SEP 20 2017
OCT 17 2017

VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Hutchison Farm Elementary School PTA of South Riding/Loudoun County were approved by the membership at its meeting on September 12, 2017.

Signed: Jenny Pittman Jenny Pittman
President Print/Type Name

AM phone number: 703-405-2735

PM phone number: 703-405-2735

e-mail: jenny.pittman@hfespta.org

Signed: Megan Callahan
Secretary Print/Type Name

Signed: Amena Khan
Bylaws Committee Chairman Print/Type Name

****

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

Approved on behalf of [illegible] Managers by the Virginia PTA Bylaws Committee:

Virginia PTA every child, one voice

State Bylaws Committee

October 16 2017
Date

NOTE: Bylaws of this [illegible] will take effect on October 16, 2017 and must be submitted for review to the Virginia PTA by October 16, 2022 to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JULY 2016, change 2

HUTCHISON FARM ELEMENTARY SCHOOL PTA BYLAWS INDEX

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

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.

HUTCHISON FARM ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS

#Article 1: Name and Area

The name of this association is the Hutchison Farm Elementary School Parent Teacher Association located in South Riding, 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 Hutchison Farm 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").

#Article 3: Principles

The following are basic principles of the Hutchison Farm Elementary School PTA in common with those of Virginia PTA and National PTA:

a. The association shall be noncommercial, nonsectarian, and nonpartisan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

e. Voting shall be by ballot.

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

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

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

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

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

#Article 5: Membership and Dues

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

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

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

Section 4. PTSAs with students in secondary schools, as defined by their local school division, shall offer membership to students.

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

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

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

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

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

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

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

Section 12. Payment of Virginia PTA and National PTA dues:

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

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

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

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

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

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

Article 6: Officers and Their Election

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

#a. One (1) president.

b. Two (2) vice presidents.

#c. A secretary.

d. A corresponding secretary.

#e. One (1) treasurer.

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

#Section 3. Nominating committee:

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

b. The nominating committee shall consist of three (3) members who shall be elected by the members of this local PTA/PTSA at their regular general membership meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.

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

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

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

a. Officers shall be elected at the general membership election meeting in the month of April.

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

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

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

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

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

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

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

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

.

Article 7: Duties of Officers

Section 1. The president shall:

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

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

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

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

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

Section 2. The vice presidents shall:

a. Act as aides to the president.

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

c. The first vice president shall be responsible for overseeing all clubs and afterschool activities.

d. The second vice president shall be responsible for all electronic media.

e. Perform other delegated duties as assigned.

#Section 3. The secretary shall:

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

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

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

d. Perform other delegated duties as assigned.

Section 4. The corresponding secretary shall:

a. Record the minutes of all meetings of the association in the absence of the recording secretary.

b. Maintain all correspondence of the association.

c. Perform duties of the recording secretary in his/her absence.

d. Perform other delegated duties as assigned.

#Section 5. The treasurer shall:

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

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

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

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

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

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

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

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

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

j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all Virginia PTA and National PTA dues received after March 1.

k. Perform other delegated duties as assigned.

#Section 6. All officers shall perform the duties outlined in these bylaws. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office.

Article 8: Executive Committee

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

Section 2. The executive committee shall:

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

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

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

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

Article 9: Executive Board

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

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

Section 3. The executive board shall:

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

b. Create standing and special committees.

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

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

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

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

#Section 4. Auditing Procedures:

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

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

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

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

e. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end

audit shall be sent to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the general membership.

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

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

Section 6. The executive board shall hold at least four (4) meetings during the year. The time and place of meetings shall be set at the first meeting of the executive board after their election. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board, three (3) days' notice being given. A quorum of the executive board members shall be a majority of the members of the executive board then in office.

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

Article 10: Committees

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

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

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

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

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

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

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

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

Article 11: General Membership Meetings

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

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

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

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

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

#Article 12: District Membership

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

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

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

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

#Article 13: Fiscal Year

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

#Article 14: Parliamentary Authority

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

#Article 15: Local Unit Bylaws Revisions and Amendments

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

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

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

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

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

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

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

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

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