

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Arlington Special Education Parent Teacher Association of Arlington, VA were approved by the membership at its meeting on March 11, 2021

Signed: _____ Kathleen Clark
President

AM phone number: [REDACTED]

PM phone number: [REDACTED]

e-mail: [REDACTED]

Signed: _____ Deirdre McDermott
Secretary

Signed: _____ Alison Cassels
Bylaws Committee Chairman

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

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

State Bylaws Committee

Date

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

ARLINGTON SPECIAL EDUCATION PTA BYLAWS INDEX

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#PTA Mission

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

#PTA Values

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

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

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

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

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

1 **ARLINGTON SPECIAL EDUCATION**
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 Special Education Parent Teacher Association
8 located in Arlington, Virginia. It is a local PTA organized under the authority of the Virginia
9 Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National
10 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 Special Education Parent
15 Teacher Association, in common with those of Virginia PTA and National PTA corporation, will
16 hereafter pursue are:
17

- 18 a. To promote the welfare of children and youth in home, school, places of worship, and
19 throughout the community.
20
21 b. To raise the standards of home life.
22
23 c. To advocate for laws that further the education, physical and mental health, welfare,
24 and safety of children and youth.
25
26 d. To promote the collaboration and engagement of families and educators in the
27 education of children and youth.
28
29 e. To engage the public in united efforts to secure the physical, mental, emotional,
30 spiritual, and social well-being of all children and youth, and
31
32 f. To advocate for fiscal responsibility regarding public tax dollars in public education
33 funding.
34

35 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
36 in collaboration with parents, families, teachers, educators, students, and the public; developed
37 through conferences, committees, projects, and programs; and governed and qualified by the
38 basic principles set forth in Article 3.
39

40 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
41 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
42 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
43 Revenue Code”).
44

45 **#Article 3: Principles**

46
47 The following are basic principles of the Arlington Special Education Parent Teacher Association
48 in common with those of Virginia PTA and National PTA:

- 49
50 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
51
52 b. The association shall work to engage and empower children, families, and educators
53 within schools and communities to provide quality education for all children and youth,
54 and shall seek to participate in the decision-making process by influencing school policy
55 and advocating for children’s issues, recognizing that the legal responsibility to make
56 decisions has been delegated by the people to boards of education, state education
57 authorities, and local education authorities.
58
59 c. The association shall work to promote the health and welfare of children and youth,
60 and shall seek to promote collaboration among families, schools, and the community at
61 large.
62
63 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
64 expertise shall be guiding principles for service in Virginia PTA.
65
66

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

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

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

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

- 81
82 a. Adhere to purposes and basic policies of the PTA.
83
84 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
85 and one (1) treasurer.
86
87 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
88 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
89 Directors.

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

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

97
98 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Submit proof of insurance to the office.

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

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

108
109 j. Meet other criteria as may be prescribed by Virginia PTA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 debts and obligations of the association, the association's financial holdings, property,
212 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
213 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
214 order to further the mission and purpose of the Virginia PTA.

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

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

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

227 **#Article 5: Membership and Dues**

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

232
233 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
234 who believes in and supports the mission and purposes of National PTA.

235
236 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
237 persons to membership at any time.

238
239 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
240 shall offer membership to students.

241
242 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
243 inclusive dues as required in each local PTA/PTAs' bylaws.

244
245 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
246 local PTA/PTSA or to serve in any of its elected or appointed positions.

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

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

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

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

267
268 **Section 11.** The membership term is July 1 to June 30.

269
270 **Section 12.** Payment of Virginia PTA and National PTA dues:

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

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

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

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

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

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

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

302

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

305 #a. One (1) president.
306

307 b. One (1) president-elect.
308

309 c. Four (4) vice presidents.
310

311 #d. One (1) secretary.
312

313 #e. One (1) treasurer.
314

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

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#Section 3. Nominating committee:

- a. Each member of the nominating committee must be a member of this local PTA/PTSA.
- b. The nominating committee shall consist of three (3) members, who shall be elected by the members of this local PTA at their regular general membership meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.
- c. The nominating committee shall nominate an eligible person for each office to be filled, except the office of president, and report its nominees to the members at a regular general membership meeting at least thirty (30) days prior to the general membership election meeting. At the general membership election meeting additional nominations may be made from the floor.
- d. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office. It is understood that the president-elect, by accepting the nomination is agreeing to automatically succeed to the office of president at the end of his/her term as president-elect.

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

- a. Officers shall be elected at the general membership election meeting in the month of May. The president-elect shall automatically succeed the office of president.
- b. If there is more than one nominee for office, then the voting shall be by ballot. A majority of the votes cast shall constitute which nominees are elected. However, if there is but one nominee for office, election for that office may be by voice vote. If by ballot vote, the secretary shall be responsible for destroying all ballots at the end of the general membership election meeting.
- c. Officers, except the treasurer, shall assume their official duties immediately following the close of the meeting in the month of June. The treasurer shall assume his/her official duties upon the completion of the auditing process outlined in these bylaws.

#Section 5. Officers shall serve for a term of one (1) year or until their successors are elected. No person shall hold more than one (1) elected office at a time on this local unit. No local unit officer shall serve more than four (4) consecutive terms, not to exceed four (4) years in the same office; however, no person shall serve in the office of president for more than a consecutive term and no person shall serve in the office of president elect for more than a consecutive term. Current Local Unit President shall not serve as President-elect the following term. Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in such office.

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

- 363
364 a. A vacancy occurring in any office except that of president or president-elect shall be
365 filled for the unexpired term by a person elected by a majority vote of the Executive
366 Board at their next scheduled meeting. In case of a vacancy in the office of president, the
367 president-elect shall become president and shall hold office for the balance of the term,
368 before assuming their elected term as president. The vacancy in the office of president-
369 elect shall be filled at the next General Membership meeting by the voting body. In the
370 interim, the duties of the president-elect shall be delegated by the president.
371
372 b. If there is more than one nominee for any office, then the voting shall be by ballot. A
373 majority of the votes cast shall constitute which nominees are elected. However, if there
374 is but one nominee for office, election for that office may be by voice vote. If by ballot
375 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
376
377 c. When a ten (10) day notice of the election is given, a majority of votes cast shall
378 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
379 be required.
380

381 **Article 7: Duties of Officers**

382 **Section 1.** The president shall:

- 383
384 a. Preside at all meetings of this local PTA/PTSA.
385
386 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
387 that the purposes may be promoted.
388
389 #c. Submit this local PTA/PTSA officers' contact information form and verification of
390 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
391 office immediately upon election of officers annually.
392
393 d. Perform such other duties as may be prescribed in these bylaws.
394
395 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
396 nominating committee.
397

398 **Section 2.** The president-elect shall:

- 399
400 a. Act as aide to the president.
401
402 b. Perform duties of the president in the absence or inability of that officer to act.
403
404 c. Understand that by accepting the nomination of president-elect, they agree to
405 automatically succeed to the office of president at the end of their term as president-elect.
406
407
408

409 d. Serve as delegate to the Arlington County Council of PTAs.

410
411 e. Perform other delegated duties as assigned.

412
413 **Section 3.** The vice president(s) shall:

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

415
416
417 b. In their designated order, perform the duties of the president in the absence or inability
418 of the officer to act.

419
420 The First Vice-President is responsible for programming; the Second Vice-
421 President is responsible for fundraising; the Third Vice-President is responsible for
422 membership; The Fourth Vice-President is responsible for communication.

423
424 c. Perform other delegated duties as assigned.

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

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

428
429 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

430
431 c. Maintain a membership list as required by Virginia PTA.

432
433 d. Perform other delegated duties as assigned.

434
435
436 **#Section 5.** The treasurer shall:

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

438
439 b. Keep a full and accurate account of receipts and expenditures as described in these
440 bylaws.

441
442 c. Make disbursements as authorized by the president, executive board, or general
443 membership in accordance with the budget adopted by the general membership.

444
445 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
446 president.

447
448 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
449 other times when requested by the executive board.

450
451 f. Prepare an annual financial report at the close of the fiscal year.

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

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

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

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

467
468 k. Perform other delegated duties as assigned.

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

473 474 **Article 8: Executive Committee**

475
476 **Section 1.** The executive committee shall consist of the elected officers of the association the
477 immediate past president, and the Director(s) of Arlington Public Schools' Office of Special
478 Education (OSE).

479
480 **Section 2.** The executive committee shall:

481
482 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
483 general membership for approval.

484
485 b. Appoint standing and special committee chairmen and members of the standing and
486 special committees, except the nominating committee.

487
488 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
489 purpose of appointing standing committee chairmen. Special committee chairmen shall be
490 appointed as necessary. Members of the standing and special committees shall be appointed as
491 soon as possible after the appointment of the committee chairmen.

492
493 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
494 majority of the executive committee, seven (7) days' notice having been given. A quorum of the
495 executive committee shall be a majority of the members of the committee then in office.

496
497 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
498 meeting. Only the president shall have the authority to call for an electronic vote and to establish

499 the guidelines for that vote. The established quorum of the executive committee shall prevail.
500 Voting results must be recorded in the minutes and ratified at the next executive committee
501 meeting.

502
503 **#Section 6.** The executive committee may hold meetings by telephone conference or through
504 other electronic communications media so long as all the members can simultaneously hear each
505 other and participate during the meeting. Some or all of the members may participate
506 electronically at a meeting held at a central location so long as all the members can
507 simultaneously hear each other and participate during the meeting.

508
509 **Article 9: Executive Board**

510
511 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
512 the chairmen of the standing committees. The OSE Director(s) or their designee and a staff
513 representative or his/her alternate, appointed by the OSE Director(s) or elected by the faculty, also
514 may serve on the executive board. The chairmen of the standing committees shall be appointed by
515 the officers of the association not more than thirty (30) days following the election of officers.

516
517 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
518 association's board at the local, council, district, region, state, or national level while serving as a
519 paid employee of, or under contract to, that constituent association.

520
521 **Section 3.** The executive board shall:

522
523 a. Transact necessary business in the intervals between general membership meetings and
524 such other business as may be referred to it by this local PTA/PTSA and present a report to
525 the general membership at the general membership meetings.

526
527 b. Create, change or eliminate standing and special committees.

528
529 c. Approve the plans of work of the standing and special committees.

530
531 #d. Select an auditing committee, experienced auditor, or attend an external audit
532 exchange.

533
534 #e. Approve the proposed budget to be presented to the general membership for adoption.

535
536 #f. Obtain general membership approval for any changes to the adopted budget over five
537 hundred dollars (\$500.00) per fiscal year.

538
539 **#Section 4.** Financial Review Procedures:

540
541 a. The executive board shall select an auditing committee, experienced auditor or choose
542 to participate in an external financial multi-review (former known as audit exchange)
543 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
544 than three (3) members and no one with signature authority shall sit on their own unit's

545 committee. All financial reviews shall be coordinated with at least one (1) other
546 PTA/PTSA unit.

547
548 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing
549 committee, experienced auditor, or the external financial multi-review at the end of the
550 fiscal year. The report of the financial review shall be submitted in writing to the
551 executive board prior to finalization of the proposed budget for the coming school year.

552
553 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
554 a term select a committee for financial review or an experienced auditor within one (1)
555 week of the resignation. The financial review shall be performed with fiscal year-end
556 procedures and shall be complete within three (3) weeks of the resignation. This financial
557 review shall not be performed in lieu of the year-end audit.

558
559 d. The newly elected treasurer shall not undertake any banking responsibilities of that
560 office with the exception of depository duties, reconciliation of bank statements, change of
561 signatory or other clerical duties not requiring signatory until the financial review is
562 presented to the executive board.

563
564 e. All reports of the financial review shall be presented to the general membership for
565 adoption. The fiscal year-end financial review report shall be presented to the membership
566 for adoption at the first general membership meeting held after the completion of the
567 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
568 state office within fifteen (15) days following the adoption of the report by the general
569 membership.

570
571 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
572 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
573 filing.

574
575 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
576 qualifications or fulfill the duties of the position, that person may be removed from the board by
577 a majority vote of the executive board.

578
579 **Section 6.** The executive board shall hold at least two (2) meetings during the year. The time and
580 place of meetings shall be set at the first meeting of the executive board after their election.
581 Special meetings of the executive board may be called by the president or by a majority of the
582 members of the executive board, seven (7) days' notice being given. A quorum of the executive
583 board members shall be a majority of the members of the executive board then in office.

584
585 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
586 meeting. Only the president shall have the authority to call for an electronic meeting and to
587 establish the guidelines for voting. The established quorum of the executive board shall prevail.
588 Voting results must be recorded in the minutes and the minutes must be accepted by the
589 executive board at the next executive board meeting.

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

Article 10: Committees

#Section 1. Chairmen and members of all standing and special committees shall be members of this local PTA/PTSA.

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

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

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

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

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

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

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

638
639 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
640 books and other materials pertaining to the committee at the end of the term served or when
641 departing office.

642 **Article 11: General Membership Meetings**

643
644
645 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
646 the school year, seven (7) days' notice having been given.

647
648 **Section 2.** The general membership election meeting shall be held in May.

649
650 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
651 majority of the executive board, seven (7) days' notice having been given.

652
653 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
654 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
655 verified members of this local PTA/PTSA.

656
657 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
658 meeting of this local PTA/PTSA.

659 **Article 12: Council Membership**

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661
662 **Section 1.** Selection of delegates:

663
664 a. This local PTA/PTSA shall be represented in meetings of Arlington County Council of
665 Parent Teacher Associations (CCPTA) by the president or alternate, the president elect or
666 alternate, and by one (1) delegate or alternate.

667
668 b. Delegates and alternates shall be appointed in May.

669
670 c. Delegates to the Arlington County Council PTA shall serve for a term of one (1) year
671 or until the selection of a successor. No delegate shall serve for more than two (2)
672 consecutive terms.

673
674 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
675 Arlington County Council PTA.

676
677 **Section 3.** Responsibilities of delegates:

678
679 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
680 to council such matters as may be referred to it by the local PTA/PTSA.

681
682 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
683 instructed, they shall use their own discretion, except as provided by council bylaws.
684

685 **#Article 13: District Membership**
686

687 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
688 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.
689

690 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
691 policies and current programs of local units with those of Virginia PTA and shall submit votes cast
692 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
693 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
694

695 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
696 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
697 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
698 delegate for each fifty (50) memberships or major fraction thereof.
699

700 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
701 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
702 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
703 instructed, they shall use their own discretion.
704

705 **#Article 14: Fiscal Year**
706

707 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.
708

709 **#Article 15: Parliamentary Authority**
710

711 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
712 National PTA and its constituent associations in all cases in which they are applicable and in which
713 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
714 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.
715

716 **#Article 16: Local Unit Bylaws Revisions and Amendments**
717

718 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
719 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
720 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
721 years from the Virginia PTA Bylaws Committee date of approval.
722

723 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
724
725

- 726 a. A committee shall be appointed to submit a revise a set of bylaws as a substitute for
727 existing bylaws or to submit an amendment to current bylaws.
728
- 729 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
730 provided notice and a copy of the proposed bylaws revision or amendments are provided to
731 the membership at least thirty (30) days prior to the meeting at which the revision or the
732 amendments are to be voted upon. A quorum shall be established at the meeting in which
733 voting takes place. The revision or amendments are subject to approval by the Virginia
734 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
735 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
736 voting.
737
- 738 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
739 accordance with the bylaws of Virginia PTA.
740
- 741 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
742 sections that are identified by the pound symbol (#).
743
- 744 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
745 identified by the pound symbol (#) shall serve to automatically and without requirement of
746 further action by the local PTA/PTSA to amend correspondingly its bylaws.
747

748 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
749 serve automatically and without the requirement of further action by this local PTA/PTSA to
750 amend correspondingly the bylaws of this local PTA/PTSA.
751

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