

# VIRGINIA PTA/PTSA BYLAWS



VIRGINIA CONGRESS  
OF  
PARENTS AND TEACHERS

Richmond, Virginia

Branch of National Congress of Parents and Teachers

**NOVEMBER 2008**

# BYLAWS

As revised at the annual convention  
October 1967, Roanoke

and

As amended at the annual convention

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October 1970, Norfolk  
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October 1973, Richmond  
October 1974, Roanoke  
October 1975, Richmond  
October 1976, Roanoke  
October 1977, Norfolk  
October 1978, Fredericksburg  
October 1979, Roanoke  
October 1980, Richmond  
November 1981, Norfolk  
October 1983, Richmond  
October 1984, Arlington  
November 1986, Richmond  
November 1987, Roanoke  
November 1989, McLean  
October 1991, Richmond  
November 1992, Reston  
November 1993, Norfolk  
November 1998, Williamsburg  
November 1999, Reston  
November 2000, Norfolk  
November 2001, Williamsburg  
November 2002, Richmond  
November 2003, Reston  
November 2004, Portsmouth  
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## INDEX

<u>Article</u>	<u>Title</u>	<u>Page</u>
I	Name	1
II	Articles of Organization	1
III	Purposes	1
IV	Basic Policies	1
V	Relationship with the National PTA	2
VI	Local PTA/PTSA's	4
VII	Membership and Dues	7
VIII	Nominations and Leadership Development Committee	9
IX	Virginia PTA/PTSA Committee on Election	10
X	Virginia PTA/PTSA Officers and Their Election	10
XI	Duties of Virginia PTA/PTSA Officers	11
XII	Virginia PTA/PTSA Board of Managers	13
XIII	Virginia PTA/PTSA Executive Committee	14
XIV	Committees and Designated Individual Positions on the Virginia PTA/PTSA Board of Managers	15
XV	Adoption of Virginia PTA/PTSA Legislation Program	16
XVI	Councils	17
XVII	Districts	18
XVIII	Virginia PTA/PTSA Committee on State and Local Relationships	20
XIX	Virginia PTA/PTSA Annual Convention	20
XX	National Convention	22
XXI	Virginia PTA/PTSA State Office	22
XXII	Virginia PTA/PTSA Fiscal Year	22
XXIII	Parliamentary Authority	22
XXIV	Amendments to the Virginia PTA/PTSA Bylaws	22

# VIRGINIA PTA/PTSA BYLAWS

## ARTICLE I: NAME

The name of this organization is the Virginia Congress of Parents and Teachers. It is commonly known as "Virginia PTA" or "Virginia PTA/PTSA" and will be referred to in these Bylaws as the "Virginia PTA/PTSA."

## #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 organization (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 Virginia PTA/PTSA, in common with those of 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 National PTA and the Virginia PTA/PTSA 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 Virginia PTA/PTSA in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes 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 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 the 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 THE NATIONAL PTA**

**Section 1.** The Virginia PTA/PTSA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Purposes of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Purposes of the National PTA and its obligation to comply with the bylaws of the National PTA, the Virginia PTA/PTSA is a self-governing organization with independent legal existence.

**Section 2.** The relationship of the Virginia PTA/PTSA with the National PTA and its duties, obligations and responsibilities are set forth in the bylaws of the National PTA and in the charter that is issued by the National PTA to the Virginia PTA/PTSA.

**Section 3.** 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 Virginia PTA/PTSA to amend correspondingly, the bylaws of the Virginia PTA/PTSA. Notwithstanding the automatic character of the amending process, the Virginia PTA/PTSA shall promptly incorporate such amendments in its bylaws.

**Section 4.** The bylaws of the Virginia PTA/PTSA and all amendments thereto shall be subject to approval by the committee on Bylaws of the Board of Directors of the National PTA.

**Section 5.** The Virginia PTA/PTSA shall provide appropriate procedures for the organization of local PTA/PTSAs within its area. The Virginia PTA/PTSA may determine the membership year for the local PTA/PTSAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTA/PTSAs.

**Section 6.** The Virginia PTA/PTSA may create or establish subsidiary organizations (districts or regions) within its area to facilitate the administration of the affairs of the Virginia PTA/PTSA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts (or regions).

**Section 7.** The Virginia PTA/PTSA may create or establish councils in counties, cities, or other areas designated by its Board of Managers for the purpose of conference, leadership training, and coordination of the efforts of local PTA/PTSA units, and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTA/PTSA units that shall be eligible for membership and participation in the work of any council shall be determined by the Virginia PTA/PTSA. Councils shall not legislate for local units.

**Section 8** In the event of surrender or withdrawal of its charter by the National PTA, in the manner provided in Article XIX of the National PTA bylaws, the Virginia PTA/PTSA is obligated:

- a. to yield up and surrender all of its books and records and all of its assets and property to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch organization established by the National PTA for the area of the Virginia PTA/PTSA;
- b. to yield up all of the books and records and all of the assets and property of any controlled organization and surrender them to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch organization established by the National PTA for the area of such state PTA. A controlled organization shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated or unincorporated, that is controlled by such state PTA. For purposes of this section, control means ownership by vote or value of more than 50 percent of the organization, power to appoint individuals to the governing body of the organization representing more than 50 percent of the voting power, or ownership of more than 50 percent of the beneficial interests in the organization. The state PTA shall cause the governing documents of the controlled organization to reflect this obligation;
- c. to cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or status as a branch or constituent organization of the National PTA; and
- d. to carry out promptly, under the supervision and direction of the National PTA, all proceedings necessary or desirable for the purpose of dissolving the Virginia PTA/PTSA.

**Section 9.** The Virginia PTA/PTSA is responsible for compliance by the local, council, district or region PTA/PTSAs within its area with the bylaws of the National PTA and the bylaws of the Virginia PTA/PTSA. The provisions of the Virginia PTA/PTSA bylaws relating to the withdrawal of the charter of a local PTA/PTSA (and the termination of its status as a PTA/PTSA unit) shall parallel the provisions of the bylaws of the National PTA relating to the withdrawal by the National PTA of the charter of the Virginia PTA/PTSA and the termination of the status of the Virginia PTA/PTSA as a branch of the National PTA.

**Section 10.** The Virginia PTA/PTSA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

**Section 11.** The Virginia PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of local PTA/PTSAs within its area, the national portion of membership dues collected by such local PTA/PTSAs, the amounts of such dues received by the Virginia PTA/PTSA, and the amounts of dues remitted to the National PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

## **ARTICLE VI: LOCAL PTA/PTSAs**

**#Section 1.** Local PTA/PTSAs shall be organized and chartered under the authority of the Virginia PTA/PTSA in the area in which the local PTA/PTSA 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 each local PTA/PTSA in its area an appropriate charter evidencing the due organization and good standing of the local PTA/PTSA.

A local PTA/PTSA in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the state and national portion of the dues to the Virginia PTA/PTSA by dates designed in these bylaws.
- c. Has bylaws approved according to the procedures of the Virginia PTA;
- d. Submits local unit officers form and verification of local unit's employer identification number (EIN) to the state office immediately upon election of officers and no later than June 15 annually; and
- e. Meets other criteria as may be prescribed by the Virginia PTA.

**#Section 2.** Each local PTA/PTSA 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.** Bylaws of each constituent organization shall include an article on amendments.

**#Section 4.** Each local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Virginia PTA/PTSA. 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 5.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Virginia PTA/PTSA.

- #Section 6.** Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA/PTSA:
- a. to yield up and surrender all of its books and records and all of its assets and property to the Virginia PTA/PTSA or to such agency as may be designated by the Virginia PTA/PTSA or to another local PTA/PTSA organized under the authority of the Virginia PTA/PTSA;
  - b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Virginia PTA/PTSA or status as a constituent organization of the National PTA; and
  - c. to carry out promptly, under the supervision and direction of the Virginia PTA/PTSA, all proceedings necessary or desirable for the purpose of dissolving such local PTA/PTSA.
- #Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.
- #Section 8.** Each officer or board member of a constituent organization shall be a member of a local PTA/PTSA within its area.
- #Section 9.** 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 10.** Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Virginia PTA/PTSA as provided in Article VII hereof.
- #Section 11.** 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 12.** Bylaws of each constituent organization shall include a provision establishing a quorum.
- #Section 13.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.
- #Section 14.** The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).
- #Section 15.** 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/PTSA to amend correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic character of the amending process, the local PTA/PTSAs shall promptly incorporate such amendments in their respective bylaws.
- #Section 16.** Local units 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 local unit's name must be used and not that of the Virginia PTA/PTSA.
- #Section 17.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by a two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days notice. The amount of such annual dues shall include the portions payable to the local unit, the Virginia PTA/PTSA and the National PTA.

- #Section 18.** Any dissolution of a local unit and termination of its affairs shall take place in the following manner:
- a. The executive committee (or other body that, under its bylaws, manages the affairs of the local PTA/PTSA) shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting. Such meeting shall be held only during the academic year of the school involved.
  - b. Written notice of the adoption of such resolution accompanied by a copy of the notice of the special meeting of members shall be given to the President of the Virginia PTA/PTSA at least twenty (20) days before the date fixed for such special meeting of the members. The President of the Virginia PTA/PTSA, or his/her designated representative, shall be permitted to attend the meeting and shall be accorded the courtesy of being allowed to speak for at least fifteen (15) minutes if he/she so desires, prior to the vote on dissolution.
  - c. Only those persons who were members in good standing of the local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on dissolution.
  - d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

**#Section 19.** One president shall preside over local PTA/PTSA associations as prescribed in its bylaws.

**#Section 20.** One treasurer shall be responsible for all PTA/PTSA funds and finances.

**#Section 21.** Auditing Procedures

- a. An auditing committee or a professional 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 members and no one with signature authority shall sit on the auditing committee.
- b. The local unit treasurer shall submit the books to the auditing committee or the professional 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 a local PTA/PTSA shall, upon resignation of a treasurer during a term, select an auditing committee or a professional auditor within one week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year end audit.
- d. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.
- e. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office within thirty (30) days following the adoption of the audit by the membership.

**#Section 22.** When a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990 or 990EZ report filed shall also be forward to the state office upon its completion.

**#Section 23.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the ending date the last day of a calendar month.

**#Section 24.** Local Unit Bylaws Revisions and Amendments

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 Virginia PTA/PTSA shall be in accordance with the bylaws or regulations of the Virginia PTA/PTSA.
- d. Each local PTA/PTSA 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/PTSA to amend correspondingly its bylaws. Notwithstanding the automatic character of the amending process, the local PTA/PTSA shall promptly incorporate such amendments in its respective bylaws.

**#Section 25.** Approval of bylaws

The bylaws of local PTA/PTSA units shall be submitted to the state office every five years for approval by the Virginia PTA/PTSA Bylaws Committee on behalf of the Board of Managers.

## **ARTICLE VII: MEMBERSHIP AND DUES**

**#Section 1.** Every individual who is a member of a local PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Virginia PTA/PTSA by which such local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.

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

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

**#Section 4.** Each member of a local PTA/PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Virginia PTA/PTSA (the "state portion") and the portion payable to the National PTA (the "national portion").

**#Section 5.** Only members of a local PTA/PTSA shall be eligible to vote in the business meetings of such PTA/PTSA or to serve in any of its elective or appointive positions.

**#Section 6.** The amount of the state portion of each member's dues shall be determined by the Virginia PTA/PTSA. The national portion of each member's dues shall be one (1) dollar and seventy-five cents (\$1.75) per annum.

**#Section 7.** The Virginia PTA/PTSA portion of each member's dues shall be seventy-five (75) cents per annum.

**#Section 8.** The state and national portions of the dues paid by each member of a local PTA/PTSA shall be set aside by the local PTA/PTSA and remitted to the Virginia PTA/PTSA through such channels and at such times as the state bylaws may provide. The Virginia PTA/PTSA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSAs in its area.

**#Section 9.** The Virginia PTA/PTSA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by the Virginia PTA/PTSA from all local PTA/PTSAs within its area for the month covered by the report. Such statement shall show the name and location of each local PTA/PTSA, the amount paid by it to the Virginia PTA/PTSA, and the number of new members in each local unit.

**#Section 10.** Membership shall be offered to students in grades 9-12 in PTSAs.

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

**#Section 12.** A person may hold membership in one or more local PTA/PTSA units upon payment of all-inclusive dues as required in each local unit bylaws.

**#Section 13.** Payment of State and National Dues

- a. The state and national portions of the dues paid by each member of a local PTA/PTSA shall be the property of the Virginia PTA/PTSA and National PTA, respectively, and shall not be included in the local unit's budget.
- b. Membership dues shall be remitted to the treasurer of the Virginia PTA/PTSA at the Virginia PTA/PTSA office on or before December 1. Additional membership dues received after December 1 shall be remitted to the Virginia PTA/PTSA treasurer on or before March 1. Membership dues received after March 1 shall be remitted to the Virginia PTA/PTSA treasurer on or before June 30.
- c. A list of members who joined the association during the reporting period shall be kept by the local unit and submitted to the Virginia PTA/PTSA when requested.

**#Section 14.** 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 15.** 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 16.** 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 VIII: NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE**

**Section 1.** A Nominations and Leadership Development Committee, consisting of seven (7) members from the Board of Managers, one from each of the six regions, and one at-large, shall be elected by ballot by the Board of Managers at its post-convention meeting in each election year. The six nominees, one from each region, who receive the highest number of votes and the at-large nominee who receives the highest number of votes shall constitute a committee. The seven nominees, one from each region and one at-large, receiving the next highest number of votes shall be named alternates. The committee shall elect its own chairman.

- a. Each member of this committee shall serve a term of two (2) years and shall not be eligible to serve consecutive terms.
- b. Only currently serving Board of Managers members shall be eligible to serve on the Nominations and Leadership Development Committee.

**Section 2.** The Nominations and Leadership Development Committee shall:

- a. Select one eligible nominee for each office.
- b. Send a report of the nominations to the secretary, who shall send a copy to each member of the Board of Managers not less than sixty (60) days prior to the date for the convening of the annual convention. The report shall be included in the official publications of the Virginia PTA/PTSA at least thirty (30) days prior to the annual convention.
- c. Report to the convention at the first general meeting, at which time additional nominations may be made from the floor, provided the consent of the nominee shall have been secured.
- d. Select one eligible nominee for each standing committee chairman to be elected.
- e. Insure that the consent of all nominees shall be secured prior to nomination.
- f. Insure that the nominees for chairman of standing committees shall be members of a local PTA/PTSA unit.
- g. Send a report of the nominations for standing committee chairmen, except those designated by the board to be elected at the Spring Board of Managers meeting, to the secretary who shall send a copy to each member of the Board of Managers and the nominees for officers thirty (30) days prior to the date for the convening of the annual convention.
- h. Send the names of the nominees for the standing committee chairmen to be elected at the Spring Board of Managers meeting to the members of the Board of Managers thirty (30) days prior to the spring Board of Managers Meeting.

- i. Develop and implement strategies, activities, and materials that encourage and cultivate PTA leadership at all levels of the Virginia PTA.

## **ARTICLE IX: VIRGINIA PTA/PTSA COMMITTEE ON ELECTION**

**Section 1.** A committee on election of seven (7) members from the Board of Managers, one from each of the six regions, and one at-large, shall be elected by the Executive Committee at its Spring Meeting in an election year. The six nominees, one from each region, who receive the highest number of votes and the at-large nominee who receives the highest number of votes shall constitute a committee. The seven nominees, one from each region and one at-large, receiving the next highest number of votes shall be named alternates.

**Section 2.** The committee on election shall:

- a. have charge of the election at the annual convention in an election year.
- b. be responsible for the preparation of the ballots, which shall show the names of all nominees for each office, with sufficient space for write-in votes.
- c. be responsible for collecting voting credentials from members.
- d. have at least two of its members on duty at the polls during the voting period.
- e. be responsible for tabulation of the votes and make a complete report to the convention of the votes cast.

## **ARTICLE X: VIRGINIA PTA/PTSA OFFICERS AND THEIR ELECTION**

**Section 1.** The officers of the Virginia PTA/PTSA shall be a president, a president-elect, a vice-president, a secretary and a treasurer, who are elected for a term of two (2) years and shall serve until their successors are elected. The president-elect shall succeed automatically to the office of president at the end of his/her term as president-elect.

**Section 2.** The president-elect, vice-president, secretary and treasurer shall be elected by the membership at large in the state.

**Section 3.** The following provisions shall govern the qualifications and eligibility of persons to be officers of the Virginia PTA/PTSA:

- a. Each officer shall be a member of a local PTA/PTSA in Virginia.
- b. No person shall serve more than one term in the office of president, president-elect, vice-president, secretary or treasurer. An officer who has served for more than one-half of a full term shall be deemed to have served a full term in such office. A full term shall be defined as serving from one election year convention to the next election year convention.
- c. A person may be nominated for president-elect, vice-president, secretary or treasurer only if he/she has served on the Board of Managers for at least one term.
- d. No person shall serve on the Board of Managers in more than one capacity for more than sixty (60) days.

- e. Item "d" shall not apply to members of the Board whose term expires within six months following their election.

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

- a. Officers shall be elected on the second day of the annual convention in an election year.
- b. Voting shall be by ballot, and a majority vote shall elect. However, if there is but one nominee for office, election for that office may be by voice vote. The secretary shall be responsible for destroying all ballots at the end of convention.
- c. Officers shall assume their duties immediately following the close of the convention at which they were elected.

**Section 5.** Vacancies in any office shall be filled by the following method:

- a. A vacancy occurring in any office except that of president or president-elect, shall be filled for the unexpired term by a person elected by the Board of Managers. In case of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the term. The vacancy in the office of president-elect shall be filled at the next convention by the voting body. In the interim, the duties of president-elect shall be delegated by the president.
- b. Voting shall be by ballot if there is more than one nominee for the office. All ballots will be destroyed by the secretary at the end of the meeting.
- c. If a 10-day notice of the election is given to the members of the Board of Managers, a majority of the votes cast shall constitute an election. Without such notice a two-thirds vote of those present and voting shall be required.

**Section 6.** Any officer may be removed by a two-thirds (2/3) vote of the Board of Managers whenever in their judgment the best interest of the Virginia PTA/PTSA will be served thereby. Such removal constitutes a vacancy in that office.

## **ARTICLE XI: DUTIES OF VIRGINIA PTA/PTSA OFFICERS**

**Section 1.** The President shall:

- a. be chief executive officer of the association. Subject to the powers vested in the Board of Managers and the executive committee, shall have general charge and supervision of the business affairs of the association and shall perform the duties usually incident to the office of president of a nonprofit (not-for-profit) corporation organized under the laws of the Commonwealth of Virginia. When authorized by the Board of Managers, shall have power to sign and execute all authorized bonds, stock certificates, mortgages, contracts, agreements or other obligations in the name of the association, and shall perform other duties and exercise such other powers as may be assigned.
- b. preside at meetings of the Virginia PTA/PTSA, the Board of Managers, and the executive committee.
- c. submit a report of PTA/PTSA work in the state for inclusion in the annual report to the National PTA.

- d. engage a parliamentarian, on behalf of the association, to serve at the convention and at such other meetings as the president may designate and to render such other services as the president may deem advisable.
- e. coordinate the work of officers and committees in order that the Purposes of the PTA may be promoted.
- f. serve as ex-officio of all committees except the Nominations and Leadership Development Committee.

The president is a member of the National PTA Council of States. If the president or president-elect is unable to attend a meeting of the National PTA Council of States, a state officer may be authorized by the Virginia PTA/PTSA Board of Managers as an alternate, except in cases of emergency, when the president may appoint an alternate.

**Section 2.** The President-Elect shall:

- a. work by direction of and in cooperation with the president and fulfill such other duties as may be assigned by the president.
- b. perform the duties and exercise the powers of the president in the absence or inability of that officer to serve.

**Section 3.** The Vice-President shall:

- a. act as an aide to the president and shall perform the duties of the president and/or the president-elect in the absence or inability of those officers to serve.
- b. perform such other duties as assigned by the president.

**Section 4.** The Secretary shall:

- a. record the minutes of meetings of the Virginia PTA/PTSA, the Board of Managers and the executive committee. Copies of all minutes shall be sent to the State Office within fifteen (15) days.
- b. notify all nominees for officers and chairmen of standing committees of election results.
- c. issue calls to meetings to the Board of Managers and executive committee.
- d. be responsible for the mailing of a copy of minutes of all meetings to each member of the Board of Managers.
- e. conduct all correspondence authorized by the annual convention, the Board of Managers or the executive committee.
- f. perform such other duties as assigned by the president.

**Section 5.** The Treasurer shall:

- a. collect and receive all monies due the Virginia PTA/PTSA and the National PTA.
- b. be the custodian of the funds of the Virginia PTA/PTSA and deposit them in a depository approved by the Board of Managers.

- c. disburse the funds of the Virginia PTA/PTSA in accordance with the budget approved by the Board of Managers and/or upon direction of the Virginia PTA/PTSA, the Board of Managers or the executive committee.
- d. present a statement of accounts at all meetings of the Board of Managers and of the executive committee and at other times as requested by the president.
- e. remit monthly to the national treasurer all monies due the National PTA, accompanied by a statement giving the name and location of each local PTA/PTSA, the amount paid by it to the State PTA and the number of members in each local unit.
- f. close the books at the end of the fiscal year and submit them for audit to a certified public accountant approved by the executive committee, such audit to be published in the official publications of the Virginia PTA/PTSA at least thirty (30) days prior to the annual convention.
- g. submit a report of the current budget in the official publications of the Virginia PTA/PTSA at least thirty (30) days prior to the annual convention. This report shall be included in the material given to delegates at the annual convention.
- h. receive the audited financial report from the Certified Public Accountants and submit it to the annual convention.
- i. perform such other duties as assigned by the president.

Duties of the treasurer may be delegated to one or more staff personnel designated by the executive committee. The treasurer shall give fidelity bonds in amounts determined by the executive committee. The expense of these bonds shall be borne by the Virginia PTA/PTSA.

**Section 6.** All Officers shall:

- a. perform the duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. deliver to their successors all official material within fifteen (15) days following the close of the convention at which their term of office expires.

**ARTICLE XII: VIRGINIA PTA/PTSA BOARD OF MANAGERS**

**Section 1.** Membership

The officers of the Virginia PTA/PTSA, directors and assistant directors or their alternates (as provided in ARTICLE XVII, Section 3, sub-section i), and the chairmen of standing committees shall constitute the Board of Managers.

**Section 2.** Prohibitions

A PTA member shall not serve simultaneously as a voting member of a state board while serving as a paid employee of that state board.

### **Section 3. Duties**

The Board of Managers shall:

- a. have authority over the affairs of the Virginia PTA/PTSA during the interim between its annual convention, except those specifically delegated to the executive committee. It may not, however, modify any action taken by the convention.
- b. decide all questions involving failure of its members or its authorized divisions to comply with the bylaws of the Virginia PTA/PTSA, by a two-thirds (2/3) vote of the entire Board by ballot.
- c. adopt rules for the transaction of business and practices for carrying on the program of the Virginia PTA/PTSA, provided they do not conflict with these bylaws.
- d. adopt at its spring meeting a budget for the following fiscal year. Authorize any necessary changes in the budget during the year following reports by the budget chairman.
- e. determine from time to time the geographic boundaries of the districts and regions which make up the divisions of the Virginia PTA/PTSA.
- f. receive individual written reports annually from its members.
- g. determine the organizational structure of implementing the work of the Virginia PTA/PTSA.
- h. send all final reports of significant projects, outstanding achievements, official and legal documents to the State Office to be placed in permanent files in the Virginia PTA/PTSA archives no later than fifteen (15) days after leaving the office.

### **Section 4. Meetings**

- a. Regular meetings of the Board shall be held in the spring; immediately before each annual convention; after the convention in an election year; and at such other times as the Board itself may determine.
- b. Special meetings may be called by the president or shall be called upon the written request of five (5) members of the Board of Managers.
- c. At least thirty (30) days' notice of regular meetings and ten (10) days' notice of special meetings of the Board of Managers shall be given by the secretary.

### **Section 5. Quorum**

Twenty (20) members of the Board of Managers shall constitute a quorum for the transaction of business.

## **ARTICLE XIII: VIRGINIA PTA/PTSA EXECUTIVE COMMITTEE**

### **Section 1. Membership**

There shall be an executive committee of the Virginia PTA/PTSA comprised of the elected officers, one district director/assistant district director from each region, two standing committee chair representatives, and the chairman of the Field Service committee.

## **Section 2. Duties**

The executive committee shall:

- a. perform the duties delegated to it in these bylaws.
- b. transact the business of the Virginia PTA/PTSA between meetings of the Board of Managers, provided that the action of the committee shall not conflict with that of the Board or of the Virginia PTA/PTSA.
- c. submit to the Board of Managers such recommendations as it deems advisable.
- d. employ the professional staff to direct the activities of the State Office, under the general supervision of the president; authorize positions necessary to perform the work of the Virginia PTA/PTSA; fix salaries and make provisions for the welfare and security of all office personnel.
- e. approve the program for the annual convention of the Virginia PTA/PTSA.
- f. decide questions of cooperation with other state organizations.

## **Section 3. Meetings**

- a. The executive committee shall meet in regular session immediately before the spring and fall meetings of the Board of Managers and once in the winter. The winter meeting shall be held within seventy-five (75) days after the election, in an election year.
- b. A special meeting shall be called by the president for orientation for chairmen of standing committees within sixty (60) days of the State Convention in an election year.
- c. A special meeting of the executive committee shall be held at the call of the president or upon the request of three (3) members of the committee provided at least three (3) days' notice is given, except under emergency conditions wherein a quorum of the executive committee is present for the Board of Managers meeting or other related meeting.
  - (1) Only the President shall have the authority to call for an electronic vote. The established quorum of the executive committee shall prevail. Results must be recorded in the minutes. Rules governing electronic voting shall be established.
- d. A majority of the total number of members of the executive committee shall constitute a quorum for the transaction of business.

# **ARTICLE XIV: COMMITTEES AND DESIGNATED INDIVIDUAL POSITIONS ON THE VIRGINIA PTA/PTSA BOARD OF MANAGERS**

## **Section 1. Standing Committees and Designated Board Positions**

- a. Standing committees may be created by the Board of Managers as deemed necessary to promote the Purposes and to carry on the work of the Virginia PTA/PTSA.
- b. Each standing committee shall consist of a state chairman, who shall be a member of the Board of Managers, and such other persons as may be approved by the executive committee. All standing committees shall include a minimum of one member at large.

- c. Chairmen of standing committees shall be elected for a term of two (2) years. No chairman shall be eligible to serve in the same capacity for more than two consecutive terms.

**Section 2.** Election of Chairmen of Standing Committees

- a. Chairmen of standing committees, except those designated by the board to be elected at the spring Board of Managers meeting, shall be elected biennially at a post-convention meeting of the elected officers, the chairmen of committees, district directors, and assistant district directors (as provided in ARTICLE XVII, Section 3, sub-section i) immediately following the convention.
- b. The chairman of the committees designated by the board to be elected at the spring Board of Managers meeting shall be elected biennially by the Board of Managers at the Spring Board of Managers Meeting.

**Section 3.** Vacancies in Chairmanships and Designated Positions

- a. A vacancy occurring in the chairmanship of a standing committee shall be filled by the Executive Committee at its next regular meeting, provided notice of the vacancy has been given in the call for the meeting. Nominations shall be made from the floor provided the consent of the nominee has been secured.
- b. If a ten (10) day notice is given to the Executive Committee members, a majority of the votes cast shall constitute an election. Without such notice, a two-thirds (2/3) vote of those present and voting shall be required.

**Section 4.** Special Committees

Special committees may be created and appointed by the president or the Board of Managers.

**Section 5.** President Ex Officio

The president shall be a member ex officio of all committees except the committees on nominations and elections.

**ARTICLE XV: ADOPTION OF VIRGINIA PTA/PTSA LEGISLATION PROGRAM**

**Section 1.** State Legislation Program

- a. The Virginia PTA/PTSA Legislation Program shall be reviewed annually. Legislative action items and changes in policy statements shall be presented to local units annually for adoption.
- #b. The Virginia PTA/PTSA Legislation Program shall be voted on by individual local units and recorded on official tally sheets. Local unit tally sheets shall be forwarded to district directors prior to the pre-convention Board of Managers meeting.
- c. Each of the district directors shall submit the votes cast by local unit members in their respective districts to the Legislation Committee chairman for tabulation. Items not receiving a majority vote will be dropped from the program. Results will be announced at convention.
- d. Legislative issues arising between conventions shall be handled by the Board of Managers in accordance with Board standing rules.

## ARTICLE XVI: COUNCILS

### #Section 1. Purpose

The purpose of a council shall be to promote the Purposes and interests of the Virginia PTA/PTSA, to strengthen the local units in its membership, and to provide for conference and cooperation among the member units on matters of mutual concern within the council boundaries.

### Section 2. Relationship with Virginia PTA/PTSA and Local Units

- a. A council is a group consisting of a majority of the Virginia PTA/PTSA units within a designated area approved by the Board of Managers. A council shall have unit membership only and must consist of at least three (3) local PTA/PTSA units.
- b. A council is organized by authorization of the Board of Managers of the Virginia PTA/PTSA.
- #c. Councils shall operate under bylaws approved on behalf of the Board of Managers by the Virginia PTA/PTSA Committee on Bylaws or its designee every five (5) years.
- #d. A council may not legislate for local units in its membership.
- e. Councils 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 council's name must be used and not that of the Virginia PTA/PTSA.
- #f. A minimum of four council meetings a year is required.
- #g. One president shall preside over PTA councils as prescribed in its bylaws.
- #h. One treasurer shall be responsible for all funds and finances of the council.

### #Section 3. Auditing Procedures

- a. An auditing committee or a professional 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 members and no one with signature authority shall sit on the auditing committee.
- b. The treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year. The audit report shall be submitted in writing to the executive board within three weeks of its receipt by the professional auditor or the auditing committee.
- c. Upon resignation of a treasurer during a term, the executive board shall select an auditing committee or a professional auditor within one week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year end audit.
- d. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.

- e. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office within thirty (30) days following the adoption of the audit by the membership.

**#Section 4.** When a council is required to file a 990 or 990EZ per IRS regulations, a copy of the 990 or 990EZ report filed shall also be forwarded to the state office upon its completion.

## **ARTICLE XVII: DISTRICTS**

**Section 1.** Relationship with Virginia PTA/PTSA, councils and local units:

- a. Districts are geographical divisions of the Virginia PTA/PTSA designated by the Board of Managers for convenience in administering the work of the PTA/PTSA and shall be governed by the bylaws of the Virginia PTA/PTSA.
- b. Members of the State Board of Managers residing in the district and council presidents shall be members of the district executive board. The state president and the president-elect shall serve in an advisory capacity to the district executive committee.
- #c. The district shall not legislate for local units.
- #d. A local PTA/PTSA shall be a member of the district designated by the Virginia PTA/PTSA.
- #e. The district shall act as liaison between the Virginia PTA/PTSA and local units, to coordinate policies and current programs of local units with those of the Virginia PTA/PTSA, and shall submit votes cast by local unit members in their respective districts for the Proposed Legislation Program to the Legislation Committee chairman for tabulation.
- #f. Local units are entitled to be represented at the Annual District Meeting and the District Legislation Workshop by the president or alternate and three other voting delegates. If the membership is larger than one hundred (100), there shall be one additional delegate for each fifty (50) memberships or major fraction thereof.
- #g. 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 2.** Financing

- a. The district shall be financed through the budget of the Virginia PTA/PTSA.
- b. The district shall not charge dues or make assessment of PTA/PTSA members, units or councils, but special district projects may be supported by voluntary contributions.

**Section 3.** Officers and their Election

- #a. One director shall preside over the district PTA as described in its bylaws.
- #b. One treasurer shall be responsible for all funds and finances of the district.

- c. Officers shall be a district director, one or more assistant district directors, a secretary and a treasurer.
- d. Officers shall be elected for a term of two (2) years or 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 a full term shall be deemed to have served a full term in such office.
- e. Only members of local PTA/PTSA units within the district shall be eligible to hold office.
- f. A nominating committee shall be elected at the annual meeting prior to the election year. The committee shall consist, insofar as possible, of one local PTA/PTSA member from each of the cities and counties in the district. Immediately after its election, the committee shall meet (1) to elect a chairman and (2) to be instructed in its duties by a member of the Board of Managers appointed by the president. The committee shall elect one nominee for each office and report to the next annual meeting, at which time additional nominations may be made from the floor. No person may be placed in nomination, either by the committee or from the floor, without the consent of the nominee.
- g. Officers shall be elected by ballot at the annual district meeting in alternate years by a majority vote of the accredited delegates to that meeting. If there is but one nominee for any office, the election may be by voice vote for that office.
- h. The term of office shall begin immediately at the close of the meeting at which officers were elected.
- i. The director of each district shall be a member of the Virginia PTA/PTSA Board of Managers. Districts with membership in excess of 30,000 shall also have one assistant director on the Board of Managers. 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.
- j. 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 director, when the first assistant director shall automatically become director and the other assistant directors shall advance in rank.
- k. When there is a complete breakdown in district organization or when the district executive board fails to carry out its duties in accordance with the provisions of the bylaws, the State President shall authorize a member of the Board of Managers to call a meeting for the purpose of restoring the district to its proper function.

**#Section 4. Meetings**

- a. Each District shall hold an annual meeting in March or April, prior to the spring meeting of the Board of Managers, for the purpose of promoting the Virginia 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 Board of Managers at the Spring Board Meeting.
- b. Each district shall hold a workshop prior to the Spring Board of Managers Meeting to receive comments from local units and councils on the preliminary draft of the Proposed Legislation Program of the Virginia PTA/PTSA and shall hold a meeting prior to October 1 for the purpose of information and discussion relative to the annual Legislation Program of the Virginia PTA/PTSA.

- c. The date and time of the annual meeting shall be set by the district director in consultation with the state president.
- d. 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 5.** District Bylaws

- a. Districts may not adopt such bylaws for the transaction of business as are in conflict with the bylaws of the Virginia PTA/PTSA or the National PTA.
- b. These district bylaws shall include duties of officers, composition and duties of executive committee and creation and operation of standing and special committees.
- #c. District bylaws shall be approved on behalf of the Board of Managers by the Virginia PTA/PTSA Bylaws Committee or its designee every five (5) years.

**ARTICLE XVIII: VIRGINIA PTA/PTSA COMMITTEE ON STATE  
AND LOCAL RELATIONSHIPS**

**Section 1.** The Virginia PTA/PTSA is responsible for compliance by the local PTA/PTSAs within its area with the bylaws of the National PTA, the bylaws of the Virginia PTA/PTSA and the bylaws of the local PTA.

**Section 2.** The executive committee of the Virginia PTA/PTSA shall function as the Committee on State and Local Relations.

**Section 3.** The executive committee shall review any alleged violations by local PTA/PTSAs of the National PTA bylaws, of these bylaws or of their own bylaws or other practices or activities of local PTA/PTSAs that may tend to defeat the Purposes and basic policies of the Virginia PTA/PTSA or National PTA, and shall make prompt report to the Board of Managers of the results of such review and its recommendations for actions.

**Section 4.** The Board of Managers shall give due consideration to the report of the executive committee and shall accord to the local PTA/PTSA an opportunity to be heard and to respond to the report. If upon such consideration and hearing the Board of Managers finds a violation by the local PTA/PTSA, it may, by a two-thirds (2/3) vote of all of its members then in office, require the local PTA/PTSA to take appropriate action within a period of time stipulated by the Board of Managers. When such a requirement has been made by the Board of Managers and if the recommended action is not taken by the local PTA/PTSA within the allotted time, the Board of Managers may, by a two-thirds (2/3) vote of all of its members then in office, grant the local PTA/PTSA an extension of time of not less than six (6) months nor more than eighteen (18) months in which to achieve satisfactory compliance with the action required by the Board of Managers. Failing such compliance, the Board of Managers may, subject to concurrence in such action by the next annual convention, withdraw the charter of the local PTA/PTSA and terminate its status as a local PTA/PTSA.

**ARTICLE XIX: VIRGINIA PTA/PTSA ANNUAL CONVENTION**

The annual convention shall be the governing body of the Virginia PTA/PTSA.

**Section 1.** Date and Place

- a. A regular convention of the Virginia PTA/PTSA shall be held annually during the months of October or November, the time and place to be fixed one year or more in advance by the Virginia PTA/PTSA.
- b. The call to convention shall be sent from the State Office to members of the Board of Managers, council presidents, and local presidents at least thirty (30) days' before the convention and shall be published in the official publications of the Virginia PTA/PTSA. Local unit presidents shall be responsible for informing their membership of the time and place of the convention.
- c. The call to convention shall state the order of events with precedence being given to necessary convention business.

**Section 2.** Voting Body

- a. The voting body at convention of the Virginia PTA/PTSA shall consist of members of the Board of Managers, council presidents or alternates chosen by their councils and accredited delegates from local units.
- b. Each local unit shall be entitled to be represented by its president or alternate and by two delegates or alternates for the first 200 members or less and an additional delegate or alternate for each 100 members or major fraction thereof in addition to the first 200, as shown on the books of the state treasurer at the close of the previous fiscal year, or for new local associations, ten (10) days prior to the opening day of convention.
- c. The convention of the Virginia PTA/PTSA shall be open to all members, upon payment of a registration fee determined by the Board of Managers, but the privilege of making motions, debating and voting shall be limited to the voting body as defined in item "a".

**Section 3.** Convention Resolutions

- a. Resolutions will be considered if received by the Virginia PTA/PTSA state office post-marked no later than midnight sixty (60) days prior to the first day of convention.
- b. Emergency resolutions pertaining to events which have become public knowledge after the deadline stated in Section 3(a) must be submitted in person by any maker of the resolution to the Resolutions Committee by 6:00 p.m. on the first day of the convention and may be brought to the convention floor on a two-thirds (2/3) vote of the delegates.
- c. The manner in which the Resolutions Committee shall prepare its report for presentation to the convention shall be determined by the Board of Managers.
- d. Convention resolutions with legislative intent adopted at the annual convention shall become part of the Virginia PTA/PTSA Legislation Program.

**Section 4.** Quorum

One hundred and twenty-five (125) voting members, representing a majority of the districts, shall constitute a quorum.

## **ARTICLE XX: NATIONAL CONVENTION**

**#Section 1.** The Virginia PTA/PTSA shall be entitled to accredit to the annual convention as its delegates:

- a. the president of the Virginia PTA/PTSA;
- b. one additional delegate from among the members of the state PTA for each one thousand (1,000) members, or major fraction thereof, of the Virginia PTA/PTSA, as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.

**Section 2.** The selection of the delegates and alternates shall be authorized by the Board of Managers.

## **ARTICLE XXI: VIRGINIA PTA/PTSA STATE OFFICE**

A state office shall be maintained and shall be under the general supervision of the president of the Virginia PTA/PTSA.

## **ARTICLE XXII: VIRGINIA PTA/PTSA FISCAL YEAR**

The fiscal year of the Virginia PTA/PTSA shall begin on July 1 and end on the following June 30.

## **#ARTICLE XXIII: 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, and the bylaws of the National PTA, or the articles of incorporation.

## **ARTICLE XXIV: AMENDMENTS TO THE VIRGINIA PTA/PTSA BYLAWS**

**Section 1.** Requirements

These bylaws may be amended by two-thirds (2/3) vote of those present and voting at any annual convention provided the following requirements shall have been complied with:

- a. The proposed amendment shall have been submitted to the Committee on Bylaws by March 1 for study and recommendation by the committee or proposed by the Board of Managers at the Spring Board Meeting.
- b. A copy of the proposed amendment as recommended by the Committee on Bylaws shall be sent from the State Office to each member of the Board of Managers thirty (30) days before the Spring Board meeting at which it is to be considered.
- c. After consideration by the Board, a copy of all proposed amendments, approved by the Board of Managers, shall be mailed with the call to convention at least thirty (30) days prior to the opening day of convention.

- d. Unapproved amendments submitted by an individual or constituent association may be resubmitted to the Executive Committee for reconsideration within thirty (30) days after notice of disapproval. The Executive Committee may reverse the Board of Managers' action with a three-fourths (3/4) vote. The proposed amendment will then be included in the pre-convention mailing and brought to the convention floor on a two-thirds (2/3) vote of the delegates.

**#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 Virginia PTA/PTSA to amend correspondingly these bylaws. Notwithstanding the automatic character of the amending process, the state PTAs shall promptly incorporate such amendments in their respective bylaws.

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