

**Concord Elementary School
ASSOCIATION
LOCAL UNIT BYLAWS**

#ARTICLE I: NAME

The name of this association is the Concord Elementary School Parent-Teacher Association located in , Virginia. It is a local organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA), 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 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).

#ARTICLE III: PURPOSES

Section 1. The purposes of the , in common with those of Virginia PTA and the National PTA, are:

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

Section 2. The purposes of Virginia PTA, the National PTA and the oncord Elementary School 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 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 "Internal Revenue Code").

#ARTICLE IV: BASIC POLICIES

The following are basic policies of the oncord Elementary School in common with those of Virginia PTA and the National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the association.
- c. The association 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 association 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 association 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. Virginia PTA 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 association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the association 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 association shall not carry on any activities not permitted to be carried on (i) by an association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA

Section 1. Local PTA/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 the National PTA, as Virginia PTA may in its bylaws prescribe.

Section 2. Virginia PTA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the due association 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. Has a minimum of three (3) elected officers, to include president and treasurer;

- c. Remits the state and national portion of dues to Virginia PTA by dates designated in these bylaws;
- d. Has bylaws approved according to the procedures of Virginia PTA; and
- e. Submits local unit officers contact information 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;
- f. Submits a copy of the fiscal year-end audit report and minutes of the meeting at which it was adopted shall be sent to the state office within thirty (30) days following the adoption of the audit report by the general membership;
- g. Submits a copy of the filed 990/990EZ to the state office within fifteen (15) days of filing;
- h. Meets other criteria as may be prescribed by the Virginia PTA.

Section 3. Each local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of Virginia PTA.

Section 4. Bylaws of each constituent association shall include an article on amendments.

Section 5. 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 the Virginia PTA.

Section 6. 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 the National PTA or Virginia PTA or status as a constituent association of the National PTA; and
 - c. To carry out promptly, under the supervision and direction of Virginia PTA, 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. A PTA/PTSA member shall not serve as a voting member of a constituent association'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 association.

Section 9. Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Virginia PTA by dates designated in these bylaws.

Section 10. 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 11. Bylaws of each constituent association shall include a provision establishing a quorum.

Section 12. The members of the nominating committee for officers of a constituent association shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

Section 13. The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 14. 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 15. The adoption of an amendment to any provision of the bylaws of the National PTA shall serve automatically and without the requirement of further action by the local PTAS/PTSA to amend correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic character of the amending process, the local PTA/PTSA shall promptly incorporate such amendments in their respective bylaws.

Section 16. Local units may address legislative items or issues if the position on the legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The local unit's name must be used and not that of the Virginia PTA.

Section 17. Each member of a local PTA/PTSA shall pay annual dues to the association as approved by a two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days written notice. The amount of such annual dues shall include the portions payable to the local unit, Virginia PTA and the National PTA.

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

- a. The executive 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. All funds shall be frozen until the question of dissolution is decided;
 2. 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 Virginia PTA at least thirty (30) days before the date fixed for such special meeting of the members;
 3. Shall provide a complete membership list including contact information to the 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 the dissolving of 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 year of the school involved. A minimum of seventy five percent (75%) of the general membership of the local PTA/PTSA, not including the executive board members shall constitute quorum for the purpose of considering the resolution to dissolve.

- c. 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) minutes question and answer session.
- d. 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.
- e. A minimum of seventy five percent (75%) of the general membership of the local PTA/PTSA, not including the executive board, shall constitute quorum for the purpose of dissolving the PTA. A ballot vote in the same meeting of at least seventy five percent (75%) of the members present and entitled to vote shall be required for the approval of the dissolution of the local PTA/PTSA.
- f. 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 (1) 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.

Section 19. One (1) president shall preside over local PTA/PTSA associations as prescribed in its bylaws.

Section 20. One (1) treasurer shall be responsible for all PTA/PTSA funds and finances.

Section 21. A local unit is required to file a 990 or 990EZ per IRS regulations. A copy of the report filed shall also be forwarded to the state office within fifteen (15) days of filing.

Section 22. 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 (3) 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 (1) week of the resignation. The audit shall be

performed with fiscal year end auditing procedures and shall be completed within three (3) 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. Local units shall forward to the state office each year, within fifteen (15) days of filing, a copy of their Form 990N, 990, or 990EZ as required per IRS regulations.

#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 by which this PTA/PTSA is chartered and is entitled to all the benefits of such membership.

Section 2. Membership in this PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of 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 association as may be prescribed by the association. The amount of such dues shall include the portion payable to Virginia PTA (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 Virginia PTA. The Virginia PTA portion of each member's dues shall be one dollar (\$1.00) per annum. The national portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

Section 7. The state and national portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted to the Virginia PTA 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 8. 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 and the National PTA.

Section 9. PTAs with students in secondary schools shall offer membership to students.

Section 10. All memberships received during the fiscal year ending June 30 shall expire the following October 31.

Section 11. A person may hold membership in one (1) or more local PTA units upon payment of all-inclusive dues as required in each local unit bylaws.

Section 12. 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 Virginia PTA 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 Virginia PTA at the Virginia PTA office on or before December 1. Additional membership dues received after December 1 shall be remitted to the Virginia PTA treasurer on or before March 1. Membership dues received after March 1 shall be remitted to the Virginia PTA 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 Virginia PTA when requested.

Section 13. Honorary Life Membership in the Virginia PTA may be conferred for distinguished service, for which a fee shall be paid to the treasurer of Virginia PTA. This fee shall be deposited in the special Life Membership-Scholarship Fund of Virginia PTA. Honorary Virginia Life Membership entitles a recipient to attend the State Convention as a non-voting participant without payment of the registration fee.

Section 14. National PTA Life Achievement Award 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. The National PTA Life Achievement Award provides only National Convention guest privileges upon payment of the convention registration fee.

Section 15. A holder of a National PTA Life Achievement Award or Virginia Honorary 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, to serve on the executive committee, the executive 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 (1) President;
 - 2. Vice-President;

3. A Recording Secretary;

#4. One (1) Treasurer.

- b. Officers shall be elected by ballot in the month of . 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 May. The Treasurer shall assume his/her official duties upon the completion of the auditing process. Officers shall serve for a term of years or until their successors are elected.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in such office.

Section 4. Nominating committee:

- a. There shall be a nominating committee composed of members who shall be elected by this PTA/PTSA at a regular meeting at least two (2) 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 and report its nominees at a regular meeting no less than thirty (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 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 first vice-president shall automatically become president and serve notice of the election to fill the vacancy in the office of first vice-president.

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. Submit local unit officers' form and verification of the local unit's employer identification number (EIN) to the state office immediately upon the election of officers and no later than
June 15 annually;

- e. Coordinate the work of the officers and committees of the association in order that the purposes may be promoted.

Section 2. The vice-president(s) shall:

- a. Act as aide(s) to the president;
- b. In their designated order, perform the duties of the president in the absence or inability of that officer to act;
- c. Perform other delegated duties as assigned.

Section 3. 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;
- d. Perform other delegated duties as assigned.

Section 4. The treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- 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 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 (2) 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. Submit a copy of the 990 or 990EZ report shall also be forwarded to the state office within fifteen (15) days of filing;

- #j. Submit a copy of the fiscal year-end audit to the state office within thirty (30) days following the adoption of the audit by the membership;
- k. Perform other duties as assigned.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the 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, days' notice having been given. A majority of the executive committee shall constitute a quorum.

ARTICLE : 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 outlined in Article VI;
- f. To prepare and approve the proposed budget to be presented to the membership for adoption;
- #g. To obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300.00).

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, days' notice being given.

Section 5. The executive board shall reserve the right to vote on business via electronic vote. Only the president shall have the authority to call for an electronic vote and to establish the guidelines for that vote. The established quorum of the executive board shall prevail. Results must be recorded in the minutes and ratified at the next executive board meeting.

ARTICLE : GENERAL MEMBERSHIP MEETINGS

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

Section 3. The election meeting shall be held in .

Section 4. members, as defined in Article V, Section 10, 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 : 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 year(s) 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 : FISCAL YEAR

The fiscal year of this PTA shall begin on June 1 and end on

ARTICLE : 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 associations in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the Virginia PTA, and the Bylaws of the National PTA, or the articles of incorporation.

ARTICLE : 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 Bylaws Committee. The proposed bylaws revision or amendments require a two-thirds (2/3) 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.
- d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Virginia PTA as are identified by the state symbol #.
- e. The adoption of an amendment to any provision of the Bylaws of the Virginia PTA identified by the number symbol (#) shall serve automatically and without requirement of further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such amendments in its respective bylaws.

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

#ARTICLE : APPROVAL OF BYLAWS

The bylaws of this association shall be submitted to the State Office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Board of Managers.

Required by the Virginia PTA