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**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Laurel Meadow Elementary School Parent-Teacher Association of Hanover, Virginia, were approved by the membership at its meeting on MARCH 15, 2018.

Signed: Dana Hughes Dana Hughes
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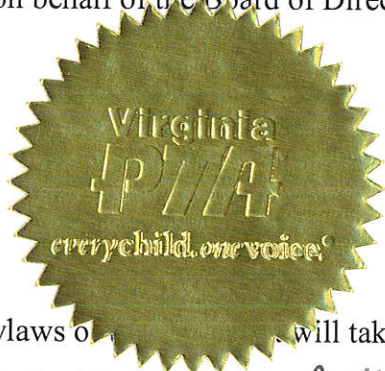
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(Space below for use by State Bylaws Chairman or designee only.)

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



[Signature]
State Bylaws Committee

April 2, 2018
Date

NOTE: Bylaws of _____ will take effect on April 2, 2018 and must be submitted for review to the Virginia PTA by April 2, 2023 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.

LAUREL MEADOW 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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**LAUREL MEADOW ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Laurel Meadow Elementary School Parent Teacher Association located in Hanover County, 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 Laurel Meadow 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 Laurel Meadow Elementary School PTA in common
50 with those of Virginia PTA and National PTA:

- 51
- 52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
 - 53
 - 54 b. The association shall work to engage and empower children, families, and educators
55 within schools and communities to provide quality education for all children and youth,
56 and shall seek to participate in the decision-making process by influencing school policy
57 and advocating for children’s issues, recognizing that the legal responsibility to make
58 decisions has been delegated by the people to boards of education, state education
59 authorities, and local education authorities.
 - 60
 - 61 c. The association shall work to promote the health and welfare of children and youth,
62 and shall seek to promote collaboration among families, schools, and the community at
63 large.
 - 64
 - 65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
66 expertise shall be guiding principles for service in Virginia PTA.
 - 67

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

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

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

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

- 82
- 83 a. Adhere to purposes and basic policies of the PTA.
- 84
- 85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
86 and one (1) treasurer.
- 87
- 88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
90 Directors.
- 91

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

203
204 e. Voting shall be by ballot.

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

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

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

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

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

229 **#Article 5: Membership and Dues**
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.** PTSAs 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/PTSAs upon payment of all-
245 inclusive dues as required in each local PTA/PTSAs' 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 November 1. Additional membership dues received after November 1 shall be
281 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
282 Membership dues received after December 1 shall be remitted to Virginia PTA at the
283 Virginia PTA state office on or before March 1. Membership dues received after March 1
284 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
285

286 c. A list of members who joined the association during the reporting period shall be kept
287 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
288

289 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
290 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
291 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
292 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
293 payment of the registration fee.
294

295 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
296 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
297 Life Achievement Award provides only National Convention guest privileges upon payment of the
298 convention registration fee.
299

300 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
301 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
302 unit.
303

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

305

306 **Section 1.** The officers of this PTA/PTSA shall consist of:
307

308 #a. One (1) president.
309

310 b. One (1) vice president.
311

312 #c. A secretary.
313

314 #d. One (1) treasurer.
315

316 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
317 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
318 board, standing or special committees, or to serve as a delegate or alternate to the council or
319 district.
320

321 **#Section 3.** Nominating committee:

- 322
- 323 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
- 324
- 325 b. The nominating committee shall consist of three (3) members who shall be elected by
- 326 the members of this local PTA/PTSA at their regular general membership meeting at least
- 327 two (2) months prior to the election of officers. The committee shall elect its own
- 328 chairman.
- 329
- 330 c. The nominating committee shall nominate an eligible person for each office to be filled
- 331 and report its nominees to the members at a regular general membership meeting at least
- 332 thirty (30) days prior to the general membership election meeting. At the general
- 333 membership election meeting, additional nominations may be made from the floor.
- 334
- 335 d. Only those persons who have signified their consent to serve, if elected, shall be
- 336 nominated for or elected to such office.
- 337

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

- 339
- 340 a. Officers shall be elected at the general membership election meeting in the month of
- 341 April or May.
- 342
- 343 b. If there is more than one nominee for office, then the voting shall be by ballot. A
- 344 majority of the votes cast shall constitute which nominees are elected. However, if there
- 345 is but one nominee for office, election for that office may be by voice vote. If by ballot
- 346 vote, the secretary shall be responsible for destroying all ballots at the end of the general
- 347 membership election meeting.
- 348
- 349 c. Officers, except the treasurer, shall assume their official duties immediately following
- 350 the close of the meeting in the month of May. The treasurer shall assume his/her official
- 351 duties upon the completion of the auditing process outlined in these bylaws.
- 352

353 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.

354 No person shall hold more than one (1) elected office at a time on this local unit board. No local

355 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the

356 same office. Officers who have served in an office for more than one-half (1/2) of a full term

357 shall be deemed to have served a full term in such office.

358

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

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

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

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

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

377 . 378 **Article 7: Duties of Officers**

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

380
381 a. Preside at all meetings of this local PTA/PTSA.

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

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

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

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

395 396 **Section 2.** The vice president shall:

397
398 a. Act as aide to the president.

399
400 b. Perform the duties of the president in the absence or inability of the officer to act.

401
402 c. Perform other delegated duties as assigned.

403 404 **#Section 3.** The secretary shall:

405
406 a. Record the minutes of all meetings of the local PTA/PTSA.

407
408 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

409
410 c. Maintain a membership list as required by Virginia PTA.

412 d. Perform other delegated duties as assigned.

413
414 **#Section 4.** The treasurer shall:

415
416 a. Have custody of all funds and finances of the local PTA/PTSA.

417
418 b. Keep a full and accurate account of receipts and expenditures as described in these
419 bylaws.

420
421 c. Make disbursements as authorized by the president, executive board, or general
422 membership in accordance with the budget adopted by the general membership.

423
424 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
425 president.

426
427 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
428 other times when requested by the executive board.

429
430 f. Prepare an annual financial report at the close of the fiscal year.

431
432 g. Have the accounts examined according to the auditing procedures outlined in these
433 bylaws.

434
435 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
436 within fifteen (15) days following the adoption of the audit by the membership.

437
438 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
439 sent to the Virginia PTA state office within fifteen (15) days of filing.

440
441 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
442 PTA dues for membership received prior to November 1. Remit by December 1, dues
443 received after November 1. Remit by March 1, dues received after December 1. Remit by
444 June 30, all Virginia PTA and National PTA dues received after March 1.

445
446 k. Perform other delegated duties as assigned.

447
448 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
449 the term of office or in case of resignation, each officer shall turn over to the president, without
450 delay, all records, books, and other materials pertaining to the office.

451
452 **Article 8: Executive Committee**

453
454 **Section 1.** The executive committee shall consist of the elected officers of the association and
455 the principal of the school.

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

458

459 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
460 general membership for approval.

461

462 b. Appoint standing and special committee chairmen and members of the standing and
463 special committees, except the nominating committee.

464

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

469

470 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
471 majority of the executive committee, two (2) days' notice having been given. A quorum of the
472 executive committee shall be a majority of the members of the committee then in office.

473

474 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
475 vote. Only the president shall have the authority to call for an electronic vote and to establish the
476 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
477 results must be recorded in the minutes and ratified at the next executive committee meeting.

478

479 **#Section 6.** The executive committee may hold meetings by telephone conference or through
480 other electronic communications media so long as all the members can simultaneously hear each
481 other and participate during the meeting. Some or all of the members may participate
482 electronically at a meeting held at a central location so long as all the members can
483 simultaneously hear each other and participate during the meeting.

484

485 **Article 9: Executive Board**

486

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

492

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

496

497 **Section 3.** The executive board shall:

498

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

502

503 b. Create, change or eliminate standing and special committees.

504
505 c. Approve the plans of work of the standing and special committees.

506
507 #d. Select an auditing committee, experienced auditor, or attend an external audit
508 exchange.

509
510 #e. Approve the proposed budget to be presented to the general membership for adoption.

511
512 #f. Obtain general membership approval for any changes to the adopted budget over three
513 hundred dollars (\$300.00) per fiscal year.

514
515 **#Section 4. Auditing Procedures:**

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

522
523 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
524 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
525 report shall be submitted in writing to the executive board prior to finalization of the
526 proposed budget for the coming school year.

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

533
534 d. The newly elected treasurer shall not undertake any banking responsibilities of that
535 office with the exception of depository duties, reconciliation of bank statements, change of
536 signatory or other clerical duties not requiring signatory until the audit is presented to the
537 executive board.

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

544
545 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
546 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
547 filing.

548

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

552
553 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
554 place of meetings shall be set at the first meeting of the executive board after their election.
555 Special meetings of the executive board may be called by the president or by a majority of the
556 members of the executive board, five (5) days' notice being given. A quorum of the executive
557 board members shall be a majority of the members of the executive board then in office.

558
559 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
560 Only the president shall have the authority to call for an electronic vote and to establish the
561 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
562 results must be recorded in the minutes and ratified at the next executive board meeting.

563
564 **#Section 8.** The executive board may hold meetings by telephone conference or through other
565 electronic communications media so long as all the members can simultaneously hear each other
566 and participate during the meeting. Some or all of the members may participate electronically at
567 a meeting held at a central location so long as all the members can simultaneously hear each
568 other and participate during the meeting.

569 570 **Article 10: Committees**

571
572 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
573 this local PTA/PTSA.

574
575 **Section 2.** The executive board may create, change or eliminate such standing committees as it
576 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
577 Standing committee chairmen and committee members shall be appointed by the executive
578 committee, except for the nominating committee. In the absence of an executive committee then
579 the executive board shall make the appointments. The term of each chairman shall be two (2)
580 years or until the selection of a successor. No chairman shall be eligible to serve in the same
581 capacity for more than two (2) consecutive terms.

582
583 **Section 3.** The executive board may create, change or eliminate such special committees as it
584 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
585 and committee members shall be appointed by the executive committee. In the absence of an
586 executive committee then the executive board shall make the appointments. The term of each
587 special committee chairman is ended upon completion of the task assigned to the committee. No
588 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
589 consecutive tasks.

590
591 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
592 the executive board for approval. No committee work shall be undertaken without the consent of
593 the executive board.

594 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
595 the committee chair shall have the authority to call for an electronic vote and to establish the
596 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
597 must be recorded in the minutes and ratified at the next committee meeting.
598

599 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
600 communications media so long as all the members can simultaneously hear each other and
601 participate during the meeting. Some or all of the members may participate electronically at a
602 meeting held at a central location so long as all the members can simultaneously hear each other
603 and participate during the meeting.
604

605 **Section 7.** The quorum of any committee shall be a majority of its members.
606

607 **Section 8.** The president shall serve as ex-officio member of all committees of this local
608 PTA/PTSA except the nominating committee.
609

610 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
611 books and other materials pertaining to the committee at the end of the term served or when
612 departing office.
613

614 **Article 11: General Membership Meetings**

615
616 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
617 the school year, ten (10) days' notice having been given.
618

619 **Section 2.** The general membership election meeting shall be held in April or May.
620

621 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
622 majority of the executive board, five (5) days' notice having been given.
623

624 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
625 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
626 verified members of this local PTA/PTSA.
627

628 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
629 meeting of this local PTA/PTSA.
630

631 **Article 12: Council Membership**

632
633 **Section 1.** Selection of delegates:
634

635 a. This local PTA/PTSA shall be represented in meetings of the Hanover County
636 Council Parent Teacher Association by the president or alternate, the principal or
637 alternate, and by one (1) delegate or alternate.
638

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

640
641 c. Delegates to the Hanover County Council PTA shall serve for a term of
642 one (1) year or until the selection of a successor. No delegate shall serve for more than two
643 (2) consecutive terms.

644
645 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
646 Hanover Council PTA.

647
648 **Section 3.** Responsibilities of delegates:

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

651
652 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
653 instructed, they shall use their own discretion, except as provided by council bylaws.

654 655 **#Article 13: District Membership**

656
657
658 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
659 This local PTA/PTSA is in the Richmond District of Virginia PTA.

660
661 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
662 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
663 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
664 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

665
666 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
667 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
668 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
669 delegate for each fifty (50) memberships or major fraction thereof.

670
671 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
672 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
673 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
674 instructed, they shall use their own discretion.

675 676 **#Article 14: Fiscal Year**

677
678 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30 .

679 680 **#Article 15: Parliamentary Authority**

681
682 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
683 National PTA and its constituent associations in all cases in which they are applicable and in which

684 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
685 PTA, or the articles of incorporation.

686

687 **#Article 16: Local Unit Bylaws Revisions and Amendments**

688

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

693

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

695

696 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for
697 existing bylaws or to submit an amendment to current bylaws.

698

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

707

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

710

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

713

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

717

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

721

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