

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Kaechele Elementary School of Glen Allen, Virginia were approved by the membership at its meeting on Insert date of meeting.

Signed: _____ Debbie Casey
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(Space below for use by State Bylaws Chairman or designee only.)

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

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect on _____ and must be submitted for review to the Virginia PTA by _____ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JULY 2017

KAECHELE 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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**KAECHELE ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Kaechele Elementary School Parent Teacher Association located in Glen Allen, 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 Kaechele 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 Kaechele Elementary School PTA in common with those
50 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 audit report to the Virginia PTA state office within
97 fifteen (15) days following the adoption of the audit report by the general membership.

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

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

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

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

109
110 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
111 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
112 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
113 and shall include a provision establishing a quorum.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

180
181 2. Written notice of the adoption of such resolution accompanied by a copy of the
182 notice of the special meeting for the members shall be given to the president of

183 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
184 of the members.

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

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

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

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

203
204 e. Voting shall be by ballot.

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

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

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

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

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

#Article 5: Membership and Dues

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

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

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

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

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

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

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

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

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

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

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

Section 12. Payment of Virginia PTA and National PTA dues:

275 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
276 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
277 shall not be included in the local PTA/PTSA's budget.
278

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

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

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

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

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

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

303
304 **Section 1.** The officers of this PTA shall consist of:

305 #a. One (1) president.
306

307
308 b. Two (2) vice president(s).
309

310 #c. A secretary.
311

312 #d. One (1) treasurer.
313

314 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
315 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
316 board, standing or special committees, or to serve as a delegate or alternate to the council or
317 district.
318

319 **#Section 3.** Nominating committee:
320

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

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

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

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

335
336 **#Section 4.** Officers shall be elected by the following method:

337
338 a. Officers shall be elected at the general membership election meeting in the month of
339 June.

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

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

350
351 **#Section 5.** Officers shall serve for a term of one year or until their successors are elected. No
352 person shall hold more than one (1) elected office at a time on this local unit board. No local unit
353 officer shall serve more than three (3) consecutive terms, not to exceed three (3) years in the
354 same office. Officers who have served in an office for more than one-half (1/2) of a full term
355 shall be deemed to have served a full term in such office.

356
357 **#Section 6.** Vacancies in any office shall be filled by the following method:

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

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

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

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

376
377 **Article 7: Duties of Officers**

378
379 **Section 1.** The president shall:

380 a. Preside at all meetings of this local PTA.

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

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

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

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

393
394
395 **Section 2.** The vice president(s) shall:

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

397
398 b. In their designated order, perform the duties of the president in the absence or inability
399 of the officer to act.

400
401
402 (If more than one vice president, must list job title for each vice president)

403
404 b1. The first vice president shall serve as Programs Chairperson.

405 b2. The second vice president shall serve as Ways and Means Chairperson.

406
407
408 c. Perform other delegated duties as assigned.

409
410 **#Section 3.** The secretary shall:

- 411
412 a. Record the minutes of all meetings of the local PTA/PTSA.
413
414 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
415
416 c. Maintain a membership list as required by Virginia PTA.
417
418 d. Perform other delegated duties as assigned.
419

420 **#Section 4.** The treasurer shall:

- 421
422 a. Have custody of all funds and finances of the local PTA/PTSA.
423
424 b. Keep a full and accurate account of receipts and expenditures as described in these
425 bylaws.
426
427 c. Make disbursements as authorized by the president, executive board, or general
428 membership in accordance with the budget adopted by the general membership.
429
430 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
431 president.
432
433 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
434 other times when requested by the executive board.
435
436 f. Prepare an annual financial report at the close of the fiscal year.
437
438 g. Have the accounts examined according to the auditing procedures outlined in these
439 bylaws.
440
441 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
442 within fifteen (15) days following the adoption of the audit by the membership.
443
444 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
445 sent to the Virginia PTA state office within fifteen (15) days of filing.
446
447 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
448 dues for membership received prior to December 1. Remit by March 1, dues received
449 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
450 received after March 1.
451
452 k. Perform other delegated duties as assigned.
453

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

457
458 **Article 8: Executive Committee**
459

460 **Section 1.** The executive committee shall consist of the elected officers of the association and
461 the principal of the school.

462
463 **Section 2.** The executive committee shall:

464
465 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
466 general membership for approval.

467
468 b. Appoint standing and special committee chairmen and members of the standing and
469 special committees, except the nominating committee.

470
471 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
472 purpose of appointing standing committee chairmen. Special committee chairmen shall be
473 appointed as necessary. Members of the standing and special committees shall be appointed as
474 soon as possible after the appointment of the committee chairmen.

475
476 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
477 majority of the executive committee, three (3) days' notice having been given. A quorum of the
478 executive committee shall be a majority of the members of the committee then in office.

479
480 **Article 9: Executive Board**
481

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

487
488 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
489 association's board at the local, council, district, region, state, or national level while serving as a
490 paid employee of, or under contract to, that constituent association.

491
492 **Section 3.** The executive board shall:

493
494 a. Transact necessary business in the intervals between general membership meetings and
495 such other business as may be referred to it by this local PTA/PTSA and present a report to
496 the general membership at the general membership meetings.

497
498 b. Create standing and special committees.

499
500 c. Approve the plans of work of the standing and special committees.
501

502 #d. Select an auditing committee, experienced auditor, or attend an external audit
503 exchange.

504
505 #e. Approve the proposed budget to be presented to the general membership for adoption.

506
507 #f. Obtain general membership approval for any changes to the adopted budget over three
508 hundred dollars (\$300.00)

509

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

511

512 a. The executive board shall select an auditing committee, experienced auditor or choose
513 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
514 committee shall consist of no fewer than three (3) members and no one with signature
515 authority shall sit on their own auditing committee. All audit exchanges shall be
516 coordinated with at least one (1) other PTA/PTSA unit.

517

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

522

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

528

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

533

534 e. All audit reports shall be presented to the general membership for adoption. The fiscal
535 year-end audit report shall be presented to the membership for adoption at the first general
536 membership meeting held after the completion of the report. A copy of the fiscal year-end
537 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
538 adoption of the audit by the general membership.

539

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

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

546

547 **Section 6.** The executive board shall hold at least two meetings during the year. The time and
548 place of meetings shall be set at the first meeting of the executive board after their election.
549 Special meetings of the executive board may be called by the president or by a majority of the
550 members of the executive board, three (3) days' notice being given. A quorum of the executive
551 board members shall be a majority of the members of the executive board then in office.
552

553 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
554 Only the president shall have the authority to call for an electronic vote and to establish the
555 guidelines for that vote. The established quorum of the executive board shall prevail. Results
556 must be recorded in the minutes and ratified at the next executive board meeting.
557

558 **Article 10: Committees**

559
560 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
561 appointed positions.
562

563 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
564 this local PTA/PTSA.
565

566 **Section 3.** The executive board may create such standing committees as it may deem necessary
567 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
568 chairmen and committee members shall be appointed by the executive committee, except for the
569 nominating committee. In the absence of an executive committee then the executive board shall
570 make the appointments. The term of each chairman shall be one (1) year or until the selection of
571 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
572 consecutive terms.
573

574 **Section 4.** The executive board may create such special committees as it may deem necessary or
575 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
576 shall be appointed by the executive committee. In the absence of an executive committee then the
577 executive board shall make the appointments. The term of each special committee chairman is
578 ended upon completion of the task assigned to the committee.
579

580 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
581 the executive board for approval. No committee work shall be undertaken without the consent of
582 the executive board.
583

584 **Section 6.** The quorum of any committee shall be a majority of its members.
585

586 **Section 7.** The president shall serve as ex-officio member of all committees of this local
587 PTA/PTSA except the nominating committee.
588

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

592
593 **Article 11: General Membership Meetings**
594

595 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least three (3) times during
596 the school year, ten (10) days' notice having been given.

597
598 **Section 2.** The general membership election meeting shall be held in June.
599

600 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
601 majority of the executive board, three (3) days' notice having been given.
602

603 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
604 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
605 verified members of this local PTA/PTSA.
606

607 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
608 meeting of this local PTA/PTSA.
609

610 **Article 12: Council Membership**
611

612 **Section 1.** Selection of delegates:
613

614 a. This local PTA/PTSA shall be represented in meetings of the Henrico County
615 Council Parent Teacher Association by the president or alternate, the principal or
616 alternate, and by one (1) delegate or alternate.
617

618 b. Delegates and alternates shall be appointed in June.
619

620 c. Delegates to the Henrico County Council PTA shall serve for a term of one (1) year or
621 until the selection of a successor.
622

623 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
624 Henrico County Council PTA.
625

626 **Section 3.** Responsibilities of delegates:
627

628 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
629 to council such matters as may be referred to it by the local PTA/PTSA.
630

631 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
632 instructed, they shall use their own discretion, except as provided by council bylaws.
633

634 **#Article 13: District Membership**

635 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
636 This local PTA/PTSA is in the Richmond District of Virginia PTA.
637

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

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

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

652 653 **#Article 14: Fiscal Year**

654
655 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

656 657 **#Article 15: Parliamentary Authority**

658
659 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
660 National PTA and its constituent associations in all cases in which they are applicable and in which
661 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
662 PTA, or the articles of incorporation.

663 664 **#Article 16: Local Unit Bylaws Revisions and Amendments**

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

670
671 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

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

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

683 voting.

684

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

687

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

690

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

694

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

698

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