National PTA.

248
249 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
250 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
251 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
252 be two dollars and twenty-five cents (\$2.25) per annum.

253
254 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
255 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
256 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
257 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
258 area.

259
260 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
261 following October 31.

262
263 **Section 12.** Payment of Virginia PTA and National PTA dues:

264
265 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
266 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
267 shall not be included in the local PTA/PTSA's budget.

268
269 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
270 or before December 1. Additional membership dues received after December 1 shall be
271 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
272 shall be remitted to Virginia PTA on or before June 30.

273

274 c. A list of members who joined the association during the reporting period shall be kept by
275 the local PTA/PTSA and submitted to Virginia PTA.
276

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

283 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
284 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
285 Life Achievement Award provides only National Convention guest privileges upon payment of the
286 convention registration fee.
287

288 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
289 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
290 unit.
291

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

293

294 **Section 1.** The officers of this PTA/PTSA shall consist of:
295

296 #a. One (1) president.
297

298 b. Eight (8) vice president(s).
299

300 #c. A secretary.
301

302 d. One (1) corresponding secretary
303

304 #e. One (1) treasurer.
305

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

311 **#Section 3.** Nominating committee:
312

313 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
314

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

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

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

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

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

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

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

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

349 **#Section 6.** A vacancy occurring in any office, except that of the president, shall be filled for the
350 unexpired term by a person elected by a majority vote of the executive board at their next
351 meeting. In case of a vacancy in the office of president, the first vice president shall become
352 president and shall hold office for the balance of the term.
353

354 **Article 7: Duties of Officers**

355

356 **Section 1.** The president shall:
357

358 a. Preside at all meetings of this local PTA/PTSA.
359

360 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
361 that the purposes may be promoted.
362

363 #c. Submit this local PTA/PTSA officers' contact information form and verification of
364 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
365 office immediately upon election of officers annually.
366

367 d. Perform such other duties as may be prescribed in these bylaws.
368

369 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
370 nominating committee.
371

372 **Section 2.** The vice president(s) shall:
373

374 a. Act as aide(s) to the president.
375

376 b. In their designated order, perform the duties of the president in the absence or inability
377 of the officer to act.
378

379 1. The first vice president shall serve as Membership chair.
380

381 2. The second vice president shall serve as Communications chair and shall work
382 with the relevant chairs and numerous volunteers to oversee the preparation of
383 the ATS handbook and calendar, the PTA directory, the page and pen, the
384 yearbook and other publications as defined.
385

386 3. The third vice president shall serve as the General Communications chair and
387 shall send out the official ATS PTA communications in the form of a weekly
388 parent/teacher email blast. In addition, this position also is responsible for the
389 ATS PTA social media communications.
390

391 4. The fourth vice president shall serve as Fundraising chair and shall oversee
392 the PTA's fundraising activities including the annual silent action, book fair,
393 spirit items, brick program, grocery receipts and partner programs.
394

395 5. The fifth vice president shall serve as Programs chair and shall oversee
396 programs within the ATS community throughout the year including, but not
397 limited to the fall festival, multicultural assemblies, back to school night,
398 teacher appreciation week and academic parent information sessions.
399

400 6. The sixth vice president shall serve as Educational Activities chair and shall
401 oversees educational programs offered by the PTA including but not limited
402 to the outdoor lab open house, reflections, Jr great books, and STEM day.
403

404 7. The seventh vice president shall serve as Community Affairs chair and shall
405 serve as liaison to the local community, overseeing holiday gifts to ATS's
406 neighbors and coordinating with the local community association on
407 developments that may impact the school.
408

409 8. The eighth vice president shall serve as Liaison to the Arlington Public School
410 Community and shall be responsible for attending school board sponsored
411 meetings and reporting back to the executive board.
412

413 c. Perform other delegated duties as assigned.
414

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

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

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

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

423 d. Perform other delegated duties as assigned.
424

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

427 a. Send out notice of each meeting to the general membership.
428

429 b. Perform other delegated duties as assigned.
430

431 **#Section 5.** The treasurer shall:
432

433 a. Have custody of all funds and finances of the local PTA/PTSA.
434

435 b. Keep a full and accurate account of receipts and expenditures as described in these
436 bylaws.
437

438 c. Make disbursements as authorized by the president, executive board, or general
439 membership in accordance with the budget adopted by the general membership.
440

441 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
442 president.
443

444 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
445 other times when requested by the executive board.
446

447 f. Prepare an annual financial report at the close of the fiscal year.
448

449 g. Have the accounts examined according to the auditing procedures outlined in these
450 bylaws.
451

452 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
453 within fifteen (15) days following the adoption of the audit by the membership.
454

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

457
458 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
459 dues for membership received prior to December 1. Remit by March 1, dues received
460 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
461 received after March 1.

462
463 k. Perform other delegated duties as assigned.

464
465 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
466 the term of office or in case of resignation, each officer shall turn over to the president, without
467 delay, all records, books, and other materials pertaining to the office.

468 469 **Article 8: Executive Committee**

470
471 **Section 1.** The executive committee shall consist of the elected officers of the association and
472 the principal of the school.

473
474 **Section 2.** The executive committee shall:

475
476 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
477 general membership for approval.

478
479 b. Appoint standing and special committee chairmen and members of the standing and
480 special committees, except the nominating committee.

481
482 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
483 purpose of appointing standing committee chairmen. Special committee chairmen shall be
484 appointed as necessary. Members of the standing and special committees shall be appointed as
485 soon as possible after the appointment of the committee chairmen.

486
487 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
488 majority of the executive committee, seven (7) days' notice having been given. A quorum of the
489 executive committee shall be a majority of the members of the committee then in office.

490 491 **Article 9: Executive Board**

492
493 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers, the
494 chairmen of the standing committees and the immediate past president. The principal of the school
495 or his/her designee and a staff representative or his/her alternate, appointed by the principal or
496 elected by the faculty, also may serve on the executive board. The chairmen of the standing
497 committees shall be appointed by the officers of the association not more than thirty (30) days
498 following the election of officers.

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

503
504 **Section 3.** The executive board shall:

505
506 a. Transact necessary business in the intervals between general membership meetings and
507 such other business as may be referred to it by this local PTA/PTSA and present a report to
508 the general membership at the general membership meetings.

509
510 b. Create standing and special committees.

511
512 c. Approve the plans of work of the standing and special committees.

513
514 #d. Select an auditing committee or experienced auditor.

515
516 #e. Approve the proposed budget to be presented to the general membership for adoption.

517
518 #f. Obtain general membership approval for any changes to the adopted budget over three
519 hundred dollars (\$300.00)

520
521 **#Section 4.** Auditing Procedures:

522
523 a. An auditing committee or an experienced auditor shall be selected by the executive board
524 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than
525 three (3) members and no one with signature authority shall sit on the auditing committee.

526
527 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the
528 experienced auditor at the end of the fiscal year. The audit report shall be submitted in
529 writing to the executive board prior to finalization of the proposed budget for the coming
530 school year.

531
532 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
533 a term select an auditing committee or an experienced auditor within one (1) week of the
534 resignation. The audit shall be performed with fiscal year-end auditing procedures and
535 shall be complete within three (3) weeks of the resignation. This audit shall not be
536 performed in lieu of the year-end audit.

537
538 d. The newly elected treasurer shall not undertake any banking responsibilities of that
539 office with the exception of depository duties, reconciliation of bank statements, change of
540 signatory or other clerical duties not requiring signatory until the audit is presented to the
541 executive board.

542
543 e. All audit reports shall be presented to the general membership for adoption. The fiscal
544 year-end audit report shall be presented to the membership for adoption at the first general
545 membership meeting held after the completion of the report. A copy of the fiscal year-end

546 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
547 adoption of the audit by the general membership.

548
549 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
550 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
551 filing.

552
553 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
554 qualifications or fulfill the duties of the position, that person may be removed from the board by
555 a majority vote of the executive board.

556
557 **Section 6.** The executive board shall hold at least seven (7) meetings during the year. The time
558 and place of meetings shall be set at the first meeting of the executive board after their election.
559 Special meetings of the executive board may be called by the president or by a majority of the
560 members of the executive board, seven (7) days' notice being given. A quorum of the executive
561 board members shall be a majority of the members of the executive board then in office.

562
563 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
564 Only the president shall have the authority to call for an electronic vote and to establish the
565 guidelines for that vote. The established quorum of the executive board shall prevail. Results
566 must be recorded in the minutes and ratified at the next executive board meeting.

567 **Article 10: Committees**

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

572
573 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
574 this local PTA/PTSA.

575
576 **Section 3.** The executive board may create such standing committees as it may deem necessary
577 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
578 chairmen and committee members shall be appointed by the executive committee, except for the
579 nominating committee. In the absence of an executive committee then the executive board shall
580 make the appointments. The term of each chairman shall be one (1) year(s) or until the selection
581 of a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
582 consecutive terms.

583
584 **Section 4.** The executive board may create such special committees as it may deem necessary or
585 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
586 shall be appointed by the executive committee. In the absence of an executive committee then the
587 executive board shall make the appointments. The term of each special committee chairman is
588 ended upon completion of the task assigned to the committee.

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

593
594 **Section 6.** The quorum of any committee shall be a majority of its members.
595

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

598
599 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
600 books and other materials pertaining to the committee at the end of the term served or when
601 departing office.

602 **Article 11: General Membership Meetings**

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605 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
606 the school year, seven (7) days' notice having been given.

607
608 **Section 2.** The general membership election meeting shall be held in June.
609

610 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
611 majority of the executive board, two (2) days' notice having been given.
612

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

617 **Section 5.** Fifteen (15) members, including a minimum of five (5) Officers from this unit, shall
618 constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.
619

620 **Article 12: Council Membership**

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622 **Section 1.** Selection of delegates:
623

624 a. This local PTA/PTSA shall be represented in meetings of the Arlington County
625 Council Parent Teacher Association by the president or alternate, the principal or
626 alternate, and by one (1) delegate(s) or alternate(s).
627

628 b. Delegates and alternates shall be appointed in June.
629

630 c. Delegates to the Arlington County Council PTA shall serve for a term of one (1) year(s)
631 or until the selection of a successor.
632

633 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
634 Arlington County Council PTA.

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Section 3. Responsibilities of delegates:

- a. Delegates shall report activities of the council to the local PTA/PTSA and shall present to council such matters as may be referred to it by the local PTA/PTSA.
- b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not instructed, they shall use their own discretion, except as provided by council bylaws.

#Article 13: District Membership

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

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

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

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

#Article 14: Fiscal Year

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

#Article 15: Parliamentary Authority

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

#Article 16: Local Unit Bylaws Revisions and Amendments

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

679 behalf of the Virginia PTA Board of Managers. The revision anniversary date will be five (5)
680 years from the Virginia PTA Bylaws Committee date of approval.

681

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

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

686

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

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

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

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

705

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

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