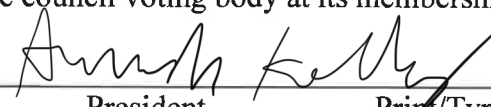


**VIRGINIA PTA  
APPROVAL OF COUNCIL BYLAWS**

Bylaws of the Alexandria Council Parent Teacher Association.

Approved by the council voting body at its membership meeting on November 14, 2018

Signed:  Amanda Kelley  
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Print/Type Name

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\*\*\*\*\*

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

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

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

\_\_\_\_\_  
Date

**NOTE:** Bylaws of this council will take effect on \_\_\_\_\_ and must be submitted for review to the Virginia PTA by \_\_\_\_\_ to remain a council 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.

**JANUARY 2018**

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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.

1 **ALEXANDRIA COUNCIL PARENT TEACHER ASSOCIATION BYLAWS**

2  
3 **#Article 1: Name and Area**

4  
5 The name of this association is the Alexandria Council Parent Teacher Association, of the  
6 Fairfax District, in the Northern Virginia Region of the Virginia Congress of Parents and  
7 Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and  
8 Teachers (referred to as “National PTA”).

9  
10 **#Article 2: Purposes**

11  
12 **Section 1. Objectives.** The purpose or purposes (Objects) of Alexandria Council Parent Teacher  
13 Association, in common with those of Virginia PTA and National PTA corporation, will  
14 hereafter pursue are:

- 15  
16 a. To promote the welfare of children and youth in home, school, places of worship and  
17 throughout the community.  
18  
19 b. To raise the standards of home life.  
20  
21 c. To advocate for laws that further the education, physical and mental health, welfare,  
22 and safety of children and youth.  
23  
24 d. To promote the collaboration and engagement of families and educators in the  
25 education of children and youth.  
26  
27 e. To engage the public in united efforts to secure the physical, mental, emotional,  
28 spiritual, and social well-being of all children and youth, and  
29  
30 f. To advocate for fiscal responsibility regarding public tax dollars in public education  
31 funding.  
32

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

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

42  
43 **#Article 3: Principles**

44  
45 The following are basic principles of the Alexandria Council PTA in common with

46 those of Virginia PTA and National PTA:

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- 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 in 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.** The council shall be organized and chartered under the authority of Virginia PTA in the area in which the council PTA 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 council PTA a charter evidencing the due association and good standing of this council. A council in good standing shall:

- a. Adhere to the 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 council 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 council unit officer’s contact information form and verification of council unit’s employer identification number (EIN) to the Virginia PTA state office immediately upon election of officers annually.

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

94  
95 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office  
96 within fifteen (15) days of filing.

97  
98 g. Meet other criteria as shall be prescribed by Virginia PTA.  
99

100 **Section 4.** Each council shall adopt such bylaws for the governance of the council as may be  
101 approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of Virginia PTA  
102 or the bylaws of National PTA. Such bylaws shall include an article on amendments and shall  
103 include a provision establishing a quorum.

104  
105 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
106 serve automatically and without the requirement of further action by the council to amend  
107 correspondingly the bylaws of the council.

108  
109 **Section 6.** Each council PTA is required by Virginia PTA to include in its bylaws articles and  
110 sections that are identified by the pound symbol (#).

111  
112 **Section 7.** Each officer or board member of a council shall be a member of a local PTA/PTSA in  
113 good standing within the council boundaries.

114  
115 **Section 8.** Each council shall keep such permanent books of account and records as shall be  
116 sufficient to establish the items of gross income, receipts, and disbursements of the council  
117 including, specifically, the number of its members, and the dues collected from its members.  
118 Such books of account and records shall at all reasonable times be open to inspection by an  
119 authorized representative of Virginia PTA or, where directed by the committee on state and local  
120 relations. Such authorized representative shall have full access in cases where account  
121 information and records are required from banks.

122  
123 **Section 9.** There will be no proxy voting by council, nor any constituent association of National  
124 PTA.

125  
126 **Section 10.** The members of the nominating committee for officers of a council PTA shall be  
127 elected by the voting body.

128  
129 **Section 11.** A PTA/PTSA member shall not serve as a voting member of a constituent  
130 association's board at the local, council, district, state or national level while serving as a paid  
131 employee of, or under contract to, that constituent association.

132  
133 **Section 12.** Councils shall not legislate for local PTA/PTSA units; that is a council shall not  
134 impose any action on the local PTA/PTSA units. However, by a majority vote of the local  
135 PTA/PTSA units in general membership, the council may initiate action in matters of common  
136 interest within council boundaries. Councils may address legislative items or issues if the

137 position on the legislative item or issue does not conflict with that of the Virginia PTA  
138 Legislation Program. The council's name must be used and not that of Virginia PTA.

139  
140 **Section 13.** The council fiscal year shall begin and end as designated in the bylaws with the  
141 ending date the last day of a calendar month.

142  
143 **Section 14.** The charter of the council shall be subject to withdrawal and the status of the council  
144 as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances  
145 provided in the bylaws of Virginia PTA.

146  
147 **Section 15.** This council is obligated upon withdrawal of its charter by Virginia PTA to:

148  
149 a. Yield and surrender all of its books and records and all of its assets and property to  
150 Virginia PTA or to such agency as may be designated by Virginia PTA or to another  
151 local PTA/PTSA organized under the authority of Virginia PTA.

152  
153 b. Cease and desist from the further use of any name that implies or connotes association  
154 with Virginia PTA, National PTA, or status as a constituent association of National PTA.

155  
156 c. Carry out promptly, under the supervision and direction of Virginia PTA, all  
157 proceedings necessary for the purpose of dissolving such council PTA.

158  
159 **Section 16.** Any dissolution of a council and termination of its affairs shall take place in the  
160 following manner:

161  
162 a. The executive board shall adopt a written resolution recommending that the council be  
163 dissolved and directing that the question of such dissolution be submitted to a vote at a  
164 special meeting of the voting body having voting rights at the time of the meeting.

165  
166 1. Only those funds approved by the voting body in the current budget year may  
167 be spent.

168  
169 2. Written notice of the adoption of such resolution accompanied by a copy of the  
170 notice of the special meeting for the voting body shall be given to the president of  
171 Virginia PTA at least thirty (30) days before the date fixed for such special  
172 meeting of the members.

173  
174 3. A complete membership list including contact information shall be provided to  
175 the Virginia PTA state office at least thirty (30) days before the date fixed for  
176 such special meeting of the members.

177  
178 b. Written notice stating the purpose of such meeting to consider dissolving the council  
179 shall be given to each local unit at least thirty (30) days prior to the date of such meeting.  
180 Such meeting shall be held only during the academic school year.

181

182 c. A dissolution quorum must be met for the voting body of the council to consider the  
183 resolution to dissolve. The dissolution quorum includes the required quorum for general  
184 membership meetings per council bylaws plus a majority of the executive board  
185 members.

186  
187 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
188 representative, shall be permitted to attend the meeting and shall be allowed to speak for  
189 a minimum of sixty (60) minutes followed by a maximum of sixty (60) minute question  
190 and answer session.

191 e. Voting shall be by ballot.

192  
193  
194 f. Only the voting body of the council on the date of adoption of the resolution and who  
195 continue to be the voting body on the date of the special meeting shall be entitled to vote  
196 on dissolution.

197  
198 g. Upon the dissolution of the council, after paying or adequately providing for the  
199 obligations of the association, the remaining assets shall be distributed to one (1) or more  
200 nonprofit funds, foundations, or organizations which have established their tax exempt  
201 status under Section 501(c)(3) of Internal Revenue Code.

202  
203 h. Upon adoption to dissolve, the council's charter will be withdrawn by Virginia PTA in  
204 accordance with state bylaws.

## 205 #Article 5: Membership and Dues

206  
207  
208 **Section 1.** Membership in the Alexandria Council PTA shall consist only of local units chartered  
209 by Virginia PTA as authorized by National PTA, within this council boundaries, upon payment  
210 of dues.

211  
212 **Section 2.** Membership in this council PTA shall be open, without discrimination, to anyone who  
213 believes in and supports the mission and purposes of National PTA.

214  
215 **Section 3.** Local PTA/PTSA units may join as members of a council at any time after being  
216 chartered by Virginia PTA.

217  
218 **Section 4.** Each local PTA/PTSA in membership of this council shall pay annual dues as  
219 determined by the voting body of the council.

220  
221 **Section 5.** The annual dues for membership in this council shall be \$0.25 for each local  
222 PTA/PTSA member.

223  
224 **Section 6.** Only the voting body of this council may participate in the business of the council.

225  
226 **Section 7.** Only members of this council shall be eligible to serve in any of its elected or  
227 appointed positions.

228  
229 **Section 8.** Delegates from a local unit whose dues to the council are in arrears shall not  
230 participate in the business of the council.

231  
232 **Section 9.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
233 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
234 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
235 entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without  
236 payment of the registration fee.

237  
238 **Section 10.** National PTA Life Achievement Award may be conferred for distinguished service,  
239 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
240 Life Achievement Award provides only National Convention guest privileges upon payment of  
241 the convention registration fee.

242  
243 **Section 11.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
244 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
245 unit.

## 246 **Article 6: Officers and Their Election**

247  
248  
249 **Section 1.** The officers of this council shall consist of:

250  
251 #a. One (1) president.

252  
253 b. One (1) president-elect.

254  
255 c. Two vice president(s).

256  
257 #d. A secretary.

258  
259 #e. One (1) treasurer.

260  
261 **#Section 2.** Only members of a local PTA/PTSA in good standing with Virginia PTA, whose  
262 council dues are paid, and members whose individual dues to the local PTA/PTSA are paid shall  
263 be eligible to hold office and to serve on the executive committee, executive board, council  
264 committees, or as a delegate or alternate to the council or district.

265  
266 **#Section 3.** Nominating Committee:

267  
268 a. Each member of the nominating committee must be a member of a local PTA/PTSA in  
269 good standing within the council.

270  
271 b. The nominating committee shall consist of three members who shall be elected by this  
272 council voting body at their regular general membership meeting at least sixty days (60)



273 prior to the election of officers. No two members of the nominating committee shall be  
274 from the same **unit**. The committee shall elect its own chairman.

275  
276 c. The nominating committee shall nominate an eligible person for each office to be  
277 filled, except the office of president, and report its nominees to the members of the  
278 executive board and to the presidents of each local PTA/PTSA at least thirty (30) days  
279 prior to the general membership election meeting. At the general membership election  
280 meeting, additional nominations may be made from the floor.

281  
282 d. Only those persons who have signified their consent to serve, if elected, shall be  
283 nominated for or elected to such office. It is understood that the president-elect, by  
284 accepting the nomination is agreeing to automatically succeed to the office of president at  
285 the end of his/her term as president-elect.

286  
287 **#Section 4.** Officers shall be elected by the following method:

288  
289 a. Officers shall be elected at the general membership election meeting in the month of  
290 **May**. The president-elect shall automatically succeed to the office of president.

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

297  
298 c. Officers, except the treasurer, shall assume their official duties immediately following  
299 the close of the meeting in the month of **May**. The treasurer shall assume his/her  
300 duties upon completion of the auditing process outlined in these bylaws.

301  
302 **#Section 5.** Officers shall serve for a term of **two** year(s) or until their successors are elected. No  
303 person shall hold more than one (1) elected office at a time on this council board. No council  
304 officer shall serve more than **two** consecutive terms, not to exceed four (4) years in the same  
305 office; however no person shall serve in the office of president for more than a consecutive term  
306 and no person shall serve in the office of president elect for more than a consecutive term.  
307 Current Council President shall not serve as President-elect the following term. Officers who  
308 have served in an office for more than one-half (1/2) of a full term shall be deemed to have  
309 served a full term in such office.

310  
311 **#Section 6.** Vacancies in any office shall be filled by the following method:

312  
313 a. A vacancy occurring in any office except that of president or president-elect shall be  
314 filled for the unexpired term by a person elected by a majority vote of the Executive  
315 Board at their next scheduled meeting. In case of a vacancy in the office of president, the  
316 president-elect shall become president and shall hold office for the balance of the term.

317 The vacancy in the office of president-elect shall be filled at the next General  
318 Membership meeting by the voting body. In the interim, the duties of the president-elect  
319 shall be delegated by the president.

320  
321 b. If there is more than one nominee for any office, then the voting shall be by ballot. A  
322 majority of the votes cast shall constitute which nominees are elected. However, if there  
323 is but one nominee for office, election for that office may be by voice vote. If by ballot  
324 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

325  
326 c. When a ten (10) day notice of the election is given, a majority of votes cast shall  
327 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall  
328 be required.

329  
330 **PROVISO:** The office of president-elect will be initiated in the election of May 2019 with the  
331 election of all officers, including the office of president. In the election of May 2020, the current  
332 president-elect will automatically succeed into the office of president. With the election May  
333 2021 and all following elections, the office of president will be removed from the election.

334

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

336

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

338

339 a. Preside at all meetings of the council.

340

341 b. Coordinate the work of the officers and committees of the council in order that the  
342 purposes may be promoted.

343

344 #c. Submit council unit offices' contact information form and verification of council  
345 unit's employer identification number (EIN) to the Virginia PTA state office immediately  
346 upon election of officers annually.

347

348 d. Support the PTA mission within the council boundary.

349

350 #e. Serve as an ex-officio member of all committees of this council except the  
351 nominating committee.

352

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

354

355 a. Act as aide to the president.

356

357 b. Perform the duties of the president in the absence or inability of that officer to act.

358

359 c. Understand that by accepting the nomination of president-elect, they agree to  
360 automatically succeed to the office of president at the end of their term as president-elect.

361  
362 d. Perform other delegated duties as assigned

363  
364 **Section 3.** The vice president(s) shall:

365  
366 a. Act as aide(s) to the president.

367  
368 b. In their designated order, perform the duties of the president in the absence or inability  
369 of that officer to act.

370  
371 First vice president: Program Chair

372 Second vice president: Communications Chair

373  
374 c. Perform other delegated duties as assigned.

375  
376 **#Section 4.** The secretary shall:

377  
378 a. Record the minutes of all meetings of the council.

379  
380 b. Keep the official copy of the council bylaws in his/her files.

381  
382 c. Keep an accurate roster of the names of each local PTA/PTSA units in membership,  
383 the names and address of local PTA/PTSA officers and delegates, and the names and  
384 addresses of the members of the council executive board.

385  
386 d. Perform other delegated duties as assigned.

387  
388 **#Section 5.** The treasurer shall:

389  
390 a. Have custody of all the funds and finances of the council.

391  
392 b. Keep a full and accurate account of receipts and expenditures as described in these  
393 bylaws.

394  
395 c. Make disbursements as authorized by the president, executive board, or council in  
396 accordance with the budget adopted by the voting body.

397  
398 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
399 president.

400  
401 e. Present a written financial statement at every meeting of the council and at other times  
402 when requested by the executive board.

403  
404 f. Prepare an annual financial report at the close of the fiscal year.

405  
406 g. Have the accounts examined according to the auditing procedures outlined in these  
bylaws.

407  
408 h. Submit a copy of the fiscal year-end audit to the Virginia PTA state office within  
409 fifteen (15) days following the adoption of the audit by the council voting body.

410  
411 i. Shall submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form  
412 shall be sent to the Virginia PTA state office within fifteen (15) days of filing.

413  
414 j. Perform other delegated duties as assigned.

415  
416 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
417 the term of office or in case of resignation, each officer shall turn over to the president, without  
418 delay, all records, books, and other materials pertaining to the office.

419  
420 **Article 8: Executive Committee**

421  
422 **Section 1.** The executive committee shall consist of the elected officers of the council.

423  
424 **Section 2.** The executive committee shall:

425  
426 a. Develop and present goals for the council to the executive board and council  
427 membership, for approval by the voting body.

428  
429 b. Appoint standing and special committee chairmen and members of the standing and  
430 special committees, except for the nominating committee.

431  
432 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
433 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
434 appointed as necessary. Members of the standing and special committees shall be appointed as  
435 soon as possible after the appointment of the committee chairmen.

436  
437 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
438 majority of the executive committee five days' notice having been given. A quorum of the  
439 executive committee shall be a majority of the members of the committee then in office.

440  
441 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic  
442 vote. Only the president shall have the authority to call for an electronic vote and to establish the  
443 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting  
444 results must be recorded in the minutes and ratified at the next executive committee meeting.

445  
446 **#Section 6.** The executive committee may hold meetings by telephone conference or through  
447 other electronic communications media so long as all the members can simultaneously hear each  
448 other and participate during the meeting. Some or all of the members may participate  
449 electronically at a meeting held at a central location so long as all the members can  
450 simultaneously hear each other and participate during the meeting.

451

## Article 9: Executive Board

**Section 1.** The executive board shall consist of the elected officers of the council, the chairmen of standing committees, and the superintendent of the school division or his/her representative.

**#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 council meetings and such other business as may be referred to it by the council and to present a report to the membership at regular meetings.

b. Create standing and special committees.

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

d. Offer advisory services and leadership training to local units.

e. Work to strengthen the local units in its membership and assist the district in the formation of new PTA/PTSAs within the council boundaries.

#f. Act as liaison between the district PTA and all local units within its boundaries. The district shall organize and strengthen units by working through councils.

g. Support local units in achieving and maintaining good standing status.

h. Carry on effectively with the work of National PTA, Virginia PTA and Fairfax District PTA.

#i. Coordinate policies and current programs of local units with those of Virginia PTA.

#j. Submit votes cast by local unit members in their respective council for the Proposed Legislation Program of the Virginia PTA to the District's tabulation.

k. Provide for conference and cooperation among the member units on matters of mutual concern within the council boundaries.

#l. Select an auditing committee or experienced auditor.

#m. Present the proposed budget to the voting body for adoption.

#n. Obtain voting body approval for any changes to the adopted budget over three hundred dollars (\$300.00) per fiscal year.

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**#Section 4. Auditing Procedures:**

a. An auditing committee or an experienced auditor shall be selected by the executive board 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 the auditing committee.

b. The council treasurer shall submit the books to the auditing committee or the experienced auditor 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 the council 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 completed 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 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 by the voting body. 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 voting body.

f. The council 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 **eight** 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, **five** 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 council shall promote the use of Virginia PTA and National PTA publications.

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**#Section 8.** The council shall be a unit in good standing as prescribed in these bylaws.

**#Section 9.** The council shall not legislate for local PTA/PTSA units; that is a council shall not impose any action on the local PTA/PTSA units. However, by a majority vote of the local PTA/PTSA units general membership, the council may initiate action in matters of common interest within council boundaries. Councils may address legislative items or issues if the position on the legislative item or issue does not conflict with that of Virginia PTA Legislation Program. The council’s name must be used and not that of Virginia PTA.

**#Section 10.** 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. Voting results must be recorded in the minutes and ratified at the next executive board meeting.

**#Section 11.** The executive board may hold meetings by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. Some or all of the members may participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.

## **Article 10: Committees**

**#Section 1.** Only members of this council 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 a local PTA/PTSA in good standing holding council membership.

**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 council. Standing committee chairmen and committee members shall be appointed by the elected officers, except for the nominating committee. The term of each chairman shall be two year(s) 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 council. Special committee chairmen and committee members shall be appointed by the elected officers. 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 committee shall reserve the right to vote on business via electronic vote. Only the committee chair shall have the authority to call for an electronic vote and to establish the

589 guidelines for that vote. The established quorum of the committee shall prevail. Voting results  
590 must be recorded in the minutes and ratified at the next committee meeting.

591  
592 **#Section 7.** Committees may hold meetings by telephone conference or through other electronic  
593 communications media so long as all the members can simultaneously hear each other and  
594 participate during the meeting. Some or all of the members may participate electronically at a  
595 meeting held at a central location so long as all the members can simultaneously hear each other  
596 and participate during the meeting.

597  
598 **Section 8.** The quorum of any committee shall be a majority of its members.

599  
600 **Section 9.** The president shall serve as an ex-officio member of all committees of this council  
601 except the nominating committee.

602  
603 **#Section 10.** Committee chairmen shall turn over to the president, without delay, all records,  
604 books and other materials pertaining to the committee at the end of the term served or when  
605 departing office.

#### 606 607 **Article 11: Voting Body**

608  
609 **Section 1.** The voting body shall consist of the council elected officers; the chairmen of the  
610 standing committees, the president of each local PTA/PTSA unit or his/her alternate; accredited  
611 delegates or their alternates specified in Section 2 of this article; the superintendent of schools or  
612 his/her representative; and the principals of the schools having units in council membership or  
613 their representatives.

614  
615 **Section 2.** Each local PTA/PTSA unit shall be represented by its president or alternate, school  
616 principal or alternate, and by one delegate(s) or alternates(s), selected by the local PTA/PTSA  
617 according to its own procedure.

618  
619 **Section 3.** Members are entitled to only one (1) vote even though they may serve in more than  
620 one position.

621  
622 **Section 4.** The voting body shall vote on routine matters, budget, adoption of projects, adoption  
623 of bylaws, adoption of amendments, position statements, election of nominating committee, and  
624 election of officers.

625  
626 **Section 5.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
627 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by  
628 the verified voting body of this council.

629  
630 **#Section 6.** All members of the voting body shall be members of local PTA/PTSA units in good  
631 standing with the council, Virginia PTA and National PTA.

632  
633 **Article 12: General Membership Meetings**



634  
635 **#Section 1.** Regular meetings of the council shall be held at least **four** times during the school  
636 year, **five** days' notice been given.

637  
638 **Section 2.** The annual meeting shall be in **May** and shall be for the purpose of electing officers,  
639 receiving reports of officers and committees, and conducting the business of the council.

640  
641 **Section 3.** Special meetings may be called by the council president or a majority of the executive  
642 board, or a majority of the local PTA/PTSA units in membership, **five** days' notice having been  
643 given.

644  
645 **Section 4.** Council meetings shall be open to all local PTA/PTSA unit members holding  
646 membership in this council, but the privilege of making motions and voting shall be limited to  
647 the voting body.

648  
649 **Section 5.** A quorum for the transaction of business in general meetings of this council shall  
650 consist of a majority of at least one delegate from each local PTA/PTSA units in good standing.

651  
652 **#Article 13: Fiscal Year**

653  
654 The fiscal year of this council shall begin on **July 1** and end on **June 30**.

655  
656 **#Article 14: Parliamentary Authority**

657  
658 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall  
659 govern National PTA and its constituent associations in all cases in which they are applicable  
660 and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the  
661 bylaws of National PTA, or the articles of incorporation.

662  
663 **#Article 15: Council Bylaws Revisions and Amendments**

664  
665 **Section 1.** The bylaws of this council shall be revised and submitted to the Virginia PTA state  
666 office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the  
667 Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from the  
668 Virginia PTA Bylaws Committee date of approval.

669  
670 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

671  
672 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for  
673 existing bylaws or to submit an amendment to current bylaws.

674  
675 b. Bylaws shall be revised or amended at a regular meeting of the council provided notice  
676 and a copy of the proposed bylaws revision or amendments are provided to the  
677 membership at least thirty (30) days prior to the meeting at which the revision or the  
678 amendments are to be voted upon. A quorum shall be established at the meeting in which

679 voting takes place. The revision or amendments are subject to approval by the Virginia  
680 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The  
681 proposed bylaws revision or amendments require a two-thirds (2/3) vote of the voting  
682 body present and voting.

683  
684 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be  
685 in accordance with the bylaws of Virginia PTA.

686  
687 d. Each council PTA is required by Virginia PTA to include in its bylaws articles and  
688 sections that are identified by the pound symbol (#).

689  
690 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
691 identified by the pound symbol (#) shall serve automatically and without requirement of  
692 further action by the council PTA to amend correspondingly its bylaws.

693  
694 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
695 serve automatically and without the requirement of further action by this council PTA to amend  
696 correspondingly the bylaws of this council PTA.

697  
698 **# Required by Virginia PTA in all district, council and local unit bylaws.**