

# RAYMOND B. PINCHBECK ELEMENTARY SCHOOL PTA BYLAWS

## Table of Contents

Page 1	Article I: Article II: Article III:	Name Articles of Organization Purposes
Page 2	Article IV: Article V:	Basic Policies Relationship with National PTA and Virginia PTA/PTSA
Page 3	Article V:	Relationship with National PTA and Virginia PTA/PTSA (continued)
Page 4	Article V:	Relationship with National PTA and Virginia PTA/PTSA (continued)
Page 5	Article VI: Article VII:	Auditing Procedures Membership and Dues
Page 6	Article VII:	Membership and Dues (continued)
Page 7	Article VII: Article VIII:	Membership and Dues (continued) Officers and Their Election
Page 8	Article VIII: Article IX:	Officers and Their Election (continued) Duties of Officers
Page 9	Article IX:	Duties of Officers (continued)
Page 10	Article X: Article XI:	Executive Committee Executive Board
Page 11	Article XI: Article XII: Article XIII:	Executive Board (continued) General Membership Meetings Committees
Page 12	Article XIII: Article XIV: Article XV:	Committees (continued) Council Membership District Membership
Page 13	Article XV: Article XVI: Article XVII: Article XVIII:	District Membership (continued) Fiscal Year Parliamentary Authority Local Unit Bylaws Revisions and Amendments
Page 14	Article XVIII: Article XIX:	Local Unit Bylaws Revisions and Amendments (continued) Approval of Bylaws

# RAYMOND B. PINCHBECK ELEMENTARY SCHOOL PTA BYLAWS

## # ARTICLE I: NAME

The name of this association is the Raymond B. Pinchbeck Elementary School Parent-Teacher Association located in Henrico County, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA/PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

## # ARTICLE II: ARTICLES OF ORGANIZATION

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

## # ARTICLE III: PURPOSES

**Section 1.** The Purposes of the Raymond B. Pinchbeck Elementary School PTA, in common with those of the Virginia PTA/PTSA and the National PTA, are:

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

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

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

## # ARTICLE IV: BASIC POLICIES

The following are basic policies of the Raymond B. Pinchbeck Elementary School PTA in common with those of the Virginia PTA/PTSA and the National PTA:

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

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

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

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

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

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

**# Section 3.** Bylaws of each constituent organization shall include an article on amendments.

**# Section 4.** Each local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Virginia PTA/PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Virginia PTA/PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative on the National PTA.

**# Section 5.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Virginia PTA/PTSA.

**# Section 6.** Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA/PTSA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Virginia PTA/PTSA or to such agency as may be designated by the Virginia PTA/PTSA or to another local PTA/PTSA organized under the authority of the Virginia PTA/PTSA;
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Virginia PTA/PTSA or status as a constituent organization of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Virginia PTA/PTSA, all proceedings necessary or desirable for the purpose of dissolving such local PTA/PTSA.

**# Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

**# Section 8.** Each officer or board member of a constituent organization shall be a member of a local PTA/PTSA within its area.

**# Section 9.** A PTA/PTSA member shall not serve as a voting member of a constituent organization's board as the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**# Section 10.** Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Virginia PTA/PTSA as provided in Article VII hereof.

**# Section 11.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**# Section 12.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**# Section 13.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors / Managers, Executive Board, or Executive Committee.

**# Section 14.** The bylaws of all constituent organizations shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

**# Section 15.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol #.

**# Section 16.** The Virginia PTA/PTSA Legislation Program shall be voted on by individual local unit members and recorded on official tally sheets. Local unit tally sheets shall be forwarded to District Directors prior to the pre-convention Board of Managers meeting.

**# Section 17.** Local units may address legislative items or issues if the position on the legislative item or issue does not conflict with that of the Virginia PT/PTSA Legislation Program. The local unit's name must be used and not that of the Virginia PTA/PTSA.

**# Section 18.** Any dissolution of a local unit and termination of its affairs shall take place in the following manner:

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

- d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

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

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

**# Section 21.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the ending date the last day of a calendar month.

## **# ARTICLE VI: AUDITING PROCEDURES**

**Section 1.** An auditing committee or a professional auditor shall be selected by the executive board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three members and no one with signature authority shall sit on the auditing committee.

**Section 2.** The local unit treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year. The audit report shall be submitted in writing to the executive board prior to finalization of the proposed budget for the coming school year.

**Section 3.** The executive board of a local PTA shall, upon resignation of the treasurer during a term, select an auditing committee or a professional auditor within one week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

**Section 4.** The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.

**Section 5.** All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office within thirty (30) days following the adoption of the audit by the membership.

**Section 6.** When a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990 or 990EZ report field shall also be forwarded to the state office upon its completion.

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

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

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

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

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

**# Section 5.** Only members of this PTA/PTSA shall be eligible to vote in the business meetings of this 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 the Virginia PTA/PTSA. The national portion of each member’s dues shall be one dollar and seventy-five cents (1.75) per annum.

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

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

**# Section 9.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days notice. The amount of such annual dues shall include the portions payable to the local unit, the Virginia PTA/PTSA and the National PTA.

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

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

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

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

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

**# Section 14.** Honorary Life Membership in the Virginia PTA/PTSA may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the Virginia PTA/PTSA. This fee shall be deposited in the special Life Membership-Scholarship Fund of the Virginia PTA/PTSA. Honorary Virginia Life Membership entitles a recipient to attend the State Convention as a non-voting participant without payment of the registration fee.

**# Section 15.** Honorary National Life Membership may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National PTA. Honorary National Life Membership provides only National Convention guest privileges upon payment of the convention registration fee.

**# Section 16.** A holder of an Honorary National or State Life Membership may be an active member only upon payment of dues in a local PTA/PTSA unit.

### **ARTICLE VIII: OFFICERS AND THEIR ELECTION**

**\* Section 1.** Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.

**Section 2.** Only members whose individual dues are paid to this association for the current fiscal year shall be eligible to hold office, serve on the executive committee, the general board, a standing or special committee or to serve as a delegate to the council or district.

**Section 3.** Officers and their election:

- a. The officers of this association shall consist of:
  1. One President
  2. One President-Elect
  3. One Vice President
  4. A Recording Secretary
  5. A Corresponding Secretary
  6. One Treasurer
- b. Officers, except the office of president, shall be elected by ballot in the month of March or April. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.
- c. Officers, except the Treasurer, shall assume their official duties following the close of the meeting in June. The outgoing president-elect shall succeed automatically to the office of president. The treasurer shall assume his/her official duties upon the completion of the auditing process. Officers shall serve for a term of one (1) year (s) or until their successors are elected.
- d. A person shall not be eligible to serve more than one term in the office of president or president-elect. No person shall serve more than two consecutive terms in the office of vice president, recording secretary, corresponding secretary, or treasurer. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

**Section 4.** Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTA/PTSA at a regular meeting at least two months prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled, except the office of president, and report its nominees at a regular meeting not less than 30 days prior to the election meeting. At the election meeting, additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Section 5.** Vacancies

A vacancy occurring in any office other than the office of president or president-elect shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given as prescribed in Article XI, Section 4. In case a vacancy occurs in the office of president, the president-elect shall automatically become president and serve notice of the election to fill the vacancy of the office of president-elect.

**ARTICLE IX: DUTIES OF OFFICERS**

**Section 1.** The president shall:

- a. preside at all meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. be a member ex-officio of all committees, except the nominating committee;
- d. coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

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

- a. act as an aide to the president;
- b. perform the duties of the president in the absence or inability of that officer to act; and
- c. perform other delegated duties as assigned.

**Section 3.** The vice president shall:

- a. act as an aide to the president;
- b. in their designated order, perform the duties of the president and/or the president-elect in the absence or inability of those officers to act; and
- c. perform other delegated duties as assigned.

**Section 4.** The recording secretary shall:

- a. record the minutes of all meetings of the association;
- b. keep the official copy of the local unit's bylaws in his/her files
- c. maintain a membership list as required by the Virginia PTA/PTSA; and
- d. perform other delegated duties as assigned.

**Section 5.** The corresponding secretary shall:

- a. conduct the official correspondence of the association;
- b. notify board members of regular and special meetings;
- c. perform other delegated duties as assigned.

**Section 6.** The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures as described in Article V, Section 4;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. remit by December 1 to the Virginia PTA/PTSA state office, state and National PTA dues for memberships received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all state and National dues received after March 1.
- e. have checks or vouchers signed by two officers, preferably the treasurer and the president;
- f. present a written financial statement at every meeting of the association and at other times when requested by the executive board;
- g. prepare an annual financial report at the close of the fiscal year;
- h. have the accounts examined according to the auditing procedures outlined in Article VI;
- i. perform other delegated duties as assigned.

**Section 7.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president without delay, all records, books, and other materials pertaining to the office.

## **ARTICLE X: EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall consist of the elected officers of the association and the principal of the school.

**Section 2.** Duties of the executive committee shall be:

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

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

**Section 4.** Meetings of the executive committee shall be held by the call of the president or a majority of the executive committee, one (1) days' notice having been given. A majority of the executive committee shall constitute a quorum.

## **ARTICLE XI: EXECUTIVE BOARD**

**Section 1.** The executive board shall consist of the officers of the association and the chairmen of standing committees. The principal of the school or his/her designee and a representative appointed by the principal or elected by the faculty also may serve on the executive board. The chairmen of the standing committees shall be appointed by the officers of the association not more than thirty (30) days following the election of officers.

**# Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

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

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing and special committees;

- d. to present a report at the regular meetings of the association;
- # e. to select an auditing committee or professional auditor as outline in Article VI;
- f. to prepare and approve the proposed budget to be presented to the membership for adoption;
- g. to present to the general membership for approval, budget amendments over \$500.00.

**Section 4.** Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, one (1) days' notice being given.

## **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

**Section 1.** Regular meetings of the association shall be held at least five (5) times during the school year, unless otherwise provided by the association or by the executive board, five (5) days' notice having been given.

**Section 2.** Special meetings of the association may be called by the president or by a majority of the executive board, one (1) days' notice having been given.

**Section 3.** The election meeting shall be held in March or April.

**Section 4.** Twenty-one (21) members, as defined in Article V, Section 11, shall constitute a quorum for the transaction of business in any meeting of this association.

**Section 5.** Voting on routine matters may be by voice vote; however, motions requiring a two-thirds (2/3) affirmative vote (e.g., votes on bylaws) shall be by a rising vote or show of hands by verified members of this PTA/PTSA.

## **ARTICLE XIII: COMMITTEES**

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

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

**Section 3.** The executive board may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. Standing committee chairmen and committee members shall be appointed by the elected officers. The term of each chairman shall be one year or until the selection of a successor. No chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

**Section 4.** The executive board may create such special committees as it may deem necessary or as may be directed by the association. Special committee chairmen and committee members shall be appointed by the elected officers. The term of each special committee chairman is ended upon completion of the task assigned to the committee.

**Section 5.** The chairman of each standing and special committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

**Section 6.** The quorum of any committee shall be a majority of its members.

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

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

#### **ARTICLE XIV: COUNCIL MEMBERSHIP**

**Section 1.** Selection of delegates:

- a. The association shall be represented in meetings of the Henrico County Council of Parent-Teacher Associations by the president or alternate, the principal or alternate, and by two (2) delegates or alternates. All representatives to a council must be members of a local unit.
- b. Delegates and alternates shall be appointed in May.
- c. Delegates to the Henrico County Council of PTAs shall serve for a term of one (1) year or until the selection of a successor.

**Section 2.** This association shall pay annual dues as prescribed in council bylaws to the Henrico County Council of PTAs.

**Section 3.** Responsibilities of delegates:

- a. Delegates shall report activities of the council to the local unit and shall present to the council such matters as may be referred to it by the local unit.
- b. Delegates shall vote on all issues as instructed by their association; but if not instructed, they shall use their own discretion, except as provided by council bylaws.

#### **# ARTICLE XV: DISTRICT MEMBERSHIP**

**Section 1.** This PTA/PTSA shall be a member of the district designated by the Virginia PTA/PTSA. This PTA/PTSA is in the Richmond District of the Virginia PT/PTSA.

**Section 2.** The district shall act as liaison between the Virginia PTA/PTSA and local units, to coordinate policies and current programs of local units with those of the Virginia PTA/PTSA, and shall submit votes cast by local unit members in their respective districts for the Proposed Legislation Program to the Legislation Committee chairman for tabulation.

**Section 3.** Local units are entitled to be represented at the Annual District Meeting and the District Legislation Workshop by the president or alternate and three other voting delegates. If the membership is larger than one hundred (100), there shall be one additional delegate for each fifty (50) memberships or major fraction thereof.

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

### **# ARTICLE XVI: FISCAL YEAR**

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

### **# ARTICLE XVII: PARLIAMENTARY AUTHORITY**

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

### **# ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS**

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

- a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the association provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA/PTSA Bylaws Committee. The proposed bylaws revision or amendments require a two-thirds vote of the members present and voting.
- c. Submission of amendments and revised bylaws for approval by the State PTA shall be in accordance with the bylaws or regulations of the Virginia PTA/PTSA. (Reference Virginia PTA/PTSA Bylaws, Article VI, Section 24.).
- d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Virginia PTA/PTSA as are identified by the state symbol #.

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

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

### **# ARTICLE XIX: APPROVAL OF BYLAWS**

The bylaws of this organization shall be submitted to the State Office every five years for approval by the Virginia PTA/PTSA Bylaws Committee on behalf of the Board of Managers.

**# Required by the Virginia PTA/PTSA**