



NORTHERN VIRGINIA DISTRICT BYLAWS

#ARTICLE I: NAME AND AREA

The Northern Virginia District of the Northern Region, is a geographical division of the Virginia Congress of Parents and Teachers (Virginia PTA/PTSA), a branch of the National Congress of Parents and Teachers (National PTA). The Northern District includes the following school divisions:

Alexandria City, Arlington County, Fairfax City, Fairfax County, and Falls Church City

#ARTICLE II: ARTICLES OF ORGANIZATION

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

#ARTICLE III: PURPOSES

Section 1. The Purposes of the Northern Virginia District of Parent Teacher Associations in common with the Purposes of the Virginia PTA/PTSA and the National PTA are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. The Purposes of the Virginia PTA/PTSA, the National PTA and the Northern Virginia District are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization 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 “Internal Revenue Code”).

#ARTICLE IV: BASIC POLICIES

The following are basic policies of the Northern Virginia District in common with those of the Virginia PTA/PTSA and the National PTA:

- a. The organization shall be non-commercial, non-sectarian and non-partisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. The organization or members in their official capacities shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Virginia PTA/PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization, exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

- h. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one 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.

#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA/PTSA

Section 1. The district shall be organized and chartered under the authority of the Virginia PTA/PTSA in the area in which this district PTA functions, in conformity with such rules and regulations, not in conflict with the bylaws of the National PTA, as the Virginia PTA/PTSA may in its bylaws prescribe. The Virginia PTA/PTSA shall issue to this district PTA an appropriate charter evidencing the due organization and good standing of this district.

A district in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Has bylaws approved according to the procedures of the Virginia PTA/PTSA; and
- c. Meets other criteria as may be prescribed by the Virginia PTA/PTSA.

Section 2. Each district PTA shall adopt such bylaws for the government of the organization as may be approved by the Virginia PTA/PTSA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Virginia PTA/PTSA.

Section 3. Each district PTA shall include in its bylaws provisions corresponding to the provision of such of the Virginia PTA/PTSA bylaws as are identified by the state symbol #.

Section 4. Each officer or board member of a district PTA shall be a member of a local PTA/PTSA within its area.

Section 5. Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

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

Section 7. The district 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 district, including, specifically the number of its member PTA/PTSAs. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Virginia PTA/PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 8. Bylaws of each constituent organization shall include an article on amendments.

Section 9. Bylaws of each constituent organization shall include a provision establishing a quorum.

Section 10. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 11. The members of the nominating committee for officers of a constituent organization shall be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.

Section 12. A PTA/PTSA member shall not serve as a voting member of a constituent organization'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 organization.

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

Section 14. One director shall preside over PTA districts as prescribed in its bylaws.

Section 15. One treasurer shall be responsible for all funds and finances of the district.

Section 16. The district PTA fiscal year shall begin and end as designated in the bylaws and shall coincide with the fiscal year of the Virginia PTA/PTSA.

ARTICLE VI: MEMBERSHIP

Section 1. Membership in this district shall consist only of local units chartered by the Virginia PTA/PTSA as authorized by the National PTA in the Northern Virginia District.

#Section 2. Membership in this district shall be made available by this district PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Virginia PTA/PTSA Bylaws, as may be prescribed in the bylaws of the district PTA, to any local PTA/PTSA who subscribes to the Purposes and basic policies of the National PTA.

Section 3. Additional units may be accepted as members at any time.

Section 4. Only local units in good standing may participate in the business of the district.

Section 5. Only members of this district shall be eligible to vote in the business of the district or to serve in any elected or appointed positions.

#Section 6. Honorary Life Membership in the Virginia PTA/PTSA may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the Virginia PTA/PTSA. This fee shall be deposited in the special Life Membership-Scholarship Fund of the Virginia PTA/PTSA. Honorary Virginia Life Membership entitles a recipient to attend the State Convention as a non-voting participant without payment of the registration fee.

#Section 7. Honorary National Life Membership may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National PTA. Honorary National Life Membership provides only National Convention guest privileges upon payment of the convention registration fee.

#Section 8. A holder of an Honorary National or State Life Membership may be an active member only upon payment of dues in a local PTA/PTSA unit.

#ARTICLE VII: FINANCING

Section 1. The district shall be financed through the budget of the Virginia PTA/PTSA.

Section 2. The district shall not charge dues or make assessments of PTA/PTSA members, units or councils, but special district projects may be supported by voluntary contributions.

ARTICLE VIII: RESPONSIBILITIES OF THE DISTRICT

Section 1. To carry on effectively within the Northern Virginia District the work of the National PTA and the Virginia PTA/PTSA.

#Section 2. The district shall act as liaison between the Virginia PTA/PTSA and local units.

#Section 3. The district shall coordinate policies and current programs of local units with those of the Virginia PTA/PTSA.

#Section 4. The district shall submit votes cast by local unit members in their respective districts for the Proposed Legislation Program of the Virginia PTA/PTSA to the Legislation Committee chairman for tabulation.

#Section 5. The district shall not legislate for local PTA/PTSA units.

Section 6. The district shall offer advisory services to councils and local units.

Section 7. The district shall organize and strengthen units by working through councils where they exist and by working directly with the units where there is no council.

Section 8. The district shall provide leadership training.

Section 9. The district shall promote the use of the Virginia PTA/PTSA and National PTA publications.

ARTICLE IX: VOTING BODY

#Section 1. The voting body shall consist of the members of the district executive board and the president or his alternate and three (3) delegates of each local unit. Local units having membership in excess of one hundred (100) shall have one additional delegate for each fifty (50) memberships or major fraction thereof as reported on or before March 1 by records in the State Office, for the spring meeting; by June 30 for the fall meeting; or, for new units, ten (10) days prior to the district meeting.

Section 2. Members are entitled to only one vote even though they may serve in more than one position.

Section 3. The voting body shall vote on routine matters, the district other income budget, adoption of projects, adoption of bylaws, adoption of amendments, position statements and election of officers.

Section 4. All members of the voting body shall be members of local units in good standing with the Virginia PTA/PTSA and the National PTA.

ARTICLE X: OFFICERS AND THEIR ELECTION

Section 1. The officers of this district shall consist of:

- #a.** One district director;
- b. Two (2) assistant directors;
- c. A secretary;
- #d.** One treasurer

#Section 2. The director of each district shall be a member of the Virginia PTA/PTSA Board of Managers. Districts with membership in excess of thirty thousand (30,000) shall have one assistant director on the Board of Managers as provided in the Virginia PTA/PTSA Bylaws Article XVII, Section 3, sub-section i. Should one of the above be unable to attend a meeting of the Board of Managers, a district officer shall be designated as an alternate.

Section 3. Officers shall serve for a term of two (2) years or shall serve until their successors are elected. No district officer shall serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half (1/2) of the term shall be deemed to have served a full term in such office.

Section 4. Only members of a local PTA/PTSA whose state and national dues are paid and members whose individual dues to the local PTA/PTSA are paid shall be eligible to hold office, to serve on the executive board, to serve on a district committee, or to serve as a delegate to the district.

- Section 5.** A nominating committee shall be elected at the annual meeting prior to the election year.
- a. Each member of the committee must be a current member of a local PTA/PTSA unit in good standing within the district.
 - b. The committee shall consist of five (5) members, and shall include at least one local PTA/PTSA member from each of the cities and/or counties in the district whenever possible.
 - c. Immediately after its election, the committee shall meet (1) to elect a chairman and (2) to be instructed in its duties by the Virginia PTA/PTSA State Representative.
 - d. The committee shall nominate an eligible person for each office to be filled and report its nominees to the members of the executive board and to the presidents of each member association at least thirty (30) days before the annual meeting. At the annual meeting, additional nominations may be made from the floor.
 - e. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 6. The officers shall be elected by ballot at the annual meeting in alternate years by a majority vote of the accredited delegates to that meeting. If there is but one nominee for any office, election for that office may be by voice vote. The term of officers shall begin immediately following the close of the meeting at which officers were elected.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board, except in the case of the Director, when the First Assistant Director shall automatically become Director and the other assistant directors shall advance in rank. Notice of the election to fill a vacancy in office shall be given as prescribed in Article XIII, Section 5.

Section 8. When there is a complete breakdown in district organization, when the district executive board fails to carry out its duties in accordance with the provisions of these bylaws or the bylaws of the Virginia PTA/PTSA, the State President shall authorize a State Representative to call a meeting for the purpose of restoring the district to its proper function.

ARTICLE XI: DUTIES OF OFFICERS

- Section 1.** The District Director shall:
- #a. be a member of the Virginia PTA/PTSA Board of Managers, and if unable to attend a meeting of the Board of Managers, shall designate a district officer as an alternate;
 - #b. submit meeting dates to the State President by June 1 of each year;
 - c. preside at all meetings of the association;

- d. report and interpret the actions of the Board of Managers to the councils and local PTA/PTSA units within the district;
- e. work with the district executive board to direct the affairs of the district and to plan the annual district meeting;
- #f. work as a member of Virginia PTA/PTSA standing and special committees as assigned;
- g. give assistance to councils and local units within the district and perform such other duties as are appropriate to the office;
- h. serve as an ex-officio member of the executive board of the councils within the district;
- i. serve as an ex-officio member of all committees except the nominating committee.

Section 2. The Assistant Directors shall:

- a. act as aides to the director;
- b. in their designated order, perform the duties of the director in the absence or inability of that officer to act;
- c. accept assignment for extension work in designated areas;
- #d. if serving as a member of the Board of Managers, work as a member of Virginia PTA/PTSA committees as assigned;
- e. perform other delegated duties as assigned.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the association;
- #b. send copies of minutes of all meetings of the district, including executive board meeting minutes to the director within fifteen (15) days and the Virginia PTA/PTSA state office by June 1 of each year;
- c. receive and file reports from officers, chairmen, councils and local PTA/PTSA units;
- d. conduct correspondence as directed by the district executive board or the director;
- e. keep the official copy of the district bylaws in his/her files;
- f. perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- #a. keep full and accurate accounts of receipts and expenditures as described in Article V. Section 8;
- #b. authorize disbursements as approved by the district director, executive board or association in accordance with the budget adopted by the association;
- #c. have District Reimbursement Vouchers signed by two officers, preferably the treasurer and the district director, and forward to the appropriate officer for approval within thirty (30) days of incurrence of expense;
- #d. compile deposits of the district using the District Deposit Verification form and forward to the Virginia PTA/PTSA State Office for posting to district accounts;
- #e. be a member of the budget committee and assist in preparing the new fiscal year allotment budget for presentation to the executive board for approval and submission to the Virginia PTA by February 1 and preparing the new fiscal year other income budget for presentation to the membership for approval at the district annual meeting. After approved by the membership, the treasurer shall forward a copy of the district other income budget to the Virginia PTA/PTSA State Office by June 1;
- #f. present a written financial statement at every meeting of the association and at other times when requested by the executive board;
- #g. compile the annual financial reports as required by the Virginia PTA/PTSA and submit to the Virginia PTA/PTSA State Office by June 1;
- h. perform other delegated duties as assigned.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the district director, without delay, all records, books, and other materials pertaining to the office.

ARTICLE XII: EXECUTIVE COMMITTEE

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

Section 2. Duties of the executive committee shall be:

- a. to develop goals for the association for presentation to the executive board and district membership for approval;
- b. and to appoint standing and special committee chairmen and members of the standing and special committees.

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 district director or a majority of the executive committee, five (5) days' notice having been given. A majority of the executive committee shall constitute a quorum.

ARTICLE XIII: EXECUTIVE BOARD

Section 1. The executive board shall consist of the elected officers and standing committee chairmen, the president of each council PTA/PTSA, one representative from each county or city not having a council, and members of the Virginia PTA/PTSA Board of Managers residing in the district. The Virginia PTA/PTSA President shall serve in an advisory capacity to the district executive board.

#Section 2. A PTA member shall not serve as a voting member of a constituent organization'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 organization.

Section 3. The duties of the executive board shall be:

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing and special committees;
- d. to plan and carry out programs of leadership training within the district;
- e. to prepare and approve the proposed budget to be presented to the membership for adoption at the annual meeting;
- f. to approve the program of the annual meeting;

Section 4. Seven (7) members of the executive board shall constitute a quorum.

Section 5. The executive board shall hold at least six (6) meetings during the year. The time and place of these meetings shall be set at the first meeting of the officers after their election. Special meetings of the executive board may be called by the District Director or by a majority of the members of the board, five (5) days' notice being given.

ARTICLE XIV: GENERAL MEMBERSHIP MEETINGS

Section 1. The annual meeting shall be held in March or April prior to the spring meeting of the Virginia PTA/PTSA Board of Managers for the purpose of promoting the Virginia PTA/PTSA program; coordinating and extending PTA/PTSA work through councils and local units in the district; adopting the other income budget; electing officers in alternate years; and considering matters to be presented to the Virginia PTA/PTSA Board of Managers at the spring board meeting. The date and time of the annual meeting shall be set by the district director in consultation with the state president by June 1.

Section 2. A district legislation meeting shall be held prior to October 1 for the purpose of information and discussion relative to the annual Legislation Program of the Virginia PTA/PTSA.

Section 3. Each district shall hold a legislative workshop before the spring Board of Managers meeting to receive comments from the local units and councils on the preliminary draft of the proposed Legislation Program of the Virginia PTA/PTSA.

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

Section 5. Thirty (30) of the authorized delegates shall constitute a quorum.

Section 6. District meetings shall be open to all local PTA/PTSA members, but the privilege of making motions, and voting, shall be limited to the voting body as defined in Article IX, Sections 1 and 4.

Section 7. Special meetings may be called by the district director or executive board, five (5) days' notice having been given.

ARTICLE XV: COMMITTEES

#Section 1. Only members of this association shall be eligible to serve in any elected or appointed positions.

Section 2. Only current members of the association shall serve as a member of a standing or special committee.

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 association. Standing committee chairmen and committee members shall be appointed by the elected officers. 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 association. 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 quorum of any committee shall be a majority of its members.

Section 7. The district director shall be an ex-officio member of all committees except the nominating committee.

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

#ARTICLE XVI: FISCAL YEAR

The fiscal year of the district shall begin on July 1 and end on June 30.

#ARTICLE XVII: PARLIAMENTARY AUTHORITY

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

#ARTICLE XVIII: DISTRICT BYLAWS REVISIONS AND AMENDMENTS

Section 1. Bylaws shall be reviewed and amended with the following procedures:

- a. A committee shall be appointed to submit a revised 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 association 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/PTSA Bylaws Committee. The proposed bylaws revision or amendments require a two-thirds vote of the members present and voting.
- c. Submission of amendments and revised bylaws for approval by the State PTA shall be in accordance with the bylaws or regulations of the Virginia PTA/PTSA. (Reference Virginia PTA/PTSA Bylaws, Article VI, Section 24.)
- d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Virginia PTA/PTSA as are identified by the state symbol #.

- e. The adoption of an amendment to any provision of the Bylaws of the Virginia PTA/PTSA identified by the number symbol (#) shall serve automatically and without requirement of further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such amendments in its respective bylaws.

Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#ARTICLE XIX: APPROVAL OF BYLAWS

The bylaws of this district shall be submitted to the state office every five (5) years for approval by the Virginia PTA/PTSA Bylaws committee on behalf of the Virginia PTA/PTSA Board of Managers.

#Required by the Virginia PTA/PTSA