

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Linkhorn Park Elementary PTA of Virginia Beach were approved by the membership at its meeting on \_\_\_\_\_.

Signed: \_\_\_\_\_ Heather Nixon  
President Print/Type Name  
AM phone number: \_\_\_\_\_  
PM phone number: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Signed: \_\_\_\_\_ Lindsey Bohon  
Secretary Print/Type Name

Signed: \_\_\_\_\_ Tiffani Sherlock  
Bylaws Committee Chairman Print/Type Name

\*\*\*\*\*

(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.

## LINKHORN PARK ELEMENTARY 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                                   **LINKHORN PARK ELEMENTARY PTA**  
2                                   **PARENT TEACHER ASSOCIATION**  
3                                   **LOCAL UNIT BYLAWS**

4  
5                                   **#Article 1: Name and Area**  
6

7     The name of this association is the Linkhorn Park Elementary PTA Association located in Virginia  
8     Beach, Virginia. It is a local PTA organized under the authority of the Virginia Congress of  
9     Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents  
10    and Teachers (referred to as “National PTA”).  
11

12                                   **#Article 2: Purposes**  
13

14    **Section 1. Objectives.** The purpose or purposes (Objects) of Linkhorn Park Elementary PTA, in  
15    common with 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  
44

45 **#Article 3: Principles**

46  
47 The following are basic principles of the Linkhorn Park Elementary PTA in common with those of  
48 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 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

67  
68 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
69 association and (b) the certificate of incorporation or articles of incorporation of such association  
70 (in cases which the association is a corporation) or the articles of organization by whatever name  
71 (in cases in which the association exists as an unincorporated association).  
72

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

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

- 80  
81 a. Adhere to purposes and basic policies of the PTA.  
82  
83 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
84 and one (1) treasurer.  
85  
86 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
87 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
88 Directors.  
89

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

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

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

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

102  
103 h. Provide information for members who have joined the association during the reporting  
104 period as prescribed by the Virginia PTA.

105  
106 i. Meet other criteria as may be prescribed by Virginia PTA.

107  
108 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as  
109 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of  
110 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments  
111 and shall include a provision establishing a quorum.

112  
113 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
114 serve automatically and without the requirement of further action by the local PTA/PTSA to  
115 amend correspondingly the bylaws of the local PTA/PTSA.

116  
117 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
118 sections that are identified by the pound symbol (#).

119  
120 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
121 PTA/PTSA.

122  
123 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership  
124 year may participate in the business of this association.

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

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

137  
138 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
139 elected by the general membership.

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

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

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

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

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

- 157
- 158 a. Yield and surrender all of its books and records and all of its assets and property to  
159 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
160 PTA/PTSA organized under the authority of Virginia PTA.
  - 161
  - 162 b. Cease and desist from the further use of any name that implies or connotes association  
163 with Virginia PTA, National PTA or status as a constituent association of National PTA.
  - 164
  - 165 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
166 necessary for the purpose of dissolving such local PTA/PTSA.
  - 167

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

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

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

183  
184 3. A complete membership list including contact information shall be provided to  
185 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
186 special meeting of the members.

187  
188 b. Written notice stating the purpose of such meeting to consider dissolving the local  
189 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
190 meeting. Such meeting shall be held only during the academic school year.

191  
192 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
193 to consider the resolution to dissolve. The dissolution quorum includes the required  
194 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
195 the executive board members.

196  
197 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
198 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
199 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
200 answer session.

201  
202 e. Voting shall be by ballot.

203  
204 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
205 the resolution and who continue to be members on the date of the special meeting shall be  
206 entitled to vote on dissolution.

207  
208 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
209 the obligations of the association, the remaining assets shall be distributed to one (1) or  
210 more non-profit funds, foundations, or organizations which have established their tax-  
211 exempt status under Section 501(c)(3) of the Internal Revenue Code.

212  
213 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
214 PTA in accordance with state bylaws.

215  
216 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
217 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
218 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
219 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

220  
221 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
222 designated in these bylaws and to council (if a member of council).

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

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

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

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

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

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

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

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

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

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

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

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

268  
269 **Section 12.** Payment of Virginia PTA and National PTA dues:  
270



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

274  
275 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
276 or before December 1. Additional membership dues received after December 1 shall be  
277 remitted to Virginia PTA on or before March 1. Membership dues received after March 1  
278 shall be remitted to Virginia PTA on or before June 30.

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

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

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

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

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

298  
299  
300 **Section 1.** The officers of this PTA/PTSA shall consist of:

301 #a. One (1) president.

302  
303  
304 b. One (1) vice president.

305  
306 #c. A secretary.

307  
308 #d. One (1) treasurer.

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

314  
315 **#Section 3.** Nominating committee:  
316

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

318  
319 b. The nominating committee shall consist of five (5) members who shall be elected by the  
320 members of this local PTA/PTSA at their regular general membership meeting at least two  
321 (2) months prior to the election of officers. The committee shall elect its own chairman.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

375  
376 a. Preside at all meetings of this local PTA/PTSA.

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

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

384  
385 d. Perform such other duties as may be prescribed in these bylaws.

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

389  
390 **Section 2.** The vice president(s) shall:

391  
392 a. Act as aide(s) to the president.

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

396  
397 c. Perform other delegated duties as assigned.

398  
399 **#Section 3.** The secretary shall:

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

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

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

406  
407 d. Perform other delegated duties as assigned.

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

- a. Have custody of all funds and finances of the local PTA/PTSA.
- b. Keep a full and accurate account of receipts and expenditures as described in these bylaws.
- c. Make disbursements as authorized by the president, executive board, or general membership in accordance with the budget adopted by the general membership.
- d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.
- e. Present a written financial statement at every meeting of the local PTA/PTSA and at other times when requested by the executive board.
- f. Prepare an annual financial report at the close of the fiscal year.
- g. Have the accounts examined according to the auditing procedures outlined in these bylaws.
- h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the membership.
- i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.
- j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all Virginia PTA and National PTA dues received after March 1.
- k. Perform other delegated duties as assigned.

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

**Article 8: Executive Committee**

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

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

453  
454 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
455 general membership for approval.

456  
457 b. Appoint standing and special committee chairmen and members of the standing and  
458 special committees, except the nominating committee.

459  
460 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
461 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
462 appointed as necessary. Members of the standing and special committees shall be appointed as  
463 soon as possible after the appointment of the committee chairmen.

464  
465 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
466 majority of the executive committee, five (5) days' notice having been given. A quorum of the  
467 executive committee shall be a majority of the members of the committee then in office.

#### 468 469 **Article 9: Executive Board**

470  
471 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
472 the chairmen of the standing committees. The principal of the school or his/her designee and a  
473 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
474 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
475 the officers of the association not more than thirty (30) days following the election of officers.

476  
477 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
478 association's board at the local, council, district, region, state, or national level while serving as a  
479 paid employee of, or under contract to, that constituent association.

480  
481 **Section 3.** The executive board shall:

482  
483 a. Transact necessary business in the intervals between general membership meetings and  
484 such other business as may be referred to it by this local PTA/PTSA and present a report to  
485 the general membership at the general membership meetings.

486  
487 b. Create standing and special committees.

488  
489 c. Approve the plans of work of the standing and special committees.

490  
491 #d. Select an auditing committee, experienced auditor, or attend an external audit  
492 exchange.

493  
494 #e. Approve the proposed budget to be presented to the general membership for adoption.

495  
496 #f. Obtain general membership approval for any changes to the adopted budget over three  
497 hundred dollars (\$300.00)

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

500  
501 a. The executive board shall select an auditing committee, experienced auditor or choose  
502 to participate in an external audit exchange prior to the end of the fiscal year. An auditing  
503 committee shall consist of no fewer than three (3) members and no one with signature  
504 authority shall sit on their own auditing committee. All audit exchanges shall be  
505 coordinated with at least one (1) other PTA/PTSA unit.

506  
507 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,  
508 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit  
509 report shall be submitted in writing to the executive board prior to finalization of the  
510 proposed budget for the coming school year.

511  
512 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
513 a term select an auditing committee or an experienced auditor within one (1) week of the  
514 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
515 shall be complete within three (3) weeks of the resignation. This audit shall not be  
516 performed in lieu of the year-end audit.

517  
518 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
519 office with the exception of depository duties, reconciliation of bank statements, change of  
520 signatory or other clerical duties not requiring signatory until the audit is presented to the  
521 executive board.

522  
523 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
524 year-end audit report shall be presented to the membership for adoption at the first general  
525 membership meeting held after the completion of the report. A copy of the fiscal year-end  
526 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
527 adoption of the audit by the general membership.

528  
529 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
530 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
531 filing.

532  
533 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
534 qualifications or fulfill the duties of the position, that person may be removed from the board by  
535 a majority vote of the executive board.

536  
537 **Section 6.** The executive board shall hold at least eight (8) meetings during the year. The time  
538 and place of meetings shall be set at the first meeting of the executive board after their election.  
539 Special meetings of the executive board may be called by the president or by a majority of the  
540 members of the executive board, five (5) days' notice being given. A quorum of the executive  
541 board members shall be a majority of the members of the executive board then in office.

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

547

548

### Article 10: Committees

549

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

552

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

555

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

563

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

569

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

573

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

575

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

578

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

582

583

### Article 11: General Membership Meetings

584

585 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during  
586 the school year, ten (10) days' notice having been given.

587

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

589

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

592

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

596

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

599

## 600 **Article 12: Council Membership**

601

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

603

604 a. This local PTA/PTSA shall be represented in meetings of the Virginia Beach Council of  
605 PTAs by the president or alternate, the principal or alternate, and by one delegate(s) or  
606 alternate(s).

607

608 b. Delegates and alternates shall be appointed in May.

609

610 c. Delegates to the Virginia Beach Council of PTAs shall serve for a term of  
611 one year(s) or until the selection of a successor.

612

613 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
614 Virginia Beach Council of PTAs.

615

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

617

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

620

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

623

## 624 **#Article 13: District Membership**

625

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

628

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

633



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

638  
639 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
640 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
641 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
642 instructed, they shall use their own discretion.

643  
644 **#Article 14: Fiscal Year**

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

646  
647  
648 **#Article 15: Parliamentary Authority**

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

653  
654  
655 **#Article 16: Local Unit Bylaws Revisions and Amendments**

656  
657 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
658 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on  
659 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)  
660 years from the Virginia PTA Bylaws Committee date of approval.

661  
662 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

- 663 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for  
664 existing bylaws or to submit an amendment to current bylaws.
- 665  
666 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
667 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
668 the membership at least thirty (30) days prior to the meeting at which the revision or the  
669 amendments are to be voted upon. A quorum shall be established at the meeting in which  
670 voting takes place. The revision or amendments are subject to approval by the Virginia  
671 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
672 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
673 voting.
- 674  
675 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
676 accordance with the bylaws of Virginia PTA.
- 677  
678

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

681  
682 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
683 identified by the pound symbol (#) shall serve to automatically and without requirement of  
684 further action by the local PTA/PTSA to amend correspondingly its bylaws.

685  
686 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
687 serve automatically and without the requirement of further action by this local PTA/PTSA to  
688 amend correspondingly the bylaws of this local PTA/PTSA.

689  
690 **#Required by Virginia PTA in all district, council, and local unit bylaws.**