BYLAWS
OF
Virginia PTA

Richmond, Virginia
Branch of National Congress of Parents and Teachers
JANUARY 2019
# 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.
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

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

a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.

b. To raise the standards of home life.

c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.

d. To promote the collaboration and engagement of families and educators in the education of children and youth.

e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and

f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

Section 3. Federal Status. The association 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 referred to as “Internal Revenue Code”).

#Article 3: Principles

The following are basic principles of Virginia PTA in common with those of National PTA:

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

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

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

#Article 4: Relationship with National PTA and Constituent Associations

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

Section 2. The Virginia PTA:

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

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

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

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

e. Virginia PTA may create or establish councils in counties, cities, or other areas designated by its Board of Directors 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 Virginia PTA.
f. Virginia PTA shall submit to National PTA a report of its work and activities for inclusion in the annual report of National PTA.

g. Virginia PTA 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 association, including, specifically, the number of local PTAs/PTSAs within its area, the national portion of membership dues collected by such local PTAs/PTSAs, the amounts of such dues received by Virginia PTA, and the amounts of dues remitted to National PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of National PTA.

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

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

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

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

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

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

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

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

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

h. A PTA/PTSA member shall not serve as a voting member of a constituent association’s board at the local, council, district, state or national level while serving as a paid employee of, or under contract to, that constituent association.
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.
Section 2. Membership in Virginia PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of 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 annual dues as may be determined by the association. The amount of dues shall include the portion payable to Virginia PTA of one dollar and fifty cents ($1.50) per annum (the “state portion”), and the portion payable to National PTA of two dollars and twenty-five cents ($2.25) per annum (the “national portion”).

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

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

Section 7. Virginia PTA shall make remittances, on a monthly basis, to National PTA of the amounts due to National PTA. Each remittance shall be accompanied by a statement of the dues received by Virginia PTA from all local PTAs/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 Virginia PTA, and the number of new members in each local unit.

Section 8. PTAs with students in secondary schools, as defined by their local school division, shall offer membership to students.

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

Section 10. 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 11. Payment of State and National Dues:

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

b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on or before November 1. Additional membership dues received after November 1 shall be remitted to Virginia PTA at the Virginia PTA state office on or before December 1. Membership dues received after December 1 shall be remitted to Virginia PTA at the Virginia PTA state office on or before March 1. Membership dues received after March 1 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
Section 12. Virginia PTA Honorary Life Membership may be conferred for distinguished service, for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without payment of the registration fee.

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

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

Article 6: Officers and Their Election

Section 1. The officers of Virginia PTA shall consist of:

#a. One (1) president.

b. One (1) president-elect.

c. Three (3) vice presidents.

#d. A secretary.

e. One (1) treasurer.

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

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

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

a. Each officer shall be a member of a local PTA/PTSA unit in good standing in Virginia.
b. No person shall serve more than one (1) term in office of president or president-elect.
   A person shall not be eligible to serve more than two (2) consecutive terms in the office
   of vice president, secretary or treasurer. 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. A full term shall be defined as serving from one (1) election year annual meeting
   to the next election year annual meeting.

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

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

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

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

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

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

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

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

Section 6. 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 a majority vote of the Board of
   Directors at their next scheduled meeting. 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 annual
   meeting by the voting body. In the interim, the duties of president-elect shall be delegated
   by the president.

b. If there is more than one nominee for office, then the voting shall be by ballot. A
   majority of the votes cast shall constitute which nominees are elected. However, if there
   is but one nominee for office, election for that office may be by voice vote. If by ballot
   vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
c. When a ten (10) day notice of the election is given to the members of the Board of Directors, a majority of votes cast shall constitute an election. Without such notice a two-thirds (2/3) vote of those present and voting shall be required.

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

Article 7: Duties of Officers

Section 1. The president shall:

a. Be chief executive officer of the association. Subject to the powers vested in the Board of Directors and the executive committee, the president 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 corporation organized under the laws of the Commonwealth of Virginia.

b. When authorized by the Board of Directors, 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.

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

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

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

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

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

h. Maintain and supervise the Virginia PTA state office.

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

c. Serve as an ex-officio member of all Virginia PTA committees and non-voting member of the nominations committee.

d. Perform other delegated duties as assigned.

Section 3. The vice president of training shall:

a. Be responsible for all training.

b. Act as an aide to the president.

c. Perform other delegated duties as assigned.

Section 4. The vice president of programs shall:

a. Be responsible for all programs.

b. Act as an aide to the president.

c. Perform other delegated duties as assigned.

Section 5: The vice president of advocacy shall:

a. Be responsible for all advocacy.

b. Act as aide to the president.

c. Perform other delegated duties as assigned.

Section 6. The secretary shall:

a. Record the minutes of meetings of Virginia PTA, the Board of Directors and the executive committee. Copies of all minutes shall be sent to the Virginia PTA state office within fifteen (15) days.

b. Notify all nominees for officers and chairmen of standing committees of election results.

c. Conduct all correspondence authorized by the annual meeting, the Board of Directors or the executive committee.
Section 7. The treasurer shall:

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

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

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

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

e. 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. The approved audit shall be published in the next official publication of Virginia PTA.

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

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

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

i. Perform other delegated duties as assigned.

Article 8: Executive Committee

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

Section 2. The executive committee shall:

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

b. Employ the professional staff to direct the activities of the Virginia PTA state office,
under the general supervision of the president; authorize positions necessary to perform
the work of Virginia PTA; fix salaries and make provisions for the welfare and security
of all office personnel.

Section 3. The executive committee shall meet as deemed necessary.

Section 4. 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 Directors meeting or other related meeting.

Section 5. 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.

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

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

Article 9: Board of Directors

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

Section 2. The Board of Directors shall:

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

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

c. Adopt Standard Operating Procedures (SOP) for the transaction of business and
practices for carrying on the program of Virginia PTA, provided they do not conflict with
these bylaws.
d. Consider legislative issues arising between annual meetings according to the SOP.

e. Be authorized to create standing and special committees.

f. Adopt:

1. A budget for the following fiscal year.

2. Any changes in the budget during the year following reports by the budget chairman.

3. Virginia PTA Legislative Program and legislative priorities.

g. Determine the geographic boundaries of the districts and regions which make up the Virginia PTA.

h. Send all final reports of significant projects, outstanding achievements, official and legal documents to the Virginia PTA state office to be placed in permanent files in Virginia PTA archives no later than fifteen (15) days after leaving office.

i. Consider, review and approve proposed bylaws amendments as placed forward by the committee on bylaws according to the direction of these bylaws and the SOP.

j. Elect the nominations committee chair.

Section 3. Only the president shall have the authority to call for an electronic vote. The established quorum of the Board of Directors shall prevail. Results must be recorded in the minutes. Rules governing electronic voting shall be established.

Section 4. Regular meetings of the board shall be held at least three (3) times a year and at such other times as the board itself may determine.

a. Special meetings may be called by the president or shall be called upon the written request of five (5) members of the Board of Directors.

b. At least thirty (30) days’ notice of regular meetings and ten (10) days’ notice of special meetings of the Board of Directors shall be given.

c. Meetings may be held by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

d. May allow some or all of the members to participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.


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

Article 10: Committees

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

a. Each standing and special committee shall consist of a chair and committee members.

b. Chairmen of standing committees shall be elected by the Board of Directors for a term of two (2) years. The committee chairmen shall be elected at the post annual conference meeting. No chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

c. Chairmen of special committees shall be appointed by the executive committee.

d. The standing and special committee members shall be appointed by the executive committee.

Section 2. Standing committee chairmen shall assume their duties immediately following their election.

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

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

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

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

Article 11: Nominations Committee

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

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

b. The Board of Directors shall elect the chair.

Section 2. The Nominations Committee shall:

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

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

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

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

#Article 12: Districts

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

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

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

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

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

e. A local PTA/PTSA shall be a member of the geographical district as designated by Virginia PTA.
f. The district shall act as liaison between Virginia PTA and local units.

g. The district shall coordinate policies and current programs of local units with those of Virginia PTA.

Section 2. Officers and their election:

a. Officers shall be one (1) district director, one (1) or more assistant district directors, a secretary, and one (1) treasurer or a secretary/treasurer.

b. Officers shall be elected and serve 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. Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term.

c. Each officer or board member of a district PTA shall be a member of a local PTA/PTSA in good standing within its district.

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

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

#Article 13: Councils

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

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

a. Promote the purposes and mission of Virginia PTA.

b. Support the local units in its membership.

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

Section 3. A council in good standing shall:

a. Adhere to the purposes and basic policies of the PTA.
b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary, and one (1) treasurer.

c. Have a minimum of four (4) council meetings a year.

d. Submit council bylaws to the Virginia PTA state office every five (5) years for approval by Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors.

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

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

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

h. Meet other criteria as shall be prescribed by Virginia PTA.

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

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

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

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

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

b. To cease and desist from the further use of any name that implies or connotes association with Virginia PTA, National PTA, or status as a constituent association of National PTA.
c. To carry out promptly, under the supervision and direction of Virginia PTA, all
proceedings necessary for the purpose of dissolving such council PTA.

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

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

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

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

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

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

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

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

e. Voting shall be by ballot.

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

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

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

#Article 14: Local PTAs/PTSAs

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

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

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

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

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

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

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

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

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

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

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

Section 3. Each local PTA/PTSA shall adopt such bylaws for the governance of the association as may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.
Section 4. The adoption of an amendment to any provision of the bylaws of 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 PTAs/PTSAs shall promptly incorporate such amendments in their respective bylaws.

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

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

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

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

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

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

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

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

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

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

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

   a. The executive board shall adopt a written 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 the general membership having voting rights at the time of the meeting.

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

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

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

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

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

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

e. Voting shall be by ballot.

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

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

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

Section 13. Each member of 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 written notice. The amount of such annual dues shall include the portions payable to the local unit, council (if a member of a council), Virginia PTA and National PTA.

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

**Article 15: Annual Meeting**

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

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

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

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

d. Each local unit in good standing shall be entitled to be represented by its president or alternate and by two (2) delegates or alternates for the first two hundred (200) members or less and an additional delegate or alternate for each one hundred (100) members or major fraction thereof in addition to the first two hundred (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 first day of the annual meeting.

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

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

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

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

b. Be responsible for collecting voting credentials from members.

c. Have at least two (2) of its members on duty at the polls during the voting period.

d. Be responsible for tabulation of the votes and make a complete report to the annual meeting delegates, of the votes cast.

e. Vacancies occurring on the committee shall be filled by the president.

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

Article 16: Resolutions

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

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

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

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

Article 17: National Convention

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

a. The president of Virginia PTA.

b. Five (5) delegates plus one (1) additional delegate from among the members of the state PTA for each one thousand (1,000) members, or major fraction thereof, of Virginia PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding the annual convention.
Section 2. The selection of the delegates and alternates shall be authorized by the Virginia PTA Board of Directors.

Article 18: Fiscal Year

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

#Article 19: Parliamentary Authority

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

#Article 20: Virginia PTA Bylaws Revisions and Amendments

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

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

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

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

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