



Virginia
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BYLAWS

Richmond, Virginia

Branch of National Congress of Parents and Teachers

JANUARY 2020

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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.

JANUARY 2020

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VIRGINIA PTA BYLAWS

#Article 1: Name

The name of this association is Virginia Congress of Parents and Teachers. It is also commonly known, and will be referred to in these bylaws, as “Virginia PTA.”

#Article 2: Purposes

10 **Section 1. Objectives.** The purpose or purposes (Objects) of Virginia PTA, in common with
11 those of National PTA corporation, will hereafter pursue are:

- 12
- 13 a. To promote the welfare of children and youth in home, school, places of worship, and
14 throughout the community.
- 15
- 16 b. To raise the standards of home life.
- 17
- 18 c. To advocate for laws that further the education, physical and mental health, welfare,
19 and safety of children and youth.
- 20
- 21 d. To promote the collaboration and engagement of families and educators in the
22 education of children and youth.
- 23
- 24 e. To engage the public in united efforts to secure the physical, mental, emotional,
25 spiritual, and social well-being of all children and youth, and
- 26
- 27 f. To advocate for fiscal responsibility regarding public tax dollars in public education
28 funding.
- 29

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

34

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

#Article 3: Principles

39
40
41
42 The following are basic principles of Virginia PTA in common with those of National PTA:

- 43
- 44 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 45

46 b. The association shall work to engage and empower children, families, and educators
47 within schools and communities to provide quality education for all children and youth,
48 and shall seek to participate in the decision-making process by influencing school policy
49 and advocating for children’s issues, recognizing that the legal responsibility to make
50 decisions has been delegated by the people to boards of education, state education
51 authorities, and local education authorities.

52
53 c. The association shall work to promote the health and welfare of children and youth,
54 and shall seek to promote collaboration among families, schools, and the community at
55 large.

56
57 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
58 expertise shall be guiding principles for service in Virginia PTA.

59
60 **#Article 4: Relationship with National PTA and Constituent Associations**

61
62 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
63 association and (b) the certificate of incorporation or articles of incorporation of such association
64 (in cases in which the association is a corporation) or the articles of organization by whatever
65 name (in cases in which the association exists as an unincorporated association).

66
67 **Section 2.** The Virginia PTA:

68
69 a. Virginia PTA is a branch of National PTA and exists at the state level. Virginia PTA is
70 a self-governing association with independent legal existence.

71
72 b. The relationship of Virginia PTA with National PTA and its duties, obligations and
73 responsibilities are set forth in the bylaws of National PTA and in the charter which is
74 issued by National PTA.

75
76 c. The bylaws of Virginia PTA and all amendments thereto shall be subject to approval
77 by the committee on Bylaws of the Board of Directors of the National PTA.

78
79 d. Virginia PTA is obligated to comply with bylaws of National PTA. The adoption of
80 any amendment to National PTA bylaws shall serve automatically and without the
81 requirement of further action by Virginia PTA to amend correspondingly.
82 Notwithstanding the automatic character of the amending process, Virginia PTA shall
83 promptly incorporate such amendments in its bylaws.

84
85 e. Virginia PTA may create or establish councils in counties, cities, or other areas
86 designated by its Board of Directors for the purpose of conference, leadership training,
87 and coordination of the efforts of local PTA/PTSA units, and may prescribe the form and
88 content of the bylaws or other articles of organization of such councils. The local
89 PTA/PTSA units that shall be eligible for membership and participation in the work of
90 any council shall be determined by Virginia PTA.

92 f. Virginia PTA shall submit to National PTA a report of its work and activities for
93 inclusion in the annual report of National PTA.

94
95 g. Virginia PTA shall keep such permanent books of account and records as shall be
96 sufficient to establish the items of gross income, receipts, and disbursements of the
97 association, including, specifically, the number of local PTAs/PTSAs within its area, the
98 national portion of membership dues collected by such local PTAs/PTSAs, the amounts
99 of such dues received by Virginia PTA, and the amounts of dues remitted to National
100 PTA. Such books of account and records shall at all reasonable times be open to
101 inspection by an authorized representative of National PTA.

102
103 h. There shall be no proxy voting by any constituent association of National PTA.

104
105 **Section 3.** The constituent associations of Virginia PTA shall consist of districts, councils and
106 local units in their area.

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

112
113 b. Virginia PTA shall provide appropriate procedures for the organization of local
114 PTAs/PTSAs within its area. Virginia PTA shall determine the membership year for the
115 local PTAs/PTSAs in its area and prescribe the form and content of the bylaws or other
116 articles of organization of such local PTAs/PTSAs.

117
118 c. Virginia PTA may create or establish subsidiary associations (districts) within its area
119 to facilitate the administration of the affairs of Virginia PTA and for carrying out its
120 programs and may prescribe the form and content of the bylaws or other articles of
121 organization of such districts.

122
123 d. Each officer or board member of a constituent association shall be a member of a local
124 PTA/PTSA within its area.

125
126 e. Virginia PTA is responsible for compliance by the district, council and local
127 PTAs/PTSAs within its area with the bylaws of Virginia PTA and the bylaws of National
128 PTA.

129
130 f. Virginia PTA shall set provisions for the withdrawal of the charter of a council and
131 local PTA/PTSA (and the termination of its status as PTA/PTSA).

132
133 g. There shall be no proxy voting by any constituent association of National PTA.

134
135 h. A PTA/PTSA member shall not serve as a voting member of a constituent
136 association's board at the local, council, district, state or national level while serving as a
137 paid employee of, or under contract to, that constituent association.

138 i. Each constituent association shall keep such permanent books of account and records as
139 shall be sufficient to establish the items of gross income, receipts, and disbursements of
140 the local unit including, specifically, the number of its members, the dues collected from
141 its members, and the amounts of dues remitted to Virginia PTA and council (if member
142 of council). Such books of account and records shall at all reasonable times be open to
143 inspection by an authorized representative of Virginia PTA or, where directed by the
144 committee on state and local relations. Such authorized representative shall have full
145 access in cases where account information and records are required from banks.

146
147 j. Each constituent association shall include in its bylaws provisions corresponding to the
148 provisions of Virginia PTA bylaws as are identified by the state symbol #.

149
150 **Section 4. Committee on State and Local Relations:**

151
152 a. Virginia PTA is responsible for compliance by the local PTAs/PTSAs, councils, and
153 districts within its area with the bylaws of National PTA, the bylaws of Virginia PTA and
154 the bylaws of the local PTA/PTSA.

155
156 b. The executive committee of Virginia PTA shall function as the Committee on State
157 and Local Relations.

158
159 c. The executive committee shall review any alleged violations by local PTAs/PTSAs and
160 councils of local, council, Virginia PTA, and National PTA bylaws, other practices or
161 activities that may tend to defeat the purposes and basic policies of Virginia PTA or
162 National PTA. The executive committee shall make prompt report to the Board of
163 Directors the results of such review and its recommendations for actions.

164
165 d. The Board of Directors shall give due consideration to the report of the executive
166 committee and shall accord to the local PTAs/PTSAs and councils an opportunity to be
167 heard and to respond to the report. If upon such consideration and hearing the Board of
168 Directors finds a violation, it may, by two-thirds (2/3) vote of all of its members then in
169 office, require to take appropriate action within a period of time stipulated by the Board
170 of Directors. When such a requirement has been made by the Board of Directors and if
171 the recommended action is not taken within the allotted time, the Board of Directors
172 may, by two-thirds (2/3) vote of all of its members then in office, withdraw its status as a
173 PTA/PTSA or council of Virginia PTA according to the procedures described in these
174 bylaws.

175
176 **#Article 5: Membership and Dues**

177
178 **Section 1.** Every individual who is a member of a local PTA/PTSA organized by Virginia PTA,
179 also is a member of Virginia PTA and National PTA by which such local PTA/PTSA is
180 chartered and, as such, is entitled to all the benefits of such membership.

181
182 **Section 2.** Membership in Virginia PTA shall be open, without discrimination, to anyone who
183 believes in and supports the mission and purposes of National PTA.

184 **Section 3.** Each local PTA/PTSA shall conduct an annual enrollment of members but may admit
185 persons to membership at any time.

186
187 **Section 4.** Each member of a local PTA/PTSA shall pay annual dues as may be determined by
188 the association. The amount of dues shall include the portion payable to Virginia PTA of one
189 dollar and fifty cents (\$1.50) per annum (the “state portion”), and the portion payable to National
190 PTA of two dollars and twenty-five cents (\$2.25) per annum (the “national portion”).

191
192 **Section 5.** Only members of a local PTA/PTSA shall be eligible to vote in the business of such
193 PTA/PTSA or to serve in any of its elected or appointed positions.

194
195 **Section 6.** The amount of the state portion of each member’s dues shall be determined by
196 Virginia PTA.

197
198 **Section 7.** Virginia PTA shall make remittances, on a monthly basis, to National PTA of the
199 amounts due to National PTA. Each remittance shall be accompanied by a statement of the dues
200 received by Virginia PTA from all local PTAs/PTSAs within its area for the month covered by
201 the report. Such statement shall show the name and location of each local PTA/PTSA, the
202 amount paid by it to Virginia PTA, and the number of new members in each local unit.

203
204 **Section 8.** PTSAs with students in secondary schools, as defined by their local school division,
205 shall offer membership to students.

206
207 **Section 9.** The membership term is July 1 to June 30.

208
209 **Section 10.** A person may hold membership in one or more local PTA/PTSA units upon payment
210 of all-inclusive dues as required in each local unit bylaws.

211
212 **Section 11.** Payment of State and National Dues:

213
214 a. The Virginia PTA and National PTA portions of the dues paid by each member of a
215 local PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively,
216 and shall not be included in the local unit’s budget.

217
218 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
219 or before November 1. Additional membership dues received after November 1 shall be
220 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
221 Membership dues received after December 1 shall be remitted to Virginia PTA at the
222 Virginia PTA state office on or before March 1. Membership dues received after March 1
223 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.

224
225 c. A list of members who joined the association during the reporting period shall be kept
226 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

227

228 **Section 12.** Virginia PTA Honorary Life Membership may be conferred for distinguished
229 service, for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special
230 Life Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
231 entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without
232 payment of the registration fee.

233
234 **Section 13.** National PTA Life Achievement Award may be conferred for distinguished service,
235 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
236 Life Achievement Award provides only National Convention guest privileges upon payment of
237 the convention registration fee.

238
239 **Section 14.** A holder of a Virginia PTA Honorary Life Membership or National Life
240 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
241 unit.

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

243
244 **Section 1.** The officers of Virginia PTA shall consist of:

245
246 #a. One (1) president.

247
248 b. One (1) president-elect.

249
250 c. Four (4) vice presidents.

251
252 #d. A secretary.

253
254 #e. One (1) treasurer.

255
256 **Section 2.** Officers shall serve for a term of two (2) years and/or shall serve until their successor
257 is elected. The president-elect shall succeed automatically to the office of president at the end of
258 their term as president-elect.

259
260 **Section 3.** The president-elect, four (4) vice presidents, secretary and treasurer shall be elected at
261 the annual meeting in odd numbered years.

262
263 **Section 4.** The following provisions shall govern the qualifications and eligibility of persons to
264 be officers of Virginia PTA:

265
266 a. Each officer shall be a member of a local PTA/PTSA unit in good standing in Virginia.

267
268 b. No person shall serve more than one (1) term in office of president or president-elect.
269 A person shall not be eligible to serve more than two (2) consecutive terms in the office
270 of vice president, secretary or treasurer. A person who has served in an office for more
271 than one-half (1/2) of a full term shall be deemed to have served a full term in such
272

273 office. A full term shall be defined as serving from one (1) election year annual meeting
274 to the next election year annual meeting.

275
276 c. A person may be nominated for president-elect, only if he/she has served on the Board
277 of Directors for at least one (1) term.

278
279 d. Any person who has served at least one term at the council, district or state level may
280 be nominated for vice-president, secretary, or treasurer.

281
282 e. No person shall serve on the Board of Directors in more than one (1) capacity for
283 more than sixty (60) days, unless the current term expires within six (6) months following
284 the election.

285
286 f. No person shall hold more than one (1) elected office at a time on this state board.
287

288 **Section 5.** Officers shall be elected by the following method:

289
290 a. Officers shall be elected at the annual meeting in odd numbered years.

291
292 b. If there is more than one nominee for office, then the voting shall be by ballot. A
293 majority of the votes cast shall constitute which nominees are elected. However, if there
294 is but one nominee for office, election for that office may be by voice vote. If by ballot
295 vote, the secretary shall be responsible for destroying all ballots at the end of the annual
296 meeting.

297
298 c. Officers shall assume their duties immediately following the close of the annual
299 meeting at which they were elected.
300

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

302
303 a. A vacancy occurring in any office except that of president or president-elect, shall be
304 filled for the unexpired term by a person elected by a majority vote of the Board of
305 Directors at their next scheduled meeting. In case of a vacancy in the office of president,
306 the president-elect shall become president and shall hold office for the balance of the
307 term, before assuming their elected term as president. The vacancy in the office of
308 president-elect shall be filled at the next annual meeting by the voting body. In the
309 interim, the duties of president-elect shall be delegated by the president.

310
311 b. If there is more than one nominee for office, then the voting shall be by ballot. A
312 majority of the votes cast shall constitute which nominees are elected. However, if there
313 is but one nominee for office, election for that office may be by voice vote. If by ballot
314 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
315

316 c. When a ten (10) day notice of the election is given to the members of the Board of
317 Directors, a majority of votes cast shall constitute an election. Without such notice a two-
318 thirds (2/3) vote of those present and voting shall be required.
319

320 **Section 7.** Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors,
321 according to procedures described in the Standard Operating Procedures (SOP), whenever in
322 their judgment the best interest of Virginia PTA will be served thereby. Such removal constitutes
323 a vacancy in that office.
324

325 **Article 7: Duties of Officers**

326
327 **Section 1.** The president shall:
328

329 a. Be chief executive officer of the association. Subject to the powers vested in the Board
330 of Directors and the executive committee, the president shall have general charge and
331 supervision of the business affairs of the association and shall perform the duties usually
332 incident to the office of president of a nonprofit corporation organized under the laws of
333 the Commonwealth of Virginia.
334

335 b. When authorized by the Board of Directors, have power to sign and execute all
336 authorized bonds, stock certificates, mortgages, contracts, agreements or other
337 obligations in the name of the association, and shall perform other duties and exercise
338 such other powers as may be assigned.
339

340 c. Preside at all meetings of Virginia PTA, the Board of Directors, and the executive
341 committee.
342

343 d. Submit a report of Virginia PTA for inclusion in the annual report to National PTA.
344

345 e. Engage a parliamentarian, on behalf of the association, to serve at the annual meeting
346 and at such other meetings as the president may designate and to render such other
347 services as the president may deem advisable.
348

349 f. Coordinate the work of officers and committees in order that the purposes of PTA may
350 be promoted.
351

352 g. Have the authority to create and appoint members to special committees. Special
353 committee chairs are not entitled to voting privileges on the Board of Directors. These
354 committees terminate at the close of the President's term, at the President's discretion, or
355 upon completion of the designated duties.
356

357 h. Maintain and supervise the Virginia PTA state office.
358

359 i. Serve as an ex-officio member of all Virginia PTA committees except the Nominations
360 Committee.
361

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

363

364 a. Work by direction of and in cooperation with the president and fulfill such other duties
365 as may be assigned by the president.

366

367 b. Perform the duties and exercise the powers of the president in the absence or inability
368 of that officer to serve.

369

370 c. Serve as an ex-officio member of all Virginia PTA committees and non-voting member
371 of the nominations committee.

372

373 d. Perform other delegated duties as assigned.

374

375 **Section 3.** The vice president of membership shall:

376

377 a. Be responsible for developing and implementing the annual membership plan.

378

379 b. Act as an aide to the president.

380

381 c. Perform other delegated duties as assigned.

382

383 **Proviso:** The vice president of membership shall be elected as a vacancy via the Board of
384 Directors for the balance of the term 2019-2021 then included as part of the slate of officers for
385 the 2021 election.

386

387 **Section 4.** The vice president of training shall:

388

389 a. Be responsible for all training.

390

391 b. Act as an aide to the president.

392

393 c. Perform other delegated duties as assigned.

394

395 **Section 5.** The vice president of programs shall:

396

397 a. Be responsible for all programs.

398

399 b. Act as an aide to the president.

400

401 c. Perform other delegated duties as assigned.

402

403 **Section 6:** The vice president of advocacy shall:

404

405 a. Be responsible for all advocacy.

406

407 b. Act as aide to the president.

408 c. Perform other delegated duties as assigned.

409

410 **Section 7.** The secretary shall:

411

412 a. Record the minutes of meetings of Virginia PTA, the Board of Directors and the
413 Executive Committee. Copies of all minutes shall be sent to the Virginia PTA state office
414 within fifteen (15) days.

415

416 b. Notify all nominees for officers and chairperson of standing committees of election
417 results.

418

419 c. Conduct all correspondence authorized by the annual meeting, the Board of Directors
420 or the executive committee.

421

422 d. Ensure that all ballots are destroyed after votes.

423

424 e. Perform other delegated duties as assigned.

425

426 **Section 8.** The treasurer shall:

427

428 a. Be the custodian of the funds of Virginia PTA and deposit them in a depository
429 approved by the Board of Directors.

430

431 b. Disburse the funds of Virginia PTA in accordance with the budget approved by the
432 Board of Directors and/or upon direction of Virginia PTA, the Board of Directors or the
433 executive committee.

434

435 c. Present a statement of accounts at all meetings of the Board of Directors and of the
436 executive committee and at other times as requested by the president.

437

438 d. Remit monthly to the national treasurer all monies due to National PTA, accompanied
439 by a statement giving the name and location of each PTA/PTSA, the amount paid by it to
440 the Virginia PTA and the number of new members in each local unit.

441

442 e. Close the books at the end of the fiscal year and submit them for audit to a certified
443 public accountant approved by the executive committee. The approved audit shall be
444 published in the next official publication of Virginia PTA.

445

446 f. Submit a financial report in the official publications of Virginia PTA at least thirty (30)
447 days prior to the annual meeting. This report shall be included in the material given to
448 delegates at the annual meeting.

449

450 g. Receive the audited financial report from the Certified Public Accountants.

451

452 h. Under direction of the executive committee ensure adequate bonding and liability
453 insurance is purchased by Virginia PTA to protect all assets.

454 i. Perform other delegated duties as assigned.

455

456

Article 8: Executive Committee

457

458 **Section 1.** There shall be an executive committee of Virginia PTA comprised of the elected
459 officers.

460

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

462

463 a. Submit to the Board of Directors such recommendations as it deems advisable.

464

465 b. Employ the professional staff to direct the activities of the Virginia PTA state office,
466 under the general supervision of the president; authorize positions necessary to perform
467 the work of Virginia PTA; fix salaries and make provisions for the welfare and security
468 of all office personnel.

469

470 **Section 3.** The executive committee shall meet as deemed necessary.

471

472 **Section 4.** A special meeting of the executive committee shall be held at the call of the president
473 or upon the request of three (3) members of the committee provided at least three (3) days'
474 notice is given, except under emergency conditions wherein a quorum of the executive
475 committee is present for the Board of Directors meeting or other related meeting.

476

477 **Section 5.** Only the president shall have the authority to call for an electronic meeting. The
478 established quorum of the executive committee shall prevail. Results of any vote(s) taken during
479 an electronic meeting must be recorded in the minutes and the minutes must be accepted by the
480 executive committee.

481

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

487

488 **Section 7.** A quorum of the executive committee shall be a majority of the members of the
489 committee then in office.

490

Article 9: Board of Directors

491

492

493 **Section 1.** The elected officers of Virginia PTA, District Directors or their alternates, the
494 Communications Chair, the Bylaws Chair, and the Nominations Committee Chair shall
495 constitute the Board of Directors. The Office Administrator shall also be a member of the Board
496 of Directors but shall serve in a non-voting capacity. Each board member shall be a member of a
497 local PTA/PTSA unit in good standing chartered by Virginia PTA.

498

499 **Section 2.** The Board of Directors shall:

- 500 a. Have the authority over the affairs of Virginia PTA during the interim between its
501 annual meeting, except those specifically delegated to the executive committee. It may
502 not, however, modify any action taken by the delegates to the annual meeting.
503
- 504 b. Decide all questions involving failure of its members or its authorized divisions to
505 comply with the bylaws of Virginia PTA, by a two-thirds (2/3) vote of the entire board by
506 ballot.
507
- 508 c. Adopt Standard Operating Procedures (SOP) for the transaction of business and
509 practices for carrying on the program of Virginia PTA, provided they do not conflict with
510 these bylaws.
511
- 512 d. Consider legislative issues arising between annual meetings according to the SOP.
513
- 514 e. Be authorized to create standing committees.
515
- 516 f. Adopt:
517
- 518 1. A budget for the following fiscal year.
519
 - 520 2. Any changes in the budget during the year following reports by the budget
521 chairperson.
522
 - 523 3. Virginia PTA Legislative Program and legislative priorities.
524
- 525 g. Determine the geographic boundaries of the districts and regions which make up
526 Virginia PTA.
527
- 528 h. Send all final reports of significant projects, outstanding achievements, official and
529 legal documents to the Virginia PTA state office to be placed in permanent files in
530 Virginia PTA archives no later than fifteen (15) days after leaving office.
531
- 532 i. Review and approve proposed bylaws amendments as placed forward by the
533 committee on bylaws according to the direction of these bylaws and the SOP.
534
- 535 j. Elect the nominations committee chair.
536

537 **#Section 3.** Only the president shall have the authority to call for an electronic meeting. The
538 established quorum of the executive board shall prevail. Results of any vote(s) taken during an
539 electronic meeting must be recorded in the minutes and the minutes must be accepted by the
540 executive board.
541

542 **Section 4.** Regular meetings of the board shall be held at least three (3) times a year and at such
543 other times as the board itself may determine.
544

- 545 a. Special meetings may be called by the president or shall be called upon the written
546 request of five (5) members of the Board of Directors.
547
- 548 b. At least thirty (30) days' notice of regular meetings and ten (10) days' notice of special
549 meetings of the Board of Directors shall be given.
550
- 551 c. Meetings may be held by telephone conference or through other electronic
552 communications media so long as all the members can simultaneously hear each other
553 and participate during the meeting.
554
- 555 d. May allow some or all of the members to participate electronically at a meeting held at
556 a central location so long as all the members can simultaneously hear each other and
557 participate during the meeting.
558

559 **Section 5.** A quorum of the Board of Directors shall be a majority of the members of the board
560 then in office.

561
562
563

Article 10: Committees

564 **Section 1.** Standing Committees may be created by the Board of Directors as deemed necessary
565 to promote the purposes and to carry on the work of Virginia PTA.

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576
577

- a. Each standing and special committee shall consist of a chair and committee members.
- b. Chairperson of standing committees shall be elected by the Board of Directors for a term of two (2) years. The committee chairperson shall be elected at the post annual conference meeting. No chairperson shall be eligible to serve in the same capacity for more than two (2) consecutive terms.
- c. Chairperson of special committees shall be appointed by the executive committee.
- d. The standing committee members shall be appointed by the executive committee.

578 **Section 2.** Standing committee chairperson shall assume their duties immediately following their
579 election.
580

581 **#Section 3.** Only the committee chair shall have the authority to call for an electronic meeting.
582 The established quorum of the executive committee shall prevail. Results of any vote(s) taken
583 during an electronic meeting must be recorded in the minutes and the minutes must be accepted
584 by the committee.
585

586 **#Section 4.** Committees may hold meetings by telephone conference or through other electronic
587 communications media so long as all the members can simultaneously hear each other and
588 participate during the meeting. Some or all of the members may participate electronically at a
589 meeting held at a central location so long as all the members can simultaneously hear each other
590 and participate during the meeting.

591 **Section 5.** The quorum of any committee shall be a majority of its members.
592

593 **Section 6.** A vacancy occurring in the position of chair of a standing committee shall be filled by
594 the executive committee as soon as possible. Chairs elected by the executive committee shall
595 serve the balance of the remaining two year term.
596

597 **Article 11: Nominations Committee** 598

599 **Section 1.** The Nominations Committee shall consist of seven (7) members and two (2)
600 alternates. The members shall consist of one (1) member from each of the six (6) regions, when
601 possible, and one (1) member from any region; the alternates shall be from different regions. The
602 members shall be elected by ballot by the Board of Directors at its post Annual Meeting in an
603 election year.
604

605 a. Each member of this committee shall serve a term of two (2) years and shall not be
606 eligible to serve consecutive terms unless necessary for regional representation.
607

608 b. The Board of Directors shall elect the chair.
609

610 **Section 2.** The Nominations Committee shall:
611

612 a. Select one (1) eligible nominee for each office and/or standing committee **chairperson**
613 position.
614

615 b. Report nominees for officer positions to the annual meeting delegates at the first
616 general session, at which time, additional nominations may be made from the floor,
617 provided the nominee meets state requirements and consent of the nominee has been
618 secured.
619

620 c. Nominees from the floor must provide written intent to the state president at least thirty
621 (30) days prior to the first day of the annual meeting.
622

623 **Section 3.** In the event of a vacancy for president-elect, the members shall select one (1) eligible
624 candidate to fill such vacancy according to these bylaws.
625

626 **#Article 12: Districts** 627

628 **Section 1.** Relationship with Virginia PTA, councils and local units:
629

630 a. Districts are geographical divisions of Virginia PTA designated by the Board of
631 Directors for the purpose of administering the work of PTA and shall be governed by the
632 bylaws of Virginia PTA.
633

634 b. Members of the Virginia PTA Board of Directors residing in the district shall be non-
635 voting ex-officio members of the district board. Council presidents shall be voting
636 members of the district board.

637
638 c. The Virginia PTA president and the president-elect shall serve in an advisory capacity
639 to the district executive board.

640
641 d. Districts shall not legislate for councils or local PTAs/PTSAs; that is a district shall not
642 impose any action on the council or local PTA/PTSA units. However, by a majority vote
643 of the council voting body or the local PTA/PTSA unit's general membership, the district
644 may initiate action in matters of common interest within district boundaries. Districts
645 may address legislative items or issues if the position on the legislative item or issue does
646 not conflict with that of the Virginia PTA Legislative Program. The district's name must
647 be used and not that of Virginia PTA.

648
649 e. A local PTA/PTSA shall be a member of the geographical district as designated by
650 Virginia PTA.

651
652 f. The district shall act as liaison between Virginia PTA and local units.

653
654 g. The district shall coordinate policies and current programs of local units with those of
655 Virginia PTA.

656
657 **Section 2.** Officers and their election:

658
659 a. Officers shall be one (1) district director, one (1) or more assistant district directors, a
660 secretary, and one (1) treasurer or a secretary/treasurer.

661
662 b. Officers shall be elected and serve for a term of two (2) years or until their successors
663 are elected. No district officer shall serve more than two (2) consecutive terms in the
664 same office. Officers who have served in an office for more than one-half (1/2) of a full
665 term shall be deemed to have served a full term.

666
667 c. Each officer or board member of a district PTA shall be a member of a local
668 PTA/PTSA in good standing within its district.

669
670 **Section 3.** The district shall be financed through the District Allocation Budget of Virginia PTA.

671
672 **Section 4.** Bylaws of the district shall be submitted to the Virginia PTA state office every five
673 (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA
674 Board of Directors.

675 **#Article 13: Councils**

676
677 **Section 1.** A council is a group of Virginia PTA units within a designated area approved and
678 authorized by the Board of Directors and must consist of at least three (3) local PTA/PTSA units.

679 Each officer or board member of a council shall be a member of a local PTA/PTSA in good
680 standing within its area.

681
682 **Section 2.** The purpose of a council shall be to:

- 683
- 684 a. Promote the purposes and mission of Virginia PTA.
- 685
- 686 b. Support the local units in its membership.
- 687
- 688 c. Provide for conference and cooperation among the member units on matters of mutual
689 concern within the council boundaries.

690
691 **Section 3.** A council in good standing shall:

- 692
- 693 a. Adhere to the purposes and basic policies of the PTA.
- 694
- 695 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
696 and one (1) treasurer.
- 697
- 698 c. Have a minimum of four (4) council meetings a year.
- 699
- 700 d. Submit council bylaws to the Virginia PTA state office every five (5) years for
701 approval by Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
702 Directors.
- 703
- 704 e. Submit council unit officer's contact information form and verification of council
705 unit's employer identification number (EIN) to the Virginia PTA state office immediately
706 upon election of officers annually.
- 707
- 708 f. Submit a copy of the fiscal year-end financial review to the Virginia PTA state office
709 within fifteen (15) days following the adoption of the financial review by the general
710 membership.
- 711
- 712 g. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office
713 within fifteen (15) days of filing.
- 714
- 715 h. Submit proof of insurance to the office by the dates designated by Virginia PTA.
- 716
- 717 i. Meet other criteria as shall be prescribed by Virginia PTA.
- 718

719 **Section 4.** Councils shall not legislate for local PTA/PTSA units; that is a council shall not
720 impose any action on the local PTA/PTSA units. However, by a majority vote of the local
721 PTA/PTSA units in its general membership, the council may initiate action in matters of
722 common interest within council boundaries. Councils may address legislative items or issues if
723 the position on the legislative item or issue does not conflict with that of the Virginia PTA
724 Legislative Program. The council's name must be used and not that of Virginia PTA.

725 **Section 5.** The council fiscal year shall begin and end as designated in the bylaws with the
726 ending date the last day of a calendar month.

727
728 **Section 6.** The charter of the council shall be subject to withdrawal and the status of such
729 association as a PTA unit shall be subject to termination, in the manner and under the
730 circumstances provided in the bylaws of Virginia PTA.

731
732 **Section 7.** The council is obligated upon withdrawal of its charter by Virginia PTA:

733
734 a. To yield up and surrender all of its books and records and all of its assets and property
735 to Virginia PTA or to such agency as may be designated by Virginia PTA or to another
736 local PTA/PTSA organized under the authority of Virginia PTA.

737
738 b. To cease and desist from the further use of any name that implies or connotes
739 association with Virginia PTA, National PTA, or status as a constituent association of
740 National PTA.

741
742 c. To carry out promptly, under the supervision and direction of Virginia PTA, all
743 proceedings necessary for the purpose of dissolving such council PTA.

744
745 **Section 8.** Any dissolution of a council and termination of its affairs shall take place in the
746 following manner:

747
748 a. The executive board shall adopt a written resolution recommending that the council be
749 dissolved and directing that the question of such dissolution be submitted to a vote at a
750 special meeting of the voting body having voting rights at the time of the meeting.

751
752 1. Only those funds approved by the voting body in the current budget year may
753 be spent.

754
755 2. Written notice of the adoption of such resolution accompanied by a copy of the
756 notice of the special meeting for the voting body shall be given to the president of
757 Virginia PTA at least thirty (30) days before the date fixed for such special
758 meeting of the members.

759
760 3. The council shall provide a complete membership list including contact
761 information to the Virginia PTA state office at least thirty (30) days before the
762 date fixed for such special meeting of the members.

763
764 b. Written notice stating the purpose of such meeting to consider dissolving the council
765 shall be given to each local unit at least thirty (30) days prior to the date of such meeting.
766 Such meeting shall be held only during the academic school year.

767
768 c. A dissolution quorum must be met for the voting body of the council to consider the
769 resolution to dissolve. The dissolution quorum includes the required quorum for general

770 membership meetings per council bylaws plus a majority of the executive board
771 members.

772
773 d. Prior to the vote on dissolution, the president of Virginia PTA, or their designated
774 representative, shall be permitted to attend the meeting and shall be allowed to speak for
775 a minimum of sixty (60) minutes followed by a maximum of sixty a (60) minute question
776 and answer session.

777
778 e. Voting shall be by ballot.

779
780 f. Only the voting body of the council on the date of adoption of the resolution and who
781 continues to be the voting body on the date of the special meeting shall be entitled to vote
782 on dissolution.

783
784 g. Upon the dissolution of this association, after paying or adequately providing for the
785 debts and obligations of the association, the association's financial holdings, property, all
786 records and all remaining assets shall be distributed to Virginia PTA held in escrow and
787 if not claimed by the resolved unit within two (2) years, it remains with the Virginia PTA
788 in order to further the mission and purpose of the Virginia PTA.

789
790 h. Upon adoption to dissolve, the council's charter will be withdrawn by Virginia PTA in
791 accordance with state bylaws.

792
793 **#Article 14: Local PTAs/PTSAs**

794
795 **Section 1.** Local PTAs/PTSAs shall be organized and chartered under the authority of Virginia
796 PTA in the area in which the local PTA/PTSA functions, in conformity with such rules and
797 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.

798
799 **Section 2.** A local PTA/PTSA in good standing shall:

800
801 a. Adhere to the purposes and basic policies of the PTA.

802
803 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary
804 and one (1) treasurer.

805
806 c. Submit bylaws of the local PTA/PTSA to the Virginia PTA state office every five (5)
807 years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA
808 Board of Directors.

809
810 d. Submit a local unit officers contact information form and verification of local unit's
811 employer identification number (EIN) to the Virginia PTA state office immediately upon
812 election of officers annually.

813

- 814 e. Submit a copy of the fiscal year-end financial review to the Virginia PTA state office
815 within fifteen (15) days following the adoption of the financial review by the general
816 membership.
817
- 818 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office
819 within fifteen (15) days of filing.
820
- 821 g. Submit proof of insurance to the office by the dates designated by Virginia PTA.
822
- 823 h. Remit the Virginia PTA and National PTA portion of the dues to Virginia PTA by the
824 dates designated in these bylaws.
825
- 826 i. Provide membership list with contact information, in accordance with IRS regulations,
827 for those who have joined the association during the reporting period as prescribed by
828 Virginia PTA.
829
- 830 j. Meets other criteria as shall be prescribed by Virginia PTA.
831

832 **Section 3.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association
833 as may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
834 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on
835 amendments and shall include a provision establishing a quorum.
836

837 **Section 4.** The adoption of an amendment to any provision of the bylaws of National PTA shall
838 serve automatically and without the requirement of further action by the local PTA/PTSA to
839 amend correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic
840 character of the amending process, the local PTAs/PTSAs shall promptly incorporate such
841 amendments in their respective bylaws.
842

843 **Section 5.** Each officer or board member of a local PTA/PTSA shall be a member of such local
844 PTA/PTSA in good standing.
845

846 **Section 6.** Only members of a local PTA/PTSA who have paid dues for the current membership
847 year may participate in the business of that association.
848

849 **Section 7.** The members of the nominating committee for officers of a constituent association
850 shall be elected by the general membership.
851

852 **Section 8.** The local PTA/PTSA may address legislative items or issues if the position on the
853 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
854 local unit's name must be used and not that of Virginia PTA.
855

856 **Section 9.** The local PTA/PTSA fiscal year shall begin and end as designated in its bylaws with
857 the ending date the last day of a calendar month.
858

859 **Section 10.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of
860 such association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
861 circumstances provided in the bylaws of Virginia PTA.

862
863 **Section 11.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA:

864
865 a. To yield up and surrender all of its books and records and all of its assets and property
866 to Virginia PTA or to such agency as may be designated by Virginia PTA or to another
867 local PTA/PTSA organized under the authority of Virginia PTA.

868
869 b. To cease and desist from the further use of any name that implies or connotes
870 association with Virginia PTA, National PTA, or status as a constituent association of
871 National PTA.

872
873 c. To carry out promptly, under the supervision and direction of Virginia PTA, all
874 proceedings necessary for the purpose of dissolving such local PTA/PTSA.

875
876 **Section 12.** Any dissolution of a local unit and termination of its affairs shall take place in the
877 following manner:

878
879 a. The executive board shall adopt a written resolution recommending that the local
880 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted
881 to a vote at a special meeting of the general membership having voting rights at the time
882 of the meeting.

883
884 1. Only those funds approved by the general membership in the current budget
885 year may be spent.

886
887 2. Written notice of the adoption of such resolution accompanied by a copy of the
888 notice of the special meeting for the members shall be given to the president of
889 Virginia PTA at least thirty (30) days before the date fixed for such special
890 meeting of the members.

891
892 3. A complete membership list including contact information to the Virginia PTA
893 state office at least thirty (30) days before the date fixed for such special meeting
894 of the members.

895
896 b. Written notice stating the purpose of such meeting to consider dissolving the local
897 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of
898 such meeting. Such meeting shall be held only during the academic school year.

899
900 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
901 to consider the resolution to dissolve. The dissolution quorum includes the required
902 quorum for general membership meetings per local unit bylaws plus a majority of the
903 executive board members.

904

905 d. Prior to the vote on dissolution, the president of Virginia PTA, or their designated
906 representative, shall be permitted to attend the meeting and shall be allowed to speak for
907 a minimum of sixty (60) minutes followed by a maximum of sixty (60) minute question
908 and answer session.

909
910 e. Voting shall be by ballot.

911
912 f. Only those persons who are members of the local PTA/PTSA on the date of adoption
913 of the resolution and who continue to be members on the date of the special meeting shall
914 be entitled to vote on dissolution.

915
916 g. Upon the dissolution of this association, after paying or adequately providing for the
917 debts and obligations of the association, the association's financial holdings, property, all
918 records and all remaining assets shall be distributed to Virginia PTA held in escrow and
919 if not claimed by the resolved unit within two (2) years, it remains with the Virginia PTA
920 in order to further the mission and purpose of the Virginia PTA.

921
922 h. Upon adoption to dissolve, the unit's charter will be withdrawn by Virginia PTA in
923 accordance with state bylaws.

924
925 **Section 13.** Each member of local PTA/PTSA shall pay annual dues to the association as
926 approved by a two-thirds (2/3) vote of members present and voting after having been given at
927 least thirty (30) days written notice. The amount of such annual dues shall include the portions
928 payable to the local unit, council (if a member of a council), Virginia PTA and National PTA.

929
930 **Section 14.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
931 designated in these bylaws.

932 **Article 15: Annual Meeting**

933
934
935 **Section 1.** A regular meeting of Virginia PTA shall be held annually, the time and place to be
936 designated by the Board of Directors.

937
938 a. The call to the annual meeting shall be sent from the Virginia PTA state office to
939 members of the Board of Directors, council presidents, and local unit presidents at least
940 forty-five (45) days before the annual meeting and shall be published in the official
941 publications of Virginia PTA. Local unit presidents shall be responsible for informing
942 their membership of the time and place of the annual meeting.

943
944 b. The call to the annual meeting shall state the order of events with precedence being
945 given to necessary annual meeting business.

946
947 c. The voting body at the annual meeting shall consist of members of the Board of
948 Directors, Virginia PTA standing committee chairs, council presidents or their alternate,
949 delegates chosen by their councils and accredited delegates from local units in good
950 standing.

951 d. Each local unit in good standing shall be entitled to be represented by its president or
952 alternate and by two (2) delegates or alternates for the first two hundred (200) members
953 or less and an additional delegate or alternate for each one hundred (100) members or
954 major fraction thereof in addition to the first two hundred (200), as shown on the books
955 of the state treasurer at the close of the previous fiscal year, or for new local associations,
956 ten (10) days prior to the first day of the annual meeting.

957
958 e. Each council in good standing shall be entitled to be represented by its president or
959 alternate and by three (3) delegates or alternates.

960
961 f. The annual meeting shall be open to all members, upon payment of a registration fee
962 determined by the Board of Directors, but the privilege of making motions, debating and
963 voting shall be limited to the voting body.

964
965 **Section 2.** One hundred (100) delegates present and voting representing a majority of the
966 districts, shall constitute a quorum for the annual meeting.

967
968 **Section 3.** Voting on routine matters may be by voice vote; however, motions requiring two-
969 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by
970 the verified voting body of this association.

971
972 **Section 4.** A committee on election of seven (7) members from the Board of Directors, one (1)
973 from each of the six (6) regions, whenever possible, and one (1) at-large, shall be elected by the
974 executive committee at least 45 days prior to the annual meeting when an election is to be held.
975 The committee on election shall:

976 a. Have charge of the election at the annual meeting in an odd numbered year.

977
978 b. Be responsible for collecting voting credentials from members.

979
980 c. Have at least two (2) of its members on duty at the polls during the voting period.

981
982 d. Be responsible for tabulation of the votes and make a complete report to the annual
983 meeting delegates, of the votes cast.

984
985 e. Vacancies occurring on the committee shall be filled by the president.

986
987
988 **Section 5.** In the event of a state or national emergency, such as war, epidemic, or disaster, the
989 annual meeting may be cancelled. If cancelled in an election year, the current officers would
990 continue to serve until the emergency has passed and an annual meeting can be held.

991 992 **Article 16: Resolutions**

993
994 **Section 1.** Resolutions to be considered must be received by the Virginia PTA state office
995 postmarked no later than midnight sixty (60) days prior to the first day of the annual meeting.

997 a. All resolutions to be considered must be submitted by a PTA/PTSA member of a local
998 unit in good standing.

999
1000 b. Emergency resolutions pertaining to events which have become public knowledge after
1001 the submission deadline must be submitted in person by the maker of the resolution to the
1002 chairperson of the Resolutions Committee, no later than 6:00 p.m., on the first day of the
1003 annual meeting. A two-thirds (2/3) vote of the delegates is required to consider
1004 emergency resolutions.

1005
1006 **Section 2.** Annual meeting resolutions with legislative intent adopted at the annual meeting shall
1007 become part of the Virginia PTA Legislation Program.

1008
1009 **Article 17: National Convention**

1010
1011 **#Section 1.** Virginia PTA shall be entitled to accredit to the annual convention as it delegates:

- 1012
1013 a. The president of Virginia PTA.
1014
1015 b. Five (5) delegates plus one (1) additional delegate from among the members of the
1016 state PTA for each one thousand (1,000) members, or major fraction thereof, of Virginia
1017 PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31
1018 preceding the annual convention.

1019
1020 **Section 2.** The selection of the delegates and alternates shall be authorized by the Virginia PTA
1021 Board of Directors.

1022
1023 **Article 18: Fiscal Year**

1024
1025 The fiscal year of Virginia PTA shall begin on July 1 and end on June 30.

1026
1027 **#Article 19: Parliamentary Authority**

1028
1029 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall
1030 govern National PTA and its constituent associations in all cases in which they are applicable
1031 and in which they are not in conflict with these bylaws, and the bylaws of National PTA, or the
1032 Virginia Non-Stock Corporation Act and Articles of Incorporation.

1033
1034 **#Article 20: Virginia PTA Bylaws Revisions and Amendments**

1035
1036 **Section 1.** These bylaws may be amended at an annual meeting by a two-thirds (2/3) vote of
1037 those present and voting, provided the amendments have been approved by the Board of
1038 Directors and notice of proposed amendments has been provided to constituent association forty-
1039 five (45) days prior to the opening of the annual meeting.

1040
1041 **Section 2.** The adoption of an amendment to any provision of these bylaws identified by a pound
1042 symbol (#) shall serve automatically to amend the bylaws of the local units, councils, and

1043 districts. Except as otherwise provided in the amendment or a proviso thereto, bylaws
1044 amendments to local units, councils, and districts shall become effective on July 1 after the
1045 Virginia PTA annual meeting at which they were adopted unless otherwise noted.

1046
1047 **Section 3.** The Board of Directors by a majority vote may authorize the bylaws committee to
1048 submit for approval by the delegates at the next annual meeting, a revised set of bylaws as a
1049 substitute for the existing bylaws.

1050
1051 **Section 4.** Amendments or a revision of Virginia PTA Bylaws shall be submitted to National
1052 PTA. (Required by National PTA)

1053
1054 **#Article 21: Virginia PTA Staffing**

1055
1056 **Section 1.** A state office shall be maintained, and such employees hired as may be needed to
1057 carry on the work of Virginia PTA.

1058
1059 **Section 2.** The Virginia PTA office administrator shall be hired by the Virginia PTA executive
1060 committee. The Virginia PTA office administrator shall perform those duties set forth in the
1061 employee contract and Virginia PTA policies. The performance of the office administrator shall
1062 be evaluated by the executive committee. The executive committee is authorized to terminate the
1063 service of the office administrator under conditions specified by the office administrator's
1064 contract and with a two-thirds vote of the members of the executive committee.

1065
1066 **Section 3.** The executive committee shall determine the salary of the office administrator.

1067
1068 **Section 4.** The executive committee shall determine the policies, procedures, locations, budget,
1069 insurance coverage, and furnishings of the Virginia PTA state office.

1070
1071 **Section 5.** The office administrator shall be responsible for hiring employees and determining
1072 their salaries within the above authorization in accordance with the Board approved budget. In
1073 the case of a vacancy, the president shall oversee the duties of the office until a new office
1074 administrator is hired.

1075
1076 **# Required by Virginia PTA in all district, council and local unit bylaws.**