

VIRGINIA PTA APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Grange Hall Elementary School PTA of Chesterfield VA were approved by the membership at its meeting on 9/11/17.

Signed: [Signature] Erica Radford
President Print/Type Name

AM phone number: 804-822-5065

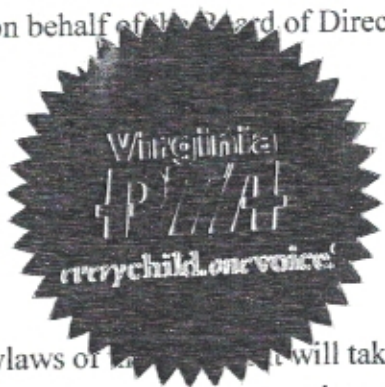
e-mail: ghesptapresident@gmail.com

Signed: [Signature] Jan Stanley
Secretary Print/Type Name

Signed: [Signature] Amiee Barker
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:



[Signature]
State Bylaws Committee
November 29, 2017
Date

NOTE: Bylaws of this unit will take effect on November 29, 2017 and must be submitted for review to the Virginia PTA by November 29, 2022 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.



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November 29, 2017

Erica Radford
Grange Hall Elementary School PTA
19301 Hull Street Road
Moseley, VA 23120-1412

Dear Erica:

Thank you for submitting the bylaws for Grange Hall Elementary School PTA to the Virginia PTA Bylaws Committee for review. Per my emails with you, I have approved your bylaws using the **July 2017** template and after making the following corrections/adjustments. Your original bylaws marked with the State Seal, is returned to you herewith and a copy is retained for the files of the Virginia PTA State Office.

The following corrections/adjustments (made in *italics*) were made in order for me to approve them.
Article 7: Duties of Officers, Section 2. Insert new: c. *The first vice president shall serve as Membership Chairman, d. The second vice president shall serve as Programs Chairman, e. The Third vice president shall serve as Fundraising Chairman.*
Specific details may be used in standing rules without amending bylaws.

Article 11: General Membership Meetings

Section 1. Change the number of days' notice from three (3) to *ten (10)*. There should be more notice for a general meeting than a special meeting. State recommends ten days.

Section 2. Change the month of elections from May to *April*. This should match the month inserted in Article 6.

#Section 4.a.

Article 12: Council Membership

Section 1.a. Change the number of delegates or alternates from one (1) to two (2). This number is determined by the Chesterfield Council of PTA Bylaws.

Section 1.b. Change the month to elect the delegates or alternates from April to *June*. This allows the new board to be assigned this task when they assume their duties.

Article 13: District Membership, Section 1. The name of this district is *James River*.

Because this is an important legal document, your original bylaws should be kept in tact (do not remove the cover sheet) and placed in the Secretary's files for safekeeping. Copies should be made and distributed to each member of your Executive Board. A copy should also be placed in your school library/office for general membership access. To avoid confusion in the future, please discard any copies of your original submission that you may have on file.

You will need to resubmit your bylaws for revision and approval every five (5) years. If you are not already doing so, I urge that your local unit establish the routine of an annual review of bylaws, by at least the Executive Committee, to determine needs or changes and to learn more about your organization and your rules of conduct for your meetings. If assistance is desired please contact your District Director or a State Bylaws Committee member.

Please review your bylaws carefully and if you find an error, please let me know. I will keep your bylaws on my computer for sixty days before I delete them. **The Virginia PTA State Office maintains a copy of all local unit, council, and district bylaws.**

If there is any other assistance that you need, please feel free to give me a call (540) 658-1879 or email jderdossy@gmail.com.

Sincerely,

Joyce D. Erdossy
Virginia PTA Bylaws
Committee Member

GRANGE HALL 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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**GRANGE HALL ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Grange Hall Elementary School Parent Teacher Association located in Chesterfield, 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 Grange Hall 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 Grange Hall Elementary School PTA in common with
50 those of Virginia PTA and National PTA:

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

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/PTSA 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

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

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

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

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

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

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

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

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

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

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

269
270 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
271 following October 31.

272
273 **Section 12.** Payment of Virginia PTA and National PTA dues:
274

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/PTSA shall consist of:

305
306 #a. One (1) president.

307
308 b. Three (3) vice presidents.

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:

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 April.

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 two (2) years or until their successors are elected.
352 No person shall hold more than one (1) elected office at a time on this local unit board. No local
353 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) 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.

364

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

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

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

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

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

394 395 **Section 2. The vice presidents shall:**

396
397 a. Act as aides to the president.

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

401
402 c. The first vice president shall serve as Membership Chairman.

403
404 d. The second vice president shall serve as Programs Chairman.

405
406 e. The third vice president shall serve as Fundraising Chairman.

407
408 f. Perform other delegated duties as assigned.

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

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

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

- 420
421 a. Have custody of all funds and finances of the local PTA/PTSA.
422
423 b. Keep a full and accurate account of receipts and expenditures as described in these
424 bylaws.
425
426 c. Make disbursements as authorized by the president, executive board, or general
427 membership in accordance with the budget adopted by the general membership.
428
429 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
430 president.
431
432 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
433 other times when requested by the executive board.
434
435 f. Prepare an annual financial report at the close of the fiscal year.
436
437 g. Have the accounts examined according to the auditing procedures outlined in these
438 bylaws.
439
440 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
441 within fifteen (15) days following the adoption of the audit by the membership.
442
443 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
444 sent to the Virginia PTA state office within fifteen (15) days of filing.
445
446 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
447 dues for membership received prior to December 1. Remit by March 1, dues received
448 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
449 received after March 1.
450
451 k. Perform other delegated duties as assigned.
452

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

Article 8: Executive Committee

456
457
458 **Section 1.** The executive committee shall consist of the elected officers of the association and
459 the principal of the school.

460
461 **Section 2.** The executive committee shall:

462
463 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
464 general membership for approval.

465
466 b. Appoint standing and special committee chairmen and members of the standing and
467 special committees, except the nominating committee.

468
469 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
470 purpose of appointing standing committee chairmen. Special committee chairmen shall be
471 appointed as necessary. Members of the standing and special committees shall be appointed as
472 soon as possible after the appointment of the committee chairmen.

473
474 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
475 majority of the executive committee, three (3) days' notice having been given. A quorum of the
476 executive committee shall be a majority of the members of the committee then in office.

Article 9: Executive Board

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

485
486 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
487 association's board at the local, council, district, region, state, or national level while serving as a
488 paid employee of, or under contract to, that constituent association.

489
490 **Section 3.** The executive board shall:

491
492 a. Transact necessary business in the intervals between general membership meetings and
493 such other business as may be referred to it by this local PTA/PTSA and present a report to
494 the general membership at the general membership meetings.

495
496 b. Create standing and special committees.

497
498 c. Approve the plans of work of the standing and special committees.

499
500 #d. Select an auditing committee, experienced auditor, or attend an external audit
501 exchange.

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

503
504 #f. Obtain general membership approval for any changes to the adopted budget over three
505 hundred dollars (\$300.00)

506
507 **#Section 4. Auditing Procedures:**

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

513
514 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
515 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
516 report shall be submitted in writing to the executive board prior to finalization of the
517 proposed budget for the coming school year.

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

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

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

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

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

543
544 **Section 6.** The executive board shall hold at least three (3) meetings during the year. The time
545 and place of meetings shall be set at the first meeting of the executive board after their election.
546

547 Special meetings of the executive board may be called by the president or by a majority of the
548 members of the executive board, three (3) days' notice being given. A quorum of the executive
549 board members shall be a majority of the members of the executive board then in office.

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

555 556 **Article 10: Committees**

557
558 #Section 1. Only members of this local PTA/PTSA shall be eligible to serve in any elected or
559 appointed positions.

560
561 #Section 2. Chairmen and members of all standing and special committees shall be members of
562 this local PTA/PTSA.

563
564 **Section 3.** The executive board may create such standing committees as it may deem necessary
565 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
566 chairmen and committee members shall be appointed by the executive committee, except for the
567 nominating committee. In the absence of an executive committee then the executive board shall
568 make the appointments. The term of each chairman shall be two (2) years or until the selection of
569 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
570 consecutive terms.

571
572 **Section 4.** The executive board may create such special committees as it may deem necessary or
573 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
574 shall be appointed by the executive committee. In the absence of an executive committee then the
575 executive board shall make the appointments. The term of each special committee chairman is
576 ended upon completion of the task assigned to the committee.

577
578 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
579 the executive board for approval. No committee work shall be undertaken without the consent of
580 the executive board.

581
582 **Section 6.** The quorum of any committee shall be a majority of its members.

583
584 **Section 7.** The president shall serve as ex-officio member of all committees of this local
585 PTA/PTSA except the nominating committee.

586
587 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
588 books and other materials pertaining to the committee at the end of the term served or when
589 departing office.

590
591

592 **Article 11: General Membership Meetings**

593
594 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
595 the school year, ten (10) days' notice having been given.

596
597 **Section 2.** The general membership election meeting shall be held in April.

598
599 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
600 majority of the executive board, three (3) days' notice having been given.

601
602 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
603 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
604 verified members of this local PTA/PTSA.

605
606 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
607 meeting of this local PTA/PTSA.

608
609 **Article 12: Council Membership**

610
611 **Section 1.** Selection of delegates:

612
613 a. This local PTA/PTSA shall be represented in meetings of the Chesterfield
614 Council Parent Teacher Association by the president or alternate, the principal or
615 alternate, and by two (2) delegates or alternates.

616
617 b. Delegates and alternates shall be elected in June.

618
619 c. Delegates to the Chesterfield Council PTA shall serve for a term of
620 two (2) years or until the selection of a successor.

621
622 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
623 Chesterfield Council PTA.

624
625 **Section 3.** Responsibilities of delegates:

626
627 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
628 to council such matters as may be referred to it by the local PTA/PTSA.

629
630 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
631 instructed, they shall use their own discretion, except as provided by council bylaws.

632
633 **#Article 13: District Membership**

634
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 James River 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

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voting.

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

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

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

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

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