

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Eagle View Elementary School PTA of Fairfax, Virginia were approved by the membership at its meeting on April 23,2021

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\*\*\*\*\*

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

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

\_\_\_\_\_  
State Bylaws Committee

\_\_\_\_\_  
Date

**NOTE:** Bylaws of this local unit will take effect 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.

## EAGLE VIEW ELEMENTARY SCHOOL PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	6
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	11
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	14
12. Council Membership	15
13. District Membership	15
14. Fiscal Year	16
15. Parliamentary Authority	16
16. Local Unit Bylaws Revisions and Amendments	16

### **#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.



46  
47 The following are basic principles of the Eagle View Elementary School PTA in common with  
48 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 **#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 PTAs shall be organized and chartered under the authority of Virginia PTA in the  
74 area in which the local PTA functions in conformity with such rules and regulations, not in conflict  
75 with the bylaws of Virginia PTA or National PTA.  
76

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

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

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

92  
93 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state  
94 office within fifteen (15) days following the adoption of the report by the general  
95 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. Submit proof of insurance to the office.

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

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

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

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

118  
119 **Section 6.** Each local PTA 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 shall be a member of such local PTA.

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

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

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

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

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

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

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

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

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

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

158  
159 a. Yield and surrender all of its books and records and all of its assets and property to  
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
161 PTA organized under the authority of Virginia PTA.

162  
163 b. Cease and desist from the further use of any name that implies or connotes association  
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.

165  
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
167 necessary for the purpose of dissolving such local PTA.

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

171  
172 a. The executive board shall adopt a written resolution recommending that the local PTA  
173 be dissolved and directing that the question of such dissolution be submitted to a vote at a  
174 special meeting of the general membership having voting rights at the time of the meeting.

175  
176 1. Only those funds approved by the general membership in the current budget year  
177 may be spent.

178 2. Written notice of the adoption of such resolution accompanied by a copy of the  
179 notice of the special meeting for the members shall be given to the president of  
180 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
181 of the members.

182  
183 3. A complete membership list including contact information shall be provided to  
184 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
185 special meeting of the members.

186  
187 b. Written notice stating the purpose of such meeting to consider dissolving the local  
188 PTA shall be given to each member at least thirty (30) days prior to the date of such  
189 meeting. Such meeting shall be held only during the academic school year.

190  
191 c. A dissolution quorum must be met for the general membership of the local PTA to  
192 consider the resolution to dissolve. The dissolution quorum includes the required quorum for  
193 general membership meetings per local PTA bylaws plus a majority of the executive board  
194 members.

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

200  
201 e. Voting shall be by ballot.

202  
203 f. Only those persons who are members of the local PTA on the date of adoption of the  
204 resolution and who continue to be members on the date of the special meeting shall be entitled  
205 to vote on dissolution.

206  
207 g. Upon the dissolution of this local PTA, after paying or adequately providing for the  
208 debts and obligations of the association, the association's financial holdings, property, all  
209 records and all remaining assets shall be distributed to Virginia PTA held in escrow and if  
210 not claimed by the resolved unit within two years it remains with the Virginia PTA in order  
211 to further the mission and purpose of the Virginia PTA.

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

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

220  
221 **Section 19.** Each local PTA 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).

223  
224 **#Article 5: Membership and Dues**  
225

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

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

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

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

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

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

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

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

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

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

264 **Section 11.** The membership term is July 1 to June 30.  
265

266 **Section 12.** Payment of Virginia PTA and National PTA dues:  
267

268 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
269 PTA shall be the property of Virginia PTA and National PTA, respectively, and shall  
270 not be included in the local PTA's budget.

271  
272 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office  
273 before November 1. Additional membership dues received after November 1 shall be  
274 remitted to Virginia PTA at the Virginia PTA state office before December 1.  
275 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
276 Virginia PTA state office before March 1. Membership dues received after March 1 shall  
277 be remitted to Virginia PTA at the Virginia PTA state office before June 30.

278  
279 c. A list of members who joined the association during the reporting period shall be kept  
280 by the local PTA units and submitted as prescribed by Virginia PTA.

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

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

292  
293 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
294 Achievement Award may be an active member only upon payment of dues in a local PTA unit.

## 295 296 **Article 6: Officers and Their Election**

297  
298 **Section 1.** The officers of this PTA shall consist of:

299  
300 #a. One (1) president.

301  
302 b. Three vice president(s).

303  
304 #c. One (1) secretary.

305  
306 #d. One (1) treasurer.

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

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

- 313  
314 a. Each member of the nominating committee must be a member of this local PTA.  
315  
316 b. The nominating committee shall consist of three members who shall be elected by the  
317 members of this local PTA at their regular general membership meeting at least two (2)  
318 months prior to the election of officers. The committee shall elect its own chairman.  
319  
320 c. The nominating committee shall nominate an eligible person for each office to be filled  
321 and report its nominees to the members at a regular general membership meeting at least  
322 thirty (30) days prior to the general membership election meeting. At the general  
323 membership election meeting, additional nominations may be made from the floor.  
324  
325 d. Only those persons who have signified their consent to serve, if elected, shall be  
326 nominated for or elected to such office.

327  
328 **#Section 4.** Officers shall be elected by the following method:

- 329  
330 a. Officers shall be elected at the general membership election meeting in the month of  
331 May.  
332  
333 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
334 majority of the votes cast shall constitute which nominees are elected. However, if there  
335 is but one nominee for office, election for that office may be by voice vote. If by ballot  
336 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
337 membership election meeting.  
338  
339 c. Officers, except the treasurer, shall assume their official duties immediately following  
340 the close of the meeting in the month of May. The treasurer shall assume his/her official  
341 duties upon the completion of the auditing process outlined in these bylaws.

342  
343 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.  
344 No person shall hold more than one (1) elected office at a time on this local unit board. No local  
345 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the  
346 same office. Officers who have served in an office for more than one-half (1/2) of a full term  
347 shall be deemed to have served a full term in such office.

348  
349 **#Section 6.** Vacancies in any office shall be filled by the following method:

- 350  
351 a. A vacancy occurring in any office except that of president shall be filled for the  
352 unexpired term by a person elected by a majority vote of the Executive Board at their  
353 next scheduled meeting. In case of a vacancy in the office of president, the first vice  
354 president shall become president and shall hold office for the balance of the term. In the  
355 interim, the duties of the vice president shall be delegated by the president.  
356

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

359  
360 c. If there is more than one nominee for any office, then the voting shall be by ballot. A  
361 majority of the votes cast shall constitute which nominees are elected. However, if there  
362 is but one nominee for office, election for that office may be by voice vote. If by ballot  
363 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

364  
365 d. When a ten (10) day notice of the election is given, a majority of votes cast shall  
366 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall  
367 be required.

## 368 **Article 7: Duties of Officers**

### 369 **Section 1.** The president shall:

370  
371 a. Preside at all meetings of this local PTA.

372  
373 b. Coordinate the work of the officers and committees of this local PTA in order that the  
374 purposes may be promoted.

375  
376 #c. Submit this local PTA officers' contact information form and verification of this local  
377 PTA's employer identification number (EIN) to the Virginia PTA state office  
378 immediately upon election of officers annually.

379  
380 d. Perform such other duties as may be prescribed in these bylaws.

381  
382 #e. Serve as an ex-officio member of all committees of this local PTA except the  
383 nominating committee.

### 384 **Section 2.** The vice president(s) shall:

385  
386 a. Act as aide(s) to the president.

387  
388 b. In their designated order, perform the duties of the president in the absence or inability  
389 of the officer to act.

#### 390 1. The first Vice President shall

391 a. Serve as Advocacy Chair

392 b. Oversee the work of the Safety and Program Chairs

393 c. Maintain awareness of FCPS issues which may impact our student  
394 population (e.g. budget).

395 d. Advocate for EVES at the county and state level (e.g. legislation that  
396 impacts school operations and funding)

- e. Organize efforts on educational issues impacting our school (e.g. school nurses initiatives, security, etc.)
- f. Liaison to other groups for special populations such as Military Families, Special Education, Diversity and Inclusion

2. The second Vice President shall

- a. Serve as Fundraising Chair
- b. Plan, coordinate and execute all PTA fundraising events  
Oversee the fundraising committee
- c. Recruit volunteers as needed to assist with fundraisers.
- d. Monitor results of fund-raisers; align fundraising objectives and strategies with Eagle View’s budgetary needs and research other fundraising opportunities as required
- e. Shall be a signor on the PTA accounts when reimbursement is required for the Treasurer or President of the PTA.

3. The Third Vice President shall

- a. Serve as Programs Chair
- b. Plan, coordinate and execute all PTA Programs (e.g. Spelling Bee, Reflections, After School Programs, assemblies, etc.)
- c. Perform other delegated duties as assigned.

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

- a. Record the minutes of all meetings of the local PTA.
- b. Keep the official copy of the local PTA bylaws in his/her files.
- c. Maintain a membership list as required by Virginia PTA.
- d. Perform other delegated duties as assigned.

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

- a. Have custody of all funds and finances of the local PTA.
- 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.

447 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
448 president.

449  
450 e. Present a written financial statement at every meeting of the local PTA and at other  
451 times when requested by the executive board.

452  
453 f. Prepare an annual financial report at the close of the fiscal year.

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

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

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

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

468  
469 k. Perform other delegated duties as assigned.

470  
471 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
472 the term of office or in case of resignation, each officer shall turn over to the president, without  
473 delay, all records, books, and other materials pertaining to the office.

## 474 475 **Article 8: Executive Committee**

476  
477 **Section 1.** The executive committee shall consist of the elected officers of the association, the  
478 teacher liaison and the principal of the school.

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

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

484  
485 b. Appoint standing committee chairmen and members of the standing and special  
486 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, five (5) 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 shall consist of the elected officers and the chairs  
512 of the standing committees. The principal of the school or his/her designee and a staff  
513 representative or his/her alternate, appointed by the principal or elected by the faculty, also may  
514 serve on the executive board. The chairmen of the standing committees shall be appointed by the  
515 officers of the association not more than thirty (30) days following the election of officers.

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

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

552  
553 c. The executive board of a local PTA shall upon resignation of the treasurer during a term  
554 select a committee for financial review or an experienced auditor within one (1) week of  
555 the resignation. The financial review shall be performed with fiscal year-end procedures  
556 and shall be complete within three (3) weeks of the resignation. This financial review shall  
557 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 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 ten (10) meetings during the year. The time  
580 and 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, five (5) 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.  
590

591 **#Section 8.** The executive board may hold meetings by telephone conference or through other  
592 electronic communications media so long as all the members can simultaneously hear each other  
593 and participate during the meeting. Some or all of the members may participate electronically at  
594 a meeting held at a central location so long as all the members can simultaneously hear each  
595 other and participate during the meeting.  
596

## 597 **Article 10: Committees**

598  
599 **#Section 1.** Chairmen and members of all standing and special committees shall be members of  
600 this local PTA.  
601

602 **Section 2.** The executive board may create, change or eliminate such standing committees as it  
603 may deem necessary to promote the purposes and carry on the work of the local PTA. Standing  
604 committee chairmen and committee members shall be appointed by the executive committee,  
605 except for the nominating committee. In the absence of an executive committee then the  
606 executive board shall make the appointments. The term of each chairman shall be two (2)  
607 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same  
608 capacity for more than two (2) consecutive terms.  
609

610 **Section 3.** The executive board may create, change or eliminate such special committees as it  
611 may deem necessary or as may be directed by the local PTA. Special committee chairmen and  
612 committee members shall be appointed by the executive committee. No special committee  
613 chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.  
614

615 **Section 4.** No committee work shall be undertaken without the consent of the executive board.  
616

617 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.  
618 Only the committee chair shall have the authority to call for an electronic meeting and to  
619 establish the guidelines for voting. The established quorum of the committee shall prevail.  
620 Voting results must be recorded in the minutes and the minutes accepted by the committee at the  
621 next committee meeting.  
622

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

626 meeting held at a central location so long as all the members can simultaneously hear each other  
627 and participate during the meeting.

628  
629 **Section 7.** The quorum of any committee shall be a majority of its members.

630  
631 **Section 8.** The president shall serve as ex-officio member of all committees of this local PTA  
632 except the nominating committee.

633  
634 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,  
635 books and other materials pertaining to the committee at the end of the term served or when  
636 departing office.

637  
638 **Article 11: General Membership Meetings**

639  
640 **Section 1.** Regular meetings of this local PTA shall be held at least six (6) times during the  
641 school year, five (5) days' notice having been given.

642  
643 **Section 2.** The general membership election meeting shall be held in May.

644  
645 **Section 3.** Special meetings of this local PTA may be called by the president or by a majority of  
646 the executive board, five (5) days' notice having been given.

647  
648 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
649 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
650 verified members of this local PTA.

651  
652 **Section 5.** Five (5) members, shall constitute a quorum for the transaction of business in any  
653 meeting of this local PTA.

654  
655 **Article 12: Council Membership**

656  
657 **Section 1.** Selection of delegates:

658  
659 a. This local PTA shall be represented in meetings of the Fairfax Council Parent Teacher  
660 Association by the president or alternate, the principal or alternate, and by one (1) delegate  
661 or alternate.

662  
663 b. Delegates and alternates shall be appointed in September.

664  
665 c. Delegates to the Fairfax County Council PTA shall serve for a term of two (2) year(s)  
666 or until the selection of a successor. No delegate shall serve for more than two (2)  
667 consecutive terms.

668  
669 **Section 2.** This local PTA shall pay annual dues as prescribed in council bylaws to the Fairfax  
670 County Council PTA.

671  
672 **Section 3.** Responsibilities of delegates:

673  
674 a. Delegates shall report activities of the council to the local PTA and shall present to  
675 council such matters as may be referred to it by the local PTA.

676  
677 b. Delegates shall vote on all issues as instructed by their local PTA; but if not  
678 instructed, they shall use their own discretion, except as provided by council bylaws.

679  
680 **#Article 13: District Membership**

681  
682 **Section 1.** This local PTA shall be a member of the district designated by Virginia PTA. This  
683 local PTA is in the Northern Virginia District of Virginia PTA.

684  
685 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
686 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
687 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
688 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

689  
690 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
691 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
692 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
693 delegate for each fifty (50) memberships or major fraction thereof.

694  
695 **Section 4.** Local PTA delegates for the district shall report activities of the district to their local  
696 PTA and shall present to the district such matters as may be referred to it by their local PTA.  
697 Delegates shall vote on all issues as instructed by their local PTA; but if not instructed, they shall  
698 use their own discretion.

699  
700 **#Article 14: Fiscal Year**

701  
702 The fiscal year of this local PTA shall begin on July 1 and end on June 30.

703  
704 **#Article 15: Parliamentary Authority**

705  
706 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
707 National PTA and its constituent associations in all cases in which they are applicable and in which  
708 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
709 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.

710  
711 **#Article 16: Local Unit Bylaws Revisions and Amendments**

712  
713 **Section 1.** The bylaws of this Local PTA shall be revised and submitted to the Virginia PTA  
714 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf

715 of the Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from  
716 the Virginia PTA Bylaws Committee date of approval.

717

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

719

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

722

723 b. Bylaws shall be revised or amended at a regular meeting of the local PTA  
724 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
725 the membership at least thirty (30) days prior to the meeting at which the revision or the  
726 amendments are to be voted upon. A quorum shall be established at the meeting in which  
727 voting takes place. The revision or amendments are subject to approval by the Virginia  
728 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
729 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
730 voting.

731

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

734

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

737

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

741

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

745

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