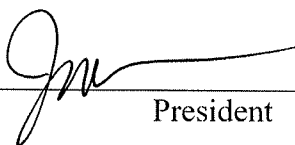


**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

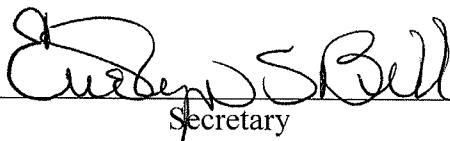
Bylaws of the William Fleming High School of Roanoke, VA were approved by the membership at its meeting on March 21, 2017.

Signed:  Joyce Watkins  
President Print/Type Name

AM phone number: (540)915-9765

PM phone number: Insert telephone number

e-mail: Joyce.Watkins@anthem.com

Signed:  Evelyn S Bell  
Secretary Print/Type Name

Signed:  Pam Banks  
Bylaws Committee Chairman Print/Type Name

\*\*\*\*\*

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

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

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

\_\_\_\_\_ Date

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

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

### **William Fleming High School PTSA BYLAWS INDEX**

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

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**WILLIAM FLEMING HIGH SCHOOL  
PARENT TEACHER STUDENT ASSOCIATION  
LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the William Fleming High School PTSA Association located in Roanoke, Virginia. It is a local PTSA 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 William Fleming High School PTSA, 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

37 through conferences, committees, projects, and programs; and governed and qualified by the  
38 basic principles set forth in Article 3.

39  
40 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,  
41 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue  
42 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal  
43 Revenue Code”).

### 44 45 46 **#Article 3: Principles**

47  
48 The following are basic principles of the William Fleming High School PTSA in common with  
49 those of Virginia PTA and National PTA:

- 50  
51 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
52  
53 b. The association shall work to engage and empower children, families, and educators  
54 within schools and communities to provide quality education for all children and youth,  
55 and shall seek to participate in the decision-making process by influencing school policy  
56 and advocating for children’s issues, recognizing that the legal responsibility to make  
57 decisions has been delegated by the people to boards of education, state education  
58 authorities, and local education authorities.  
59  
60 c. The association shall work to promote the health and welfare of children and youth,  
61 and shall seek to promote collaboration among families, schools, and the community at  
62 large.  
63  
64 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional  
65 expertise shall be guiding principles for service in Virginia PTA.  
66

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

68  
69 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
70 association and (b) the certificate of incorporation or articles of incorporation of such association  
71 (in cases which the association is a corporation) or the articles of organization by whatever name  
72 (in cases in which the association exists as an unincorporated association).  
73

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

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

- 81  
82 a. Adhere to purposes and basic policies of the PTA.

83  
84 b. Have a minimum of three (4) elected officers, to include one (1) president, (1) vice  
85 president, a secretary, and one (1) treasurer.

86  
87 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
88 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
89 Managers.

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

94  
95 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
96 fifteen (15) days following the adoption of the audit report by the general membership.

97  
98 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
99 within fifteen (15) days of filing.

100  
101 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
102 designated in these bylaws.

103  
104 h. Meet other criteria as may be prescribed by Virginia PTA.

105  
106 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as  
107 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of  
108 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments  
109 and shall include a provision establishing a quorum.

110  
111 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
112 serve automatically and without the requirement of further action by the local PTA/PTSA to  
113 amend correspondingly the bylaws of the local PTA/PTSA.

114  
115 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
116 sections that are identified by the pound symbol (#).

117  
118 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
119 PTA/PTSA.

120  
121 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership  
122 year may participate in the business of this association.

123  
124 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall  
125 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit  
126 including, specifically, the number of its members, the dues collected from its members, and the  
127 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of  
128 account and records shall at all reasonable times be open to inspection by an authorized

129 representative of Virginia PTA or, where directed by the committee on state and local relations.  
130 Such authorized representative shall have full access in cases where account information and  
131 records are required from banks.

132  
133 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of  
134 National PTA.

135  
136 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
137 elected by the general membership.

138  
139 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent  
140 association's board at the local, council, district, state, or national level while serving as a paid  
141 employee of, or under contract to, that constituent association.

142  
143 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the  
144 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The  
145 local unit's name must be used and not that of Virginia PTA.

146  
147 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with  
148 the ending date the last day of a calendar month.

149  
150 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such  
151 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the  
152 circumstances provided in the bylaws of Virginia PTA.

153  
154 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 155
- 156 a. Yield and surrender all of its books and records and all of its assets and property to  
157 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
158 PTA/PTSA organized under the authority of Virginia PTA.
  - 159
  - 160 b. Cease and desist from the further use of any name that implies or connotes association  
161 with Virginia PTA, National PTA or status as a constituent association of National PTA.
  - 162
  - 163 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
164 necessary for the purpose of dissolving such local PTA/PTSA.
  - 165

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

- 168
- 169 a. The executive board shall adopt a written resolution recommending that the local  
170 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to  
171 a vote at a special meeting of the general membership having voting rights at the time of  
172 the meeting.
  - 173

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

176  
177 2. Written notice of the adoption of such resolution accompanied by a copy of the  
178 notice of the special meeting for the members shall be given to the president of  
179 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
180 of the members.

181  
182 3. A complete membership list including contact information shall be provided to  
183 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
184 special meeting of the members.

185  
186 b. Written notice stating the purpose of such meeting to consider dissolving the local  
187 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
188 meeting. Such meeting shall be held only during the academic school year.

189  
190 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
191 to consider the resolution to dissolve. The dissolution quorum includes the required  
192 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
193 the executive board members.

194  
195 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
196 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
197 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
198 answer session.

199  
200 e. Voting shall be by ballot.

201  
202 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
203 the resolution and who continue to be members on the date of the special meeting shall be  
204 entitled to vote on dissolution.

205  
206 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
207 the obligations of the association, the remaining assets shall be distributed to one (1) or  
208 more non-profit funds, foundations, or organizations which have established their tax-  
209 exempt status under Section 501(c)(3) of the Internal Revenue Code.

210  
211 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
212 PTA in accordance with state bylaws.

213  
214 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
215 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
216 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
217 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
218

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

221

222 **#Article 5: Membership and Dues**

223

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

227

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

230

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

233

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

236

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

239

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

242

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

246

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

251

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

256

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

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



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**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 and submitted to 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. One (1) vice president(s).
- #c. A secretary.
- #d. 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.

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**#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 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 May.
- 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 June. 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 2 year(s) 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 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. A vacancy occurring in any office, except that of the president, shall be filled for the unexpired term by a person elected by a majority vote of the executive board at their next meeting. In case of a vacancy in the office of president, the first vice president shall become president and shall hold office for the balance of the term.**

**Article 7: Duties of Officers**

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**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 president shall:

- a. Act as aide(s) 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. 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 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.

- 400 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
401 president.
- 402
- 403 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
404 other times when requested by the executive board.
- 405
- 406 f. Prepare an annual financial report at the close of the fiscal year.
- 407
- 408 g. Have the accounts examined according to the auditing procedures outlined in these  
409 bylaws.
- 410
- 411 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
412 within fifteen (15) days following the adoption of the audit by the membership.
- 413
- 414 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
415 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 416
- 417 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
418 dues for membership received prior to December 1. Remit by March 1, dues received  
419 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
420 received after March 1.
- 421
- 422 k. Perform other delegated duties as assigned.
- 423

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

427

428 **Article 8: Executive Committee**

429

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

432

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

434

- 435 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
436 general membership for approval.
- 437
- 438 b. Appoint standing and special committee chairmen and members of the standing and  
439 special committees, except the nominating committee.
- 440

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

445  
446 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
447 majority of the executive committee, 7 days' notice having been given. A quorum of the  
448 executive committee shall be a majority of the members of the committee then in office.  
449

#### 450 **Article 9: Executive Board**

451  
452 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
453 the chairmen of the standing committees. The principal of the school or his/her designee and a  
454 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
455 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
456 the officers of the association not more than thirty (30) days following the election of officers.  
457

458 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
459 association's board at the local, council, district, region, state, or national level while serving as a  
460 paid employee of, or under contract to, that constituent association.  
461

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

463  
464 a. Transact necessary business in the intervals between general membership meetings and  
465 such other business as may be referred to it by this local PTA/PTSA and present a report to  
466 the general membership at the general membership meetings.  
467

468 b. Create standing and special committees.  
469

470 c. Approve the plans of work of the standing and special committees.  
471

472 #d. Select an auditing committee or experienced auditor.  
473

474 #e. Approve the proposed budget to be presented to the general membership for adoption.  
475

476 #f. Obtain general membership approval for any changes to the adopted budget over three  
477 hundred dollars (\$300.00)  
478

479 **#Section 4.** Auditing Procedures:  
480

481 a. An auditing committee or an experienced auditor shall be selected by the executive board  
482 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than  
483 three (3) members and no one with signature authority shall sit on the auditing committee.  
484

485 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the  
486 experienced auditor at the end of the fiscal year. The audit report shall be submitted in  
487 writing to the executive board prior to finalization of the proposed budget for the coming  
488 school year.  
489

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

495  
496 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
497 office with the exception of depository duties, reconciliation of bank statements, change of  
498 signatory or other clerical duties not requiring signatory until the audit is presented to the  
499 executive board.

500  
501 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
502 year-end audit report shall be presented to the membership for adoption at the first general  
503 membership meeting held after the completion of the report. A copy of the fiscal year-end  
504 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
505 adoption of the audit by the general membership.

506  
507 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
508 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
509 filing.

510  
511 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
512 qualifications or fulfill the duties of the position, that person may be removed from the board by  
513 a majority vote of the executive board.

514  
515 **Section 6.** The executive board shall hold at least 8 meetings during the year. The time and place  
516 of meetings shall be set at the first meeting of the executive board after their election. Special  
517 meetings of the executive board may be called by the president or by a majority of the members  
518 of the executive board, 7 days' notice being given. A quorum of the executive board members  
519 shall be a majority of the members of the executive board then in office.

520  
521 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.  
522 Only the president shall have the authority to call for an electronic vote and to establish the  
523 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
524 must be recorded in the minutes and ratified at the next executive board meeting.

#### 525 **Article 10: Committees**

526  
527 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
528 appointed positions.

529  
530 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
531 this local PTA/PTSA.

532  
533 **Section 3.** The executive board may create such standing committees as it may deem necessary  
534 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee

535 chairmen and committee members shall be appointed by the executive committee, except for the  
536 nominating committee. In the absence of an executive committee then the executive board shall  
537 make the appointments. The term of each chairman shall be 2 year(s) or until the selection of a  
538 successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
539 consecutive terms.

540  
541 **Section 4.** The executive board may create such special committees as it may deem necessary or  
542 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members  
543 shall be appointed by the executive committee. In the absence of an executive committee then the  
544 executive board shall make the appointments. The term of each special committee chairman is  
545 ended upon completion of the task assigned to the committee.

546  
547 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
548 the executive board for approval. No committee work shall be undertaken without the consent of  
549 the executive board.

550  
551 **Section 6.** The quorum of any committee shall be a majority of its members.

552  
553 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
554 PTA/PTSA except the nominating committee.

555  
556 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,  
557 books and other materials pertaining to the committee at the end of the term served or when  
558 departing office.

559

### Article 11: General Membership Meetings

560

561  
562 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 4 times during the  
563 school year, 7 days' notice having been given.

564  
565 **Section 2.** The general membership election meeting shall be held in May.

566  
567 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
568 majority of the executive board, 7 days' notice having been given.

569  
570 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
571 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
572 verified members of this local PTA/PTSA.

573  
574 **Section 5.** 10 members, shall constitute a quorum for the transaction of business in any meeting of  
575 this local PTA/PTSA.

576

### Article 12: Council Membership

577

578  
579 **Section 1.** Selection of delegates:

- 580  
581 a. This local PTA/PTSA shall be represented in meetings of the Roanoke City  
582 Council Parent Teacher Association by the president or alternate, the principal or  
583 alternate, and by 2 delegate(s) or alternate(s).  
584  
585 b. Delegates and alternates shall be appoint in May.  
586  
587 c. Delegates to the Roanoke City Council PTA shall serve for a term of  
588 2 year(s) or until the selection of a successor.  
589

590 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
591 Roanoke City Council PTA.  
592

593 **Section 3.** Responsibilities of delegates:  
594

- 595 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
596 to council such matters as may be referred to it by the local PTA/PTSA.  
597  
598 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
599 instructed, they shall use their own discretion, except as provided by council bylaws.  
600

### 601 **#Article 13: District Membership**

602

603 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
604 This local PTA/PTSA is in the Blue Ridge District of Virginia PTA.  
605

606 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
607 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
608 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
609 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.  
610

611 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
612 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
613 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
614 delegate for each fifty (50) memberships or major fraction thereof.  
615

616 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
617 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
618 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
619 instructed, they shall use their own discretion.  
620

### 621 **#Article 14: Fiscal Year**

622

623 The fiscal year of this local PTA/PTSA shall begin on June 2016 and end on May 2017.  
624  
625

### **#Article 15: Parliamentary Authority**



626  
627 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
628 National PTA and its constituent associations in all cases in which they are applicable and in which  
629 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
630 PTA, or the articles of incorporation.

631  
632 **#Article 16: Local Unit Bylaws Revisions and Amendments**

633  
634 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
635 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on  
636 behalf of the Virginia PTA Board of Managers. The revision anniversary date will be five (5)  
637 years from the Virginia PTA Bylaws Committee date of approval.

638  
639 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

640  
641 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for  
642 existing bylaws or to submit an amendment to current bylaws.

643  
644 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
645 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
646 the membership at least thirty (30) days prior to the meeting at which the revision or the  
647 amendments are to be voted upon. A quorum shall be established at the meeting in which  
648 voting takes place. The revision or amendments are subject to approval by the Virginia  
649 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed  
650 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
651 voting.

652  
653 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
654 accordance with the bylaws of Virginia PTA.

655  
656 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
657 sections that are identified by the pound symbol (#).

658  
659 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
660 identified by the pound symbol (#) shall serve to automatically and without requirement of  
661 further action by the local PTA/PTSA to amend correspondingly its bylaws.

662  
663 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
664 serve automatically and without the requirement of further action by this local PTA/PTSA to  
665 amend correspondingly the bylaws of this local PTA/PTSA.

666  
667 **#Required by Virginia PTA in all district, council, and local unit bylaws.**

**Bylaws Committee:**

Pam Banks

Evelyn Bell

- Page 7, Section 3.a.2.    CHANGE  
The bylaws committee suggests that the officers of the PTSA consist of one (1) Vice President instead of two.
- Page 8, Section 3.c.    CHANGE  
Officers, except the Treasurer, shall assume their official duties following the close of school in JUNE.
- Page 9, Section 2.    CHANGE  
The vice president shall:
- Page 9, Section 2.a.    CHANGE  
Act as aide to the president:
- Page 9, Section 2.c.    CHANGE  
The Vice President shall preside over meetings in the absence of the President and shall serve as Membership Chair.
- Page 9, Section 2.d.    REMOVE