

**BYLAWS**  
**OF**  
**Virginia**  
**PTA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

Richmond, Virginia

Branch of National Congress of Parents and Teachers

JANUARY 2019

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### **#PTA Mission**

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### **#PTA Values**

**Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

**Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

**Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

**Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

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# VIRGINIA PTA BYLAWS

## #Article 1: Name

The name of this association is Virginia Congress of Parents and Teachers. It is also commonly known, and will be referred to in these bylaws, as “Virginia PTA.”

## #Article 2: Purposes

10 **Section 1. Objectives.** The purpose or purposes (Objects) of Virginia PTA, in common with  
11 those of National PTA corporation, will hereafter pursue are:

- 12
- 13 a. To promote the welfare of children and youth in home, school, places of worship, and  
14 throughout the community.
  - 15
  - 16 b. To raise the standards of home life.
  - 17
  - 18 c. To advocate for laws that further the education, physical and mental health, welfare,  
19 and safety of children and youth.
  - 20
  - 21 d. To promote the collaboration and engagement of families and educators in the  
22 education of children and youth.
  - 23
  - 24 e. To engage the public in united efforts to secure the physical, mental, emotional,  
25 spiritual, and social well-being of all children and youth, and
  - 26
  - 27 f. To advocate for fiscal responsibility regarding public tax dollars in public education  
28 funding.
  - 29

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

34

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

## #Article 3: Principles

39  
40  
41  
42 The following are basic principles of Virginia PTA in common with those of National PTA:

- 43
- 44 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
  - 45

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

52  
53 c. The association shall work to promote the health and welfare of children and youth,  
54 and shall seek to promote collaboration among families, schools, and the community at  
55 large.

56  
57 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional  
58 expertise shall be guiding principles for service in Virginia PTA.

59  
60 **#Article 4: Relationship with National PTA and Constituent Associations**

61  
62 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
63 association and (b) the certificate of incorporation or articles of incorporation of such association  
64 (in cases in which the association is a corporation) or the articles of organization by whatever  
65 name (in cases in which the association exists as an unincorporated association).

66  
67 **Section 2.** The Virginia PTA:

68  
69 a. Virginia PTA is a branch of National PTA and exists at the state level. Virginia PTA is  
70 a self-governing association with independent legal existence.

71  
72 b. The relationship of Virginia PTA with National PTA and its duties, obligations and  
73 responsibilities are set forth in the bylaws of National PTA and in the charter which is  
74 issued by National PTA.

75  
76 c. The bylaws of Virginia PTA and all amendments thereto shall be subject to approval  
77 by the committee on Bylaws of the Board of Directors of the National PTA.

78  
79 d. Virginia PTA is obligated to comply with bylaws of National PTA. The adoption of  
80 any amendment to National PTA bylaws shall serve automatically and without the  
81 requirement of further action by Virginia PTA to amend correspondingly.  
82 Notwithstanding the automatic character of the amending process, Virginia PTA shall  
83 promptly incorporate such amendments in its bylaws.

84  
85 e. Virginia PTA may create or establish councils in counties, cities, or other areas  
86 designated by its Board of Directors for the purpose of conference, leadership training,  
87 and coordination of the efforts of local PTA/PTSA units, and may prescribe the form and  
88 content of the bylaws or other articles of organization of such councils. The local  
89 PTA/PTSA units that shall be eligible for membership and participation in the work of  
90 any council shall be determined by Virginia PTA.

92 f. Virginia PTA shall submit to National PTA a report of its work and activities for  
93 inclusion in the annual report of National PTA.

94  
95 g. Virginia PTA shall keep such permanent books of account and records as shall be  
96 sufficient to establish the items of gross income, receipts, and disbursements of the  
97 association, including, specifically, the number of local PTAs/PTSAs within its area, the  
98 national portion of membership dues collected by such local PTAs/PTSAs, the amounts  
99 of such dues received by Virginia PTA, and the amounts of dues remitted to National  
100 PTA. Such books of account and records shall at all reasonable times be open to  
101 inspection by an authorized representative of National PTA.

102  
103 h. There shall be no proxy voting by any constituent association of National PTA.

104  
105 **Section 3.** The constituent associations of Virginia PTA shall consist of districts, councils and  
106 local units in their area.

107  
108 a. Each constituent association shall adopt such bylaws for the governance of the  
109 association as may be approved by Virginia PTA. Such bylaws shall not be in conflict  
110 with the bylaws of Virginia PTA or the bylaws of National PTA. Such bylaws shall  
111 include an article on amendments and shall include a provision establishing a quorum.

112  
113 b. Virginia PTA shall provide appropriate procedures for the organization of local  
114 PTAs/PTSAs within its area. Virginia PTA shall determine the membership year for the  
115 local PTAs/PTSAs in its area and prescribe the form and content of the bylaws or other  
116 articles of organization of such local PTAs/PTSAs.

117  
118 c. Virginia PTA may create or establish subsidiary associations (districts) within its area  
119 to facilitate the administration of the affairs of Virginia PTA and for carrying out its  
120 programs and may prescribe the form and content of the bylaws or other articles of  
121 organization of such districts.

122  
123 d. Each officer or board member of a constituent association shall be a member of a local  
124 PTA/PTSA within its area.

125  
126 e. Virginia PTA is responsible for compliance by the district, council and local  
127 PTAs/PTSAs within its area with the bylaws of National PTA and bylaws of Virginia  
128 PTA.

129  
130 f. Virginia PTA shall set provisions for the withdrawal of the charter of a council and  
131 local PTA/PTSA (and the termination of its status as PTA/PTSA).

132  
133 g. There shall be no proxy voting by any constituent association of National PTA.

134  
135 h. A PTA/PTSA member shall not serve as a voting member of a constituent  
136 association's board at the local, council, district, state or national level while serving as a  
137 paid employee of, or under contract to, that constituent association.

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

j. Each constituent association shall include in its bylaws provisions corresponding to the provisions of Virginia PTA bylaws as are identified by the state symbol #.

**Section 4. Committee on State and Local Relations:**

a. Virginia PTA is responsible for compliance by the local PTAs/PTSAs, councils, and districts within its area with the bylaws of National PTA, the bylaws of Virginia PTA and the bylaws of the local PTA/PTSA.

b. The executive committee of Virginia PTA shall function as the Committee on State and Local Relations.

c. The executive committee shall review any alleged violations by local PTAs/PTSAs and councils of local, council, Virginia PTA, and National PTA bylaws, other practices or activities that may tend to defeat the purposes and basic policies of Virginia PTA or National PTA. The executive committee shall make prompt report to the Board of Directors the results of such review and its recommendations for actions.

d. The Board of Directors shall give due consideration to the report of the executive committee and shall accord to the local PTAs/PTSAs and councils an opportunity to be heard and to respond to the report. If upon such consideration and hearing the Board of Directors finds a violation, it may, by two-thirds (2/3) vote of all of its members then in office, require to take appropriate action within a period of time stipulated by the Board of Directors. When such a requirement has been made by the Board of Directors and if the recommended action is not taken within the allotted time, the Board of Directors may, by two-thirds (2/3) vote of all of its members then in office, withdraw its status as a PTA/PTSA or council of Virginia PTA according to the procedures described in these bylaws.

**#Article 5: Membership and Dues**

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

183 **Section 2.** Membership in Virginia PTA shall be open, without discrimination, to anyone who  
184 believes in and supports the mission and purposes of National PTA.

185  
186 **Section 3.** Each local PTA/PTSA shall conduct an annual enrollment of members but may admit  
187 persons to membership at any time.

188  
189 **Section 4.** Each member of a local PTA/PTSA shall pay annual dues as may be determined by  
190 the association. The amount of dues shall include the portion payable to Virginia PTA of one  
191 dollar and fifty cents (\$1.50) per annum (the “state portion”), and the portion payable to National  
192 PTA of two dollars and twenty-five cents (\$2.25) per annum (the “national portion”).

193  
194 **Section 5.** Only members of a local PTA/PTSA shall be eligible to vote in the business of such  
195 PTA/PTSA or to serve in any of its elected or appointed positions.

196  
197 **Section 6.** The amount of the state portion of each member’s dues shall be determined by  
198 Virginia PTA.

199  
200 **Section 7.** Virginia PTA shall make remittances, on a monthly basis, to National PTA of the  
201 amounts due to National PTA. Each remittance shall be accompanied by a statement of the dues  
202 received by Virginia PTA from all local PTAs/PTSAs within its area for the month covered by  
203 the report. Such statement shall show the name and location of each local PTA/PTSA, the  
204 amount paid by it to Virginia PTA, and the number of new members in each local unit.

205  
206 **Section 8.** PTSAs with students in secondary schools, as defined by their local school division,  
207 shall offer membership to students.

208  
209 **Section 9.** The membership term is July 1 to June 30.

210  
211 **Section 10.** A person may hold membership in one or more local PTA/PTSA units upon payment  
212 of all-inclusive dues as required in each local unit bylaws.

213  
214 **Section 11.** Payment of State and National Dues:

215  
216 a. The Virginia PTA and National PTA portions of the dues paid by each member of a  
217 local PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively,  
218 and shall not be included in the local unit’s budget.

219  
220 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
221 or before November 1. Additional membership dues received after November 1 shall be  
222 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.  
223 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
224 Virginia PTA state office on or before March 1. Membership dues received after March 1  
225 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.

226

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

229  
230 **Section 12.** Virginia PTA Honorary Life Membership may be conferred for distinguished  
231 service, for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special  
232 Life Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
233 entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without  
234 payment of the registration fee.

235  
236 **Section 13.** National PTA Life Achievement Award may be conferred for distinguished service,  
237 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
238 Life Achievement Award provides only National Convention guest privileges upon payment of  
239 the convention registration fee.

240  
241 **Section 14.** A holder of a Virginia PTA Honorary Life Membership or National Life  
242 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
243 unit.

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

245  
246  
247 **Section 1.** The officers of Virginia PTA shall consist of:

248 #a. One (1) president.

249  
250  
251 b. One (1) president-elect.

252  
253 c. Three (3) vice presidents.

254  
255 #d. A secretary.

256  
257 #e. One (1) treasurer.

258  
259 **Section 2.** Officers shall serve for a term of two (2) years and/or shall serve until their successor  
260 is elected. The president-elect shall succeed automatically to the office of president at the end of  
261 his/her term as president-elect.

262  
263 **Section 3.** The president-elect, three (3) vice presidents, secretary and treasurer shall be elected  
264 at the annual meeting in odd numbered years.

265  
266 **Section 4.** The following provisions shall govern the qualifications and eligibility of persons to  
267 be officers of Virginia PTA:

268  
269 a. Each officer shall be a member of a local PTA/PTSA unit in good standing in Virginia.

270



271 b. No person shall serve more than one (1) term in office of president or president-elect.  
272 A person shall not be eligible to serve more than two (2) consecutive terms in the office  
273 of vice president, secretary or treasurer. A person who has served in an office for more  
274 than one-half (1/2) of a full term shall be deemed to have served a full term in such  
275 office. A full term shall be defined as serving from one (1) election year annual meeting  
276 to the next election year annual meeting.

277  
278 c. A person may be nominated for president-elect, only if he/she has served on the Board  
279 of Directors for at least one (1) term.

280  
281 d. Any person may be nominated for vice-president, secretary, or treasurer.

282  
283 e. No person shall serve on the Board of Directors in more than one (1) capacity for  
284 more than sixty (60) days, unless the current term expires within six (6) months following  
285 the election.

286  
287 f. No person shall hold more than one (1) elected office at a time on this state board.  
288

289 **Section 5.** Officers shall be elected by the following method:

290  
291 a. Officers shall be elected at the annual meeting in odd numbered years.

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

298  
299 c. Officers shall assume their duties immediately following the close of the annual  
300 meeting at which they were elected.  
301

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

303  
304 a. A vacancy occurring in any office except that of president or president-elect, shall be  
305 filled for the unexpired term by a person elected by a majority vote of the Board of  
306 Directors at their next scheduled meeting. In case of a vacancy in the office of president,  
307 the president-elect shall become president and shall hold office for the balance of the  
308 term. The vacancy in the office of president-elect shall be filled at the next annual  
309 meeting by the voting body. In the interim, the duties of president-elect shall be delegated  
310 by the president.

311  
312 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
313 majority of the votes cast shall constitute which nominees are elected. However, if there  
314 is but one nominee for office, election for that office may be by voice vote. If by ballot  
315 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

316  
317 c. When a ten (10) day notice of the election is given to the members of the Board of  
318 Directors, a majority of votes cast shall constitute an election. Without such notice a two-  
319 thirds (2/3) vote of those present and voting shall be required.

320  
321 **Section 7.** Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors,  
322 according to procedures described in the Standard Operating Procedures (SOP), whenever in  
323 their judgment the best interest of Virginia PTA will be served thereby. Such removal constitutes  
324 a vacancy in that office.

325  
326 **Article 7: Duties of Officers**

327  
328 **Section 1.** The president shall:

329  
330 a. Be chief executive officer of the association. Subject to the powers vested in the Board  
331 of Directors and the executive committee, the president shall have general charge and  
332 supervision of the business affairs of the association and shall perform the duties usually  
333 incident to the office of president of a nonprofit corporation organized under the laws of  
334 the Commonwealth of Virginia.

335  
336 b. When authorized by the Board of Directors, have power to sign and execute all  
337 authorized bonds, stock certificates, mortgages, contracts, agreements or other  
338 obligations in the name of the association, and shall perform other duties and exercise  
339 such other powers as may be assigned.

340  
341 c. Preside at all meetings of Virginia PTA, the Board of Directors, and the executive  
342 committee.

343  
344 d. Submit a report of Virginia PTA for inclusion in the annual report to National PTA.

345  
346 e. Engage a parliamentarian, on behalf of the association, to serve at the annual meeting  
347 and at such other meetings as the president may designate and to render such other  
348 services as the president may deem advisable.

349  
350 f. Coordinate the work of officers and committees in order that the purposes of PTA may  
351 be promoted.

352  
353 g. Have the authority to create or appoint special committees.

354  
355 h. Maintain and supervise the Virginia PTA state office.

356  
357 i. Serve as an ex-officio member of all Virginia PTA committees except the Nominations  
358 Committee.

359  
360 **Section 2.** The president-elect shall:

361

- 362 a. Work by direction of and in cooperation with the president and fulfill such other duties  
363 as may be assigned by the president.
- 364
- 365 b. Perform the duties and exercise the powers of the president in the absence or inability  
366 of that officer to serve.
- 367
- 368 c. Serve as an ex-officio member of all Virginia PTA committees and non-voting member  
369 of the nominations committee.
- 370
- 371 d. Perform other delegated duties as assigned.
- 372

373 **Section 3.** The vice president of training shall:

- 374 a. Be responsible for all training.
- 375
- 376 b. Act as an aide to the president.
- 377
- 378 c. Perform other delegated duties as assigned.
- 379

380

381 **Section 4.** The vice president of programs shall:

- 382
- 383 a. Be responsible for all programs.
- 384
- 385 b. Act as an aide to the president.
- 386
- 387 c. Perform other delegated duties as assigned.
- 388

389 **Section 5:** The vice president of advocacy shall:

- 390
- 391 a. Be responsible for all advocacy.
- 392
- 393 b. Act as aide to the president.
- 394
- 395 c. Perform other delegated duties as assigned.
- 396

397 **Section 6.** The secretary shall:

- 398
- 399 a. Record the minutes of meetings of Virginia PTA, the Board of Directors and the  
400 executive committee. Copies of all minutes shall be sent to the Virginia PTA state office  
401 within fifteen (15) days.
- 402
- 403 b. Notify all nominees for officers and chairmen of standing committees of election  
404 results.
- 405
- 406 c. Conduct all correspondence authorized by the annual meeting, the Board of Directors  
407 or the executive committee.

408  
409 d. Ensure that all ballots are destroyed after votes.

410  
411 e. Perform other delegated duties as assigned.

412  
413 **Section 7.** The treasurer shall:

414  
415 a. Be the custodian of the funds of Virginia PTA and deposit them in a depository  
416 approved by the Board of Directors.

417  
418 b. Disburse the funds of Virginia PTA in accordance with the budget approved by the  
419 Board of Directors and/or upon direction of Virginia PTA, the Board of Directors or the  
420 executive committee.

421  
422 c. Present a statement of accounts at all meetings of the Board of Directors and of the  
423 executive committee and at other times as requested by the president.

424  
425 d. Remit monthly to the national treasurer all monies due to National PTA, accompanied  
426 by a statement giving the name and location of each PTA/PTSA, the amount paid by it to  
427 the Virginia PTA and the number of new members in each local unit.

428  
429 e. Close the books at the end of the fiscal year and submit them for audit to a certified  
430 public accountant approved by the executive committee. The approved audit shall be  
431 published in the next official publication of Virginia PTA.

432  
433 f. Submit a financial report in the official publications of Virginia PTA at least thirty (30)  
434 days prior to the annual meeting. This report shall be included in the material given to  
435 delegates at the annual meeting.

436  
437 g. Receive the audited financial report from the Certified Public Accountants.

438  
439 h. Under direction of the executive committee ensure adequate bonding and liability  
440 insurance is purchased by Virginia PTA to protect all assets.

441  
442 i. Perform other delegated duties as assigned.

443  
444 **Article 8: Executive Committee**

445  
446 **Section 1.** There shall be an executive committee of Virginia PTA comprised of the elected  
447 officers.

448  
449 **Section 2.** The executive committee shall:

450  
451 a. Submit to the Board of Directors such recommendations as it deems advisable.

452  
453 b. Employ the professional staff to direct the activities of the Virginia PTA state office,

454 under the general supervision of the president; authorize positions necessary to perform  
455 the work of Virginia PTA; fix salaries and make provisions for the welfare and security  
456 of all office personnel.

457  
458 **Section 3.** The executive committee shall meet as deemed necessary.

459  
460 **Section 4.** A special meeting of the executive committee shall be held at the call of the president  
461 or upon the request of three (3) members of the committee provided at least three (3) days'  
462 notice is given, except under emergency conditions wherein a quorum of the executive  
463 committee is present for the Board of Directors meeting or other related meeting.

464  
465 **Section 5.** Only the president shall have the authority to call for an electronic vote. The  
466 established quorum of the executive committee shall prevail. Results must be recorded in the  
467 minutes. Rules governing electronic voting shall be established.

468  
469 **#Section 6.** The executive committee may hold meetings by telephone conference or through  
470 other electronic communications media so long as all the members can simultaneously hear each  
471 other and participate during the meeting. Some or all of the members may participate  
472 electronically at a meeting held at a central location so long as all the members can  
473 simultaneously hear each other and participate during the meeting.

474  
475 **Section 7.** A quorum of the executive committee shall be a majority of the members of the  
476 committee then in office.

477

## 478 **Article 9: Board of Directors**

479

480 **Section 1.** The elected officers of Virginia PTA, District Directors or their alternates, the  
481 Communications Chair, the Bylaws Chair, the Extension Chair, and the Nominations Committee  
482 Chair shall constitute the Board of Directors. The Executive Director shall also be a member of  
483 the Board of Directors but shall serve in a non-voting capacity. Each board member shall be a  
484 member of a local PTA/PTSA unit in good standing chartered by Virginia PTA.

485

486 **Section 2.** The Board of Directors shall:

487

488 a. Have the authority over the affairs of Virginia PTA during the interim between its  
489 annual meeting, except those specifically delegated to the executive committee. It may  
490 not, however, modify any action taken by the delegates to the annual meeting.

491

492 b. Decide all questions involving failure of its members or its authorized divisions to  
493 comply with the bylaws of Virginia PTA, by a two-thirds (2/3) vote of the entire board by  
494 ballot.

495

496 c. Adopt Standard Operating Procedures (SOP) for the transaction of business and  
497 practices for carrying on the program of Virginia PTA, provided they do not conflict with  
498 these bylaws.

499

- 500 d. Consider legislative issues arising between annual meetings according to the SOP.
- 501
- 502 e. Be authorized to create standing and special committees.
- 503
- 504 f. Adopt:
- 505
- 506 1. A budget for the following fiscal year.
- 507
- 508 2. Any changes in the budget during the year following reports by the budget
- 509 chairman.
- 510
- 511 3. Virginia PTA Legislative Program and legislative priorities.
- 512
- 513 g. Determine the geographic boundaries of the districts and regions which make up
- 514 Virginia PTA.
- 515
- 516 h. Send all final reports of significant projects, outstanding achievements, official and
- 517 legal documents to the Virginia PTA state office to be placed in permanent files in
- 518 Virginia PTA archives no later than fifteen (15) days after leaving office.
- 519
- 520 i. Consider, review and approve proposed bylaws amendments as placed forward by the
- 521 committee on bylaws according to the direction of these bylaws and the SOP.
- 522
- 523 j. Elect the nominations committee chair.
- 524
- 525 **#Section 3.** Only the president shall have the authority to call for an electronic vote. The
- 526 established quorum of the Board of Directors shall prevail. Results must be recorded in the
- 527 minutes. Rules governing electronic voting shall be established.
- 528
- 529 **Section 4.** Regular meetings of the board shall be held at least three (3) times a year and at such
- 530 other times as the board itself may determine.
- 531
- 532 a. Special meetings may be called by the president or shall be called upon the written
- 533 request of five (5) members of the Board of Directors.
- 534
- 535 b. At least thirty (30) days' notice of regular meetings and ten (10) days' notice of special
- 536 meetings of the Board of Directors shall be given.
- 537
- 538 c. Meetings may be held by telephone conference or through other electronic
- 539 communications media so long as all the members can simultaneously hear each other
- 540 and participate during the meeting.
- 541
- 542 d. May allow some or all of the members to participate electronically at a meeting held at
- 543 a central location so long as all the members can simultaneously hear each other and
- 544 participate during the meeting.
- 545

546 **Section 5.** A quorum of the Board of Directors shall be a majority of the members of the board  
547 then in office.

### 548 **Article 10: Committees**

549  
550  
551 **Section 1.** Standing and special committees may be created by the Board of Directors as deemed  
552 necessary to promote the purposes and to carry on the work of Virginia PTA.

- 553  
554 a. Each standing and special committee shall consist of a chair and committee members.  
555  
556 b. Chairmen of standing committees shall be elected by the Board of Directors for a term  
557 of two (2) years. The committee chairmen shall be elected at the post annual conference  
558 meeting. No chairman shall be eligible to serve in the same capacity for more than two  
559 (2) consecutive terms.  
560  
561 c. Chairmen of special committees shall be appointed by the executive committee.  
562  
563 d. The standing and special committee members shall be appointed by the executive  
564 committee.

565  
566 **Section 2.** Standing committee chairmen shall assume their duties immediately following their  
567 election.

568  
569 **#Section 3.** Only the committee chair shall have the authority to call for an electronic vote. The  
570 established quorum of the committee shall prevail. Results must be recorded in the minutes.  
571 Rules governing electronic voting shall be established.

572  
573 **#Section 4.** Committees may hold meetings by telephone conference or through other electronic  
574 communications media so long as all the members can simultaneously hear each other and  
575 participate during the meeting. Some or all of the members may participate electronically at a  
576 meeting held at a central location so long as all the members can simultaneously hear each other  
577 and participate during the meeting.

578  
579 **Section 5.** The quorum of any committee shall be a majority of its members.

580  
581 **Section 6.** A vacancy occurring in the chairmanship of a standing committee shall be filled by  
582 the executive committee as soon as possible.

### 583 **Article 11: Nominations Committee**

584  
585  
586 **Section 1.** The Nominations Committee shall consist of seven (7) members and two (2)  
587 alternates. The members shall consist of one (1) member from each of the six (6) regions, when  
588 possible, and one (1) member from any region; the alternates shall be from different regions. The  
589 members shall be elected by ballot by the Board of Directors at its fall meeting in an election  
590 year.

591 a. Each member of this committee shall serve a term of two (2) years and shall not be  
592 eligible to serve consecutive terms unless necessary for regional representation.

593

594 b. The Board of Directors shall elect the chair.

595

596 **Section 2.** The Nominations Committee shall:

597

598 a. Select one (1) eligible nominee for each office and/or standing committee chairman  
599 position.

600

601 b. Report nominees for officer positions to the annual meeting delegates at the first  
602 general session, at which time, additional nominations may be made from the floor,  
603 provided the nominee meets state requirements and consent of the nominee has been  
604 secured.

605

606 c. Nominees from the floor must provide written intent to the state president at least thirty  
607 (30) days prior to the first day of the annual meeting.

608

609 **Section 3.** In the event of a vacancy for president-elect, the members shall select one (1) eligible  
610 candidate to fill such vacancy according to these bylaws.

611

## 612 **#Article 12: Districts**

613

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

615

616 a. Districts are geographical divisions of Virginia PTA designated by the Board of  
617 Directors for the purpose of administering the work of PTA and shall be governed by the  
618 bylaws of Virginia PTA.

619

620 b. Members of the Virginia PTA Board of Directors residing in the district and the  
621 council presidents shall be members of the district board.

622

623 c. The Virginia PTA president and the president-elect shall serve in an advisory capacity  
624 to the district executive board.

625

626 d. Districts shall not legislate for councils or local PTAs/PTSAs; that is a district shall not  
627 impose any action on the council or local PTA/PTSA units. However, by a majority vote  
628 of the council voting body or the local PTA/PTSA unit's general membership, the district  
629 may initiate action in matters of common interest within district boundaries. Districts  
630 may address legislative items or issues if the position on the legislative item or issue does  
631 not conflict with that of the Virginia PTA Legislative Program. The district's name must  
632 be used and not that of Virginia PTA.

633

634 e. A local PTA/PTSA shall be a member of the geographical district as designated by  
635 Virginia PTA.



- 636  
637 f. The district shall act as liaison between Virginia PTA and local units.  
638  
639 g. The district shall coordinate policies and current programs of local units with those of  
640 Virginia PTA.

641  
642 **Section 2.** Officers and their election:

- 643  
644 a. Officers shall be one (1) district director, one (1) or more assistant district directors, a  
645 secretary, and one (1) treasurer or a secretary/treasurer.  
646  
647 b. Officers shall be elected and serve for a term of two (2) years or until their successors  
648 are elected. No district officer shall serve more than two (2) consecutive terms in the  
649 same office. Officers who have served in an office for more than one-half (1/2) of a full  
650 term shall be deemed to have served a full term.  
651  
652 c. Each officer or board member of a district PTA shall be a member of a local  
653 PTA/PTSA in good standing within its district.

654  
655 **Section 3.** The district shall be financed through the District Allocation Budget of Virginia PTA.

656  
657 **Section 4.** Bylaws of the district shall be submitted to the Virginia PTA state office every five  
658 (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA  
659 Board of Directors.

660  
661 **#Article 13: Councils**

662  
663 **Section 1.** A council is a group of Virginia PTA units within a designated area approved and  
664 authorized by the Board of Directors and must consist of at least three (3) local PTA/PTSA units.  
665 Each officer or board member of a council shall be a member of a local PTA/PTSA in good  
666 standing within its area.

667  
668 **Section 2.** The purpose of a council shall be to:

- 669  
670 a. Promote the purposes and mission of Virginia PTA.  
671  
672 b. Support the local units in its membership.  
673  
674 c. Provide for conference and cooperation among the member units on matters of mutual  
675 concern within the council boundaries.

676  
677 **Section 3.** A council in good standing shall:

- 678  
679 a. Adhere to the purposes and basic policies of the PTA.  
680

- 681 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
682 and one (1) treasurer.  
683  
684 c. Have a minimum of four (4) council meetings a year.  
685  
686 d. Submit council bylaws to the Virginia PTA state office every five (5) years for  
687 approval by Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
688 Directors.  
689  
690 e. Submit council unit officer's contact information form and verification of council  
691 unit's employer identification number (EIN) to the Virginia PTA state office immediately  
692 upon election of officers annually.  
693  
694 f. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
695 fifteen (15) days following the adoption of the audit report by the general membership.  
696  
697 g. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office  
698 within fifteen (15) days of filing.  
699  
700 h. Meet other criteria as shall be prescribed by Virginia PTA.

701  
702 **Section 4.** Councils shall not legislate for local PTA/PTSA units; that is a council shall not  
703 impose any action on the local PTA/PTSA units. However, by a majority vote of the local  
704 PTA/PTSA units in its general membership, the council may initiate action in matters of  
705 common interest within council boundaries. Councils may address legislative items or issues if  
706 the position on the legislative item or issue does not conflict with that of the Virginia PTA  
707 Legislative Program. The council's name must be used and not that of Virginia PTA.

708  
709 **Section 5.** The council fiscal year shall begin and end as designated in the bylaws with the  
710 ending date the last day of a calendar month.

711  
712 **Section 6.** The charter of the council shall be subject to withdrawal and the status of such  
713 association as a PTA unit shall be subject to termination, in the manner and under the  
714 circumstances provided in the bylaws of Virginia PTA.

715  
716 **Section 7.** The council is obligated upon withdrawal of its charter by Virginia PTA:

717  
718 a. To yield up and surrender all of its books and records and all of its assets and property  
719 to Virginia PTA or to such agency as may be designated by Virginia PTA or to another  
720 local PTA/PTSA organized under the authority of Virginia PTA.

721  
722 b. To cease and desist from the further use of any name that implies or connotes  
723 association with Virginia PTA, National PTA, or status as a constituent association of  
724 National PTA.  
725

726 c. To carry out promptly, under the supervision and direction of Virginia PTA, all  
727 proceedings necessary for the purpose of dissolving such council PTA.  
728

729 **Section 8.** Any dissolution of a council and termination of its affairs shall take place in the  
730 following manner:

731  
732 a. The executive board shall adopt a written resolution recommending that the council be  
733 dissolved and directing that the question of such dissolution be submitted to a vote at a  
734 special meeting of the voting body having voting rights at the time of the meeting.  
735

736 1. Only those funds approved by the voting body in the current budget year may  
737 be spent.  
738

739 2. Written notice of the adoption of such resolution accompanied by a copy of the  
740 notice of the special meeting for the voting body shall be given to the president of  
741 Virginia PTA at least thirty (30) days before the date fixed for such special  
742 meeting of the members.  
743

744 3. The council shall provide a complete membership list including contact  
745 information to the Virginia PTA state office at least thirty (30) days before the  
746 date fixed for such special meeting of the members.  
747

748 b. Written notice stating the purpose of such meeting to consider dissolving the council  
749 shall be given to each local unit at least thirty (30) days prior to the date of such meeting.  
750 Such meeting shall be held only during the academic school year.  
751

752 c. A dissolution quorum must be met for the voting body of the council to consider the  
753 resolution to dissolve. The dissolution quorum includes the required quorum for general  
754 membership meetings per council bylaws plus a majority of the executive board  
755 members.  
756

757 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
758 representative, shall be permitted to attend the meeting and shall be allowed to speak for  
759 a minimum of sixty (60) minutes followed by a maximum of sixty a (60) minute question  
760 and answer session.  
761

762 e. Voting shall be by ballot.  
763

764 f. Only the voting body of the council on the date of adoption of the resolution and who  
765 continues to be the voting body on the date of the special meeting shall be entitled to vote  
766 on dissolution.  
767

768 g. Upon the dissolution of this association, after paying or adequately providing for the  
769 debts and obligations of the association, the association's financial holdings, property, all  
770 records and all remaining assets shall be distributed to Virginia PTA held in escrow and

771 if not claimed by the resolved unit within two (2) years, it remains with the Virginia PTA  
772 in order to further the mission and purpose of the Virginia PTA.

773  
774 h. Upon adoption to dissolve, the council’s charter will be withdrawn by Virginia PTA in  
775 accordance with state bylaws.

776  
777 **#Article 14: Local PTAs/PTSAs**  
778

779 **Section 1.** Local PTAs/PTSAs shall be organized and chartered under the authority of Virginia  
780 PTA in the area in which the local PTA/PTSA functions, in conformity with such rules and  
781 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.

782  
783 **Section 2.** A local PTA/PTSA in good standing shall:

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

785  
786 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary  
787 and one (1) treasurer.

788  
789 c. Submit bylaws of the local PTA/PTSA to the Virginia PTA state office every five (5)  
790 years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA  
791 Board of Directors.

792  
793 d. Submit a local unit officers contact information form and verification of local unit’s  
794 employer identification number (EIN) to the Virginia PTA state office immediately upon  
795 election of officers annually.

796  
797 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
798 within fifteen (15) days following the adoption of the audit report by the general  
799 membership.

800  
801 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office  
802 within fifteen (15) days of filing.

803  
804 g. Remit the Virginia PTA and National PTA portion of the dues to Virginia PTA by the  
805 dates designated in these bylaws.

806  
807 h. Provide information for members who have joined the association during the reporting  
808 period as prescribed by Virginia PTA.

809  
810 i. Meets other criteria as shall be prescribed by Virginia PTA.

811  
812 **Section 3.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association  
813 as may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of  
814 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on  
815 amendments and shall include a provision establishing a quorum.  
816

817

818 **Section 4.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
819 serve automatically and without the requirement of further action by the local PTA/PTSA to  
820 amend correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic  
821 character of the amending process, the local PTAs/PTSAs shall promptly incorporate such  
822 amendments in their respective bylaws.

823

824 **Section 5.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
825 PTA/PTSA in good standing.

826

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

829

830 **Section 7.** The members of the nominating committee for officers of a constituent association  
831 shall be elected by the general membership.

832

833 **Section 8.** The local PTA/PTSA may address legislative items or issues if the position on the  
834 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The  
835 local unit's name must be used and not that of Virginia PTA.

836

837 **Section 9.** The local PTA/PTSA fiscal year shall begin and end as designated in its bylaws with  
838 the ending date the last day of a calendar month.

839

840 **Section 10.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of  
841 such association as a PTA/PTSA unit shall be subject to termination, in the manner and under the  
842 circumstances provided in the bylaws of Virginia PTA.

843

844 **Section 11.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA:

845

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

849

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

853

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

856

857 **Section 12.** Any dissolution of a local unit and termination of its affairs shall take place in the  
858 following manner:

859

860 a. The executive board shall adopt a written resolution recommending that the local  
861 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted

862 to a vote at a special meeting of the general membership having voting rights at the time  
863 of the meeting.

864  
865 1. Only those funds approved by the general membership in the current budget  
866 year may be spent.

867  
868 2. Written notice of the adoption of such resolution accompanied by a copy of the  
869 notice of the special meeting for the members shall be given to the president of  
870 Virginia PTA at least thirty (30) days before the date fixed for such special  
871 meeting of the members.

872  
873 3. A complete membership list including contact information to the Virginia PTA  
874 state office at least thirty (30) days before the date fixed for such special meeting  
875 of the members.

876  
877 b. Written notice stating the purpose of such meeting to consider dissolving the local  
878 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of  
879 such meeting. Such meeting shall be held only during the academic school year.

880  
881 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
882 to consider the resolution to dissolve. The dissolution quorum includes the required  
883 quorum for general membership meetings per local unit bylaws plus a majority of the  
884 executive board members.

885  
886 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
887 representative, shall be permitted to attend the meeting and shall be allowed to speak for  
888 a minimum of sixty (60) minutes followed by a maximum of sixty (60) minute question  
889 and answer session.

890  
891 e. Voting shall be by ballot.

892  
893 f. Only those persons who are members of the local PTA/PTSA on the date of adoption  
894 of the resolution and who continue to be members on the date of the special meeting shall  
895 be entitled to vote on dissolution.

896  
897 g. Upon the dissolution of this association, after paying or adequately providing for the  
898 debts and obligations of the association, the association's financial holdings, property, all  
899 records and all remaining assets shall be distributed to Virginia PTA held in escrow and  
900 if not claimed by the resolved unit within two (2) years, it remains with the Virginia PTA  
901 in order to further the mission and purpose of the Virginia PTA.

902  
903 h. Upon adoption to dissolve, the unit's charter will be withdrawn by Virginia PTA in  
904 accordance with state bylaws.

905  
906 **Section 13.** Each member of local PTA/PTSA shall pay annual dues to the association as  
907 approved by a two-thirds (2/3) vote of members present and voting after having been given at

908 least thirty (30) days written notice. The amount of such annual dues shall include the portions  
909 payable to the local unit, council (if a member of a council), Virginia PTA and National PTA.  
910

911 **Section 14.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
912 designated in these bylaws.  
913

## 914 **Article 15: Annual Meeting**

915

916 **Section 1.** A regular meeting of Virginia PTA shall be held annually, the time and place to be  
917 designated by the Board of Directors.  
918

919 a. The call to the annual meeting shall be sent from the Virginia PTA state office to  
920 members of the Board of Directors, council presidents, and local unit presidents at least  
921 forty-five (45) days before the annual meeting and shall be published in the official  
922 publications of Virginia PTA. Local unit presidents shall be responsible for informing  
923 their membership of the time and place of the annual meeting.  
924

925 b. The call to the annual meeting shall state the order of events with precedence being  
926 given to necessary annual meeting business.  
927

928 c. The voting body at the annual meeting shall consist of members of the Board of  
929 Directors, council presidents or alternates chosen by their councils and accredited  
930 delegates from local units in good standing.  
931

932 d. Each local unit in good standing shall be entitled to be represented by its president or  
933 alternate and by two (2) delegates or alternates for the first two hundred (200) members  
934 or less and an additional delegate or alternate for each one hundred (100) members or  
935 major fraction thereof in addition to the first two hundred (200), as shown on the books  
936 of the state treasurer at the close of the previous fiscal year, or for new local associations,  
937 ten (10) days prior to the first day of the annual meeting.  
938

939 e. The annual meeting shall be open to all members, upon payment of a registration fee  
940 determined by the Board of Directors, but the privilege of making motions, debating and  
941 voting shall be limited to the voting body.  
942

943 **Section 2.** One hundred (100) delegates present and voting representing a majority of the  
944 districts, shall constitute a quorum for the annual meeting.  
945

946 **Section 3.** Voting on routine matters may be by voice vote; however, motions requiring two-  
947 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by  
948 the verified voting body of this association.  
949

950 **Section 4.** A committee on election of seven (7) members from the Board of Directors, one (1)  
951 from each of the six (6) regions, whenever possible, and one (1) at-large, shall be elected by the  
952 executive committee at least 45 days prior to the annual meeting when an election is to be held.  
953 The committee on election shall:

- 954  
955 a. Have charge of the election at the annual meeting in an odd numbered year.  
956  
957 b. Be responsible for collecting voting credentials from members.  
958  
959 c. Have at least two (2) of its members on duty at the polls during the voting period.  
960  
961 d. Be responsible for tabulation of the votes and make a complete report to the annual  
962 meeting delegates, of the votes cast.  
963  
964 e. Vacancies occurring on the committee shall be filled by the president.  
965

966 **Section 5.** In the event of a state or national emergency, such as war, epidemic, or disaster, the  
967 annual meeting may be cancelled. If cancelled in an election year, the current officers would  
968 continue to serve until the emergency has passed and an annual meeting can be held.  
969

970  
971 **Article 16: Resolutions**  
972

973 **Section 1.** Resolutions to be considered must be received by the Virginia PTA state office  
974 postmarked no later than midnight sixty (60) days prior to the first day of the annual meeting.  
975

976 a. All resolutions to be considered must be submitted by a PTA/PTSA member of a local  
977 unit in good standing.  
978

979 b. Emergency resolutions pertaining to events which have become public knowledge after  
980 the submission deadline must be submitted in person by the maker of the resolution to the  
981 chairperson of the Resolutions Committee, no later than 6:00 p.m., on the first day of the  
982 annual meeting. A two-thirds (2/3) vote of the delegates is required to consider  
983 emergency resolutions.  
984

985 **Section 2.** Annual meeting resolutions with legislative intent adopted at the annual meeting shall  
986 become part of the Virginia PTA Legislation Program.  
987

988  
989 **Article 17: National Convention**  
990

991 **#Section 1.** Virginia PTA shall be entitled to accredit to the annual convention as it delegates:  
992

993 a. The president of Virginia PTA.  
994

995 b. Five (5) delegates plus one (1) additional delegate from among the members of the  
996 state PTA for each one thousand (1,000) members, or major fraction thereof, of Virginia  
997 PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31  
998 preceding the annual convention.  
999



1000 **Section 2.** The selection of the delegates and alternates shall be authorized by the Virginia PTA  
1001 Board of Directors.

1002

1003 **Article 18: Fiscal Year**

1004

1005 The fiscal year of Virginia PTA shall begin on July 1 and end on June 30.

1006

1007 **#Article 19: Parliamentary Authority**

1008

1009 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall  
1010 govern National PTA and its constituent associations in all cases in which they are applicable  
1011 and in which they are not in conflict with these bylaws, and the bylaws of National PTA, or the  
1012 articles of incorporation.

1013

1014 **#Article 20: Virginia PTA Bylaws Revisions and Amendments**

1015

1016 **Section 1.** These bylaws may be amended at an annual meeting by a two-thirds (2/3) vote of  
1017 those present and voting, provided the amendments have been approved by the Board of  
1018 Directors and notice of proposed amendments has been provided to constituent association forty-  
1019 five (45) days prior to the opening of the annual meeting.

1020

1021 **Section 2.** The adoption of an amendment to any provision of these bylaws identified by a pound  
1022 symbol (#) shall serve automatically to amend the bylaws of the local units, councils, and  
1023 districts. The local units, councils, and districts shall promptly incorporate such amendments in  
1024 their respective bylaws.

1025

1026 **Section 3.** The Board of Directors by a majority vote may authorize the bylaws committee to  
1027 submit for approval by the delegates at the next annual meeting, a revised set of bylaws as a  
1028 substitute for the existing bylaws.

1029

1030 **Section 4.** Amendments or a revision of Virginia PTA Bylaws shall be submitted to National  
1031 PTA. (Required by National PTA)

1032

1033 **# Required by Virginia PTA in all district, council and local unit bylaws.**