

DEC 03 2015

VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Henrico High School PTSA of Henrico County were approved by the membership at its meeting on 11-18-2015,

Signed: Nichelle Abrams _____ Nichelle Abrams
 President Print/Type Name

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Signed Melody Beauchamp _____ Melody Beauchamp
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Signed: Shelly Brown _____ Shelly Brown
 Bylaws Committee Chairman Print/Type Name

(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Managers by the Virginia PTA Bylaws Committee:



Earline V Owens _____
 State Bylaws Committee

January 14, 2016 _____
 Date

Note: Bylaws of a local unit must be submitted for review to the Virginia PTA by Nov 18, 2020 to remain a unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

HENRICO HIGH SCHOOL PTSA BYLAWS INDEX

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PTA Mission

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

PTA Value

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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**HENRICO HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Henrico High School Parent Teacher Student Association located in Henrico, Virginia. It is a local PTSA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as "Virginia PTA"), a branch of the National Congress of Parents and Teachers (referred to as "National PTA").

#Article 2: Purposes

Section 1. The purposes of Henrico High School PTSA, in common with those of Virginia PTA and National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standard 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, so 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 PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article 3.

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 referred to as "Internal Revenue Code").

#Article 3: Basic Policies

The following are basic policies of the Henrico High School PTSA in common with those of Virginia PTA and National PTA:

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

47
48 b. The association shall work with the schools and community to provide quality education
49 for all children and youth, and shall seek to participate in the decision-making process
50 establishing school policy, recognizing that the legal responsibility to make decisions has
51 been delegated by the people to the boards of education, state education authorities, and
52 local education authorities.
53

54 c. The association shall work to promote the health and welfare of children and youth, and
55 shall seek to promote collaboration among parents, schools, and the community at large.
56

57 d. No part of the net earnings of the association shall inure to the benefit of, or be
58 distributable to, its members, directors, trustees, officers, or other private persons except
59 that the association shall be authorized and empowered to pay reasonable compensation for
60 services rendered, and to make payments and distributions in furtherance of the purposes
61 set forth in Article 2 hereof.
62

63 e. Notwithstanding any other provisions of these articles, the association shall not carry on
64 any other activities not permitted to be carried on (i) by an association exempt from federal
65 income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association,
66 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue
67 Code.
68

69 f. Upon dissolution of this association, after paying or adequately providing for the debts
70 and obligations of the association, the remaining assets shall be distributed to one or more
71 nonprofit funds, foundations, or associations that have established their tax-exempt status
72 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in
73 accordance with those of National PTA.
74

75 g. The association or members in their official capacities shall not, directly or indirectly,
76 participate or intervene (in any way, including publishing or distributing of statements) in
77 any political campaign on behalf of, or in opposition to, any candidate for public office, or
78 devote more than an insubstantial part of its activities to attempting to influence legislation
79 by propaganda or otherwise.
80

81 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations** 82

83 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
84 association and (b) the certificate of incorporation or articles of incorporation of such association
85 (in cases which the association is a corporation) or the articles of organization by whatever name
86 (in cases in which the association exists as an unincorporated association).
87

88 **Section 2.** Local PTA/PTSA's shall be organized and chartered under the authority of Virginia
89 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
90 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
91

92 **Section 3.** Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the
93 due association and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing
94 shall:

95
96 a. Adhere to purposes and basic policies of the PTA.

97
98 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
99 and one (1) treasurer.

100
101 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
102 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
103 Managers.

104
105 d. Submit local unit officers contact information form and verification of local unit's
106 employer identification number (EIN) to the Virginia PTA state office immediately upon
107 election of officers annually.

108
109 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
110 fifteen (15) days following the adoption of the audit report by the general membership.

111
112 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
113 within fifteen (15) days of filing.

114
115 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
116 designated in these bylaws.

117
118 h. Meet other criteria as may be prescribed by Virginia PTA.

119
120 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
121 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
122 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
123 and shall include a provision establishing a quorum.

124
125 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
126 serve automatically and without the requirement of further action by the local PTA/PTSA to
127 amend correspondingly the bylaws of the local PTA/PTSA.

128
129 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
130 sections that are identified by the pound symbol (#).

131
132 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
133 PTA/PTSA.

134
135 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
136 year may participate in the business of this association.

138 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
139 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
140 including, specifically, the number of its members, the dues collected from its members, and the
141 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
142 account and records shall at all reasonable times be open to inspection by an authorized
143 representative of Virginia PTA or, where directed by the committee on state and local relations.
144 Such authorized representative shall have full access in cases where account information and
145 records are required from banks.

146
147 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
148 National PTA.

149
150 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
151 elected by the general membership.

152
153 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
154 association's board at the local, council, district, state, or national level while serving as a paid
155 employee of, or under contract to, that constituent association.

156
157 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
158 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
159 local unit's name must be used and not that of Virginia PTA.

160
161 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
162 the ending date the last day of a calendar month.

163
164 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
165 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
166 circumstances provided in the bylaws of Virginia PTA.

167
168 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 169
- 170 a. Yield and surrender all of its books and records and all of its assets and property to
171 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
172 PTA/PTSA organized under the authority of Virginia PTA.
 - 173
 - 174 b. Cease and desist from the further use of any name that implies or connotes association
175 with Virginia PTA, National PTA or status as a constituent association of National PTA.
 - 176
 - 177 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
178 necessary for the purpose of dissolving such local PTA/PTSA.
 - 179

180 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
181 the following manner:

182

183 a. The executive board shall adopt a written resolution recommending that the local
184 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
185 a vote at a special meeting of the general membership having voting rights at the time of
186 the meeting.

187
188 1. Only those funds approved by the general membership in the current budget year
189 may be spent.

190
191 2. Written notice of the adoption of such resolution accompanied by a copy of the
192 notice of the special meeting for the members shall be given to the president of
193 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
194 of the members.

195
196 3. A complete membership list including contact information shall be provided to
197 the Virginia PTA state office at least thirty (30) days before the date fixed for such
198 special meeting of the members.

199
200 b. Written notice stating the purpose of such meeting to consider dissolving the local
201 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
202 meeting. Such meeting shall be held only during the academic school year.

203
204 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
205 to consider the resolution to dissolve. The dissolution quorum includes the required
206 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
207 the executive board members.

208
209 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
210 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
211 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
212 answer session.

213
214 e. Voting shall be by ballot.

215
216 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
217 the resolution and who continue to be members on the date of the special meeting shall be
218 entitled to vote on dissolution.

219
220 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
221 the obligations of the association, the remaining assets shall be distributed to one (1) or
222 more non-profit funds, foundations, or organizations which have established their tax-
223 exempt status under Section 501(c)(3) of the Internal Revenue Code.

224
225 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
226 PTA in accordance with state bylaws.

227

228 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
229 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
230 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
231 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.
232

233 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
234 designated in these bylaws and to council (if a member of council).
235

236 #Article 5: Membership and Dues 237

238 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
239 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
240 all the benefits of such membership.
241

242 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
243 who believes in and supports the mission and purposes of National PTA.
244

245 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
246 persons to membership at any time.
247

248 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,
249 shall offer membership to students.
250

251 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-
252 inclusive dues as required in each local PTA/PTSAs' bylaws.
253

254 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
255 local PTA/PTSA or to serve in any of its elected or appointed positions.
256

257 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
258 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
259 "state portion") and the portion payable to National PTA (the "national portion").
260

261 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
262 approved by two-thirds (2/3) vote of members present and voting after having been given at least
263 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
264 local unit, Virginia PTA and National PTA.
265

266 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
267 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
268 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
269 be two dollars and twenty-five cents (\$2.25) per annum.
270

271 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
272 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
273 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to

274 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
275 area.

276
277 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
278 following October 31.

279
280 **Section 12.** Payment of Virginia PTA and National PTA dues:

281
282 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
283 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
284 shall not be included in the local PTA/PTSA's budget.

285
286 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
287 or before December 1. Additional membership dues received after December 1 shall be
288 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
289 shall be remitted to Virginia PTA on or before June 30.

290
291 c. A list of members who joined the association during the reporting period shall be kept by
292 the local PTA/PTSA and submitted to Virginia PTA.

293
294 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
295 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
296 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
297 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
298 payment of the registration fee.

299
300 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
301 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
302 Life Achievement Award provides only National Convention guest privileges upon payment of the
303 convention registration fee.

304
305 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
306 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
307 unit.

308
309 **Article 6: Officers and Their Election**

310
311 **Section 1.** The officers of this PTA/PTSA shall consist of:

312
313 #a. One (1) president.

314
315 b. One (1) vice president.

316
317 #c. A secretary.

318
319 #d. One (1) treasurer.

320
321 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
322 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
323 board, standing or special committees, or to serve as a delegate or alternate to the council or
324 district.

325
326 **#Section 3.** Nominating committee:
327
328 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
329
330 b. The nominating committee shall consist of three (3) members who shall be elected by
331 the members of this local PTA/PTSA at their regular general membership meeting at least
332 two(2) months prior to the election of officers. The committee shall elect its own chairman.
333
334 c. The nominating committee shall nominate an eligible person for each office to be filled
335 and report its nominees to the members at a regular general membership meeting at least
336 thirty (30) days prior to the general membership election meeting. At the general
337 membership election meeting, additional nominations may be made from the floor.
338
339 d. Only those persons who have signified their consent to serve, if elected, shall be
340 nominated for or elected to such office.

341
342 **#Section 4.** Officers shall be elected by the following method:
343
344 a. Officers shall be elected at the general membership election meeting in the month of
345 May.
346
347 b. If there is more than one nominee for office, then the voting shall be by ballot. A
348 majority of the votes cast shall constitute which nominees are elected. However, if there
349 is but one nominee for office, election for that office may be by voice vote. If by ballot
350 vote, the secretary shall be responsible for destroying all ballots at the end of the general
351 membership election meeting.
352
353 c. Officers, except the treasurer, shall assume their official duties immediately following
354 the close of the meeting in the month of June. The treasurer shall assume his/her official
355 duties upon the completion of the auditing process outlined in these bylaws.
356

357 **Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No
358 officer shall serve more than two (2) consecutive terms in the same office. Officers who have
359 served in an office for more than one-half (1/2) of a full term shall be deemed to have served a
360 full term in such office.

361
362 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person
363 elected by a majority vote of the executive board, except in the case of the president, then the
364 first vice president shall automatically become president. Notice of the election to fill the
365 vacancy in the office shall be given as prescribed in these bylaws.

366
367 **Article 7: Duties of Officers**
368

369 **Section 1.** The president shall:
370

- 371 a. Preside at all meetings of this local PTA/PTSA.
372
373 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
374 that the purposes may be promoted.
375
376 #c. Submit this local PTA/PTSA officers' contact information form and verification of
377 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
378 office immediately upon election of officers annually.
379
380 d. Perform such other duties as may be prescribed in these bylaws.
381
382 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
383 nominating committee.
384

385 **Section 2.** The vice president shall:
386

- 387 a. Act as aide to the president.
388
389 b. Perform the duties of the president in the absence or inability of the officer to act.
390
391 c. Perform other delegated duties as assigned.
392

393 **#Section 3.** The secretary shall:
394

- 395 a. Record the minutes of all meetings of the local PTA/PTSA.
396
397 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
398
399 c. Maintain a membership list as required by Virginia PTA.
400
401 d. Perform other delegated duties as assigned.
402

403 **#Section 4.** The treasurer shall:
404

- 405 a. Have custody of all funds and finances of the local PTA/PTSA.
406
407 b. Keep a full and accurate account of receipts and expenditures as described in these
408 bylaws.
409
410 c. Make disbursements as authorized by the president, executive board, or general
411 membership in accordance with the budget adopted by the general membership.

- 412
413 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
414 president.
415
416 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
417 other times when requested by the executive board.
418
419 f. Prepare an annual financial report at the close of the fiscal year.
420
421 g. Have the accounts examined according to the auditing procedures outlined in these
422 bylaws.
423
424 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
425 within fifteen (15) days following the adoption of the audit by the membership.
426
427 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
428 sent to the Virginia PTA state office within fifteen (15) days of filing.
429
430 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
431 dues for membership received prior to December 1. Remit by March 1, dues received
432 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
433 received after March 1.
434
435 k. Perform other delegated duties as assigned.
436

437 **Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
438 the term of office or in case of resignation, each officer shall turn over to the president, without
439 delay, all records, books, and other material pertaining to the office.
440

441 **Article 8: Executive Committee**

442
443 **Section 1.** The executive committee shall consist of the elected officers of the association and
444 the principal of the school.
445

446 **Section 2.** The executive committee shall:
447

- 448 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
449 general membership for approval.
450
451 b. Appoint standing and special committee chairmen and members of the standing and
452 special committees, except the nominating committee.
453

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

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Section 4. Meetings of the executive committee shall be held by the call of the president or a majority of the executive committee, three (3) days' notice having been given. A quorum of the executive committee shall be a majority of the members of the committee then in office.

Article 9: Executive Board

Section 1. The executive board of this local PTA/PTSA shall consist of the elected officers and the chairmen of the standing committees. The principal of the school or his/her designee and a staff representative or his/her alternate, 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/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 3. The executive board shall:

- a. Transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA and present a report to the general membership at the general membership meetings.
- b. Create standing and special committees.
- c. Approve the plans of work of the standing and special committees.
- #d. Select an auditing committee or experienced auditor.
- #e. Approve the proposed budget to be presented to the general membership for adoption.
- #f. Obtain general membership approval for any changes to the adopted budget over three hundred dollars (\$300.00)

#Section 4. Auditing Procedures:

- a. An auditing committee or an experienced 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.
- b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the experienced 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.

503 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
504 a term select an auditing committee or an experienced auditor within one (1) week of the
505 resignation. The audit shall be performed with fiscal year-end auditing procedures and
506 shall be complete within three (3) weeks of the resignation. This audit shall not be
507 performed in lieu of the year-end audit.

508
509 d. The newly elected treasurer shall not undertake any banking responsibilities of that
510 office with the exception of depository duties, reconciliation of bank statements, change of
511 signatory or other clerical duties not requiring signatory until the audit is presented to the
512 executive board.

513
514 e. All audit reports shall be presented to the general membership for adoption. The fiscal
515 year-end audit report shall be presented to the membership for adoption at the first general
516 membership meeting held after the completion of the report. A copy of the fiscal year-end
517 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
518 adoption of the audit by the general membership.

519
520 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
521 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
522 filing.

523
524 **Section 5.** If any member of the executive board shall at any time, cease to meet the qualification
525 or fulfill the duties of the position, that person may be removed from the board by a majority vote
526 of the executive board.

527
528 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time
529 and place of meetings shall be set at the first meeting of the executive board after their election.
530 Special meetings of the executive board may be called by the president or by a majority of the
531 members of the executive board, five (5) days' notice being given. A quorum of the executive
532 board members shall be a majority of the members of the executive board then in office.

533
534 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
535 Only the president shall have the authority to call for an electronic vote and to establish the
536 guidelines for that vote. The established quorum of the executive board shall prevail. Results
537 must be recorded in the minutes and ratified at the next executive board meeting.

538 539 **Article 10: Committees**

540
541 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
542 appointed positions.

543
544 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
545 this local PTA/PTSA.

546
547 **Section 3.** The executive board may create such standing committees as it may deem necessary
548 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee

549 chairmen and committee members shall be appointed by the executive committee, except for the
550 nominating committee. In the absence of an executive committee then the executive board shall
551 make the appointments. The term of each chairman shall be one (1) year(s) or until the selection
552 of a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
553 consecutive terms.

554
555 **Section 4.** The executive board may create such special committees as it may deem necessary or
556 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
557 shall be appointed by the executive committee. In the absence of an executive committee then the
558 executive board shall make the appointments. The term of each special committee chairman is
559 ended upon completion of the task assigned to the committee.

560
561 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
562 the executive board for approval. No committee work shall be undertaken without the consent of
563 the executive board.

564
565 **Section 6.** The quorum of any committee shall be a majority of its members.

566
567 **Section 7.** The president shall serve as ex-officio member of all committees of this local
568 PTA/PTSA except the nominating committee.

569
570 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books,
571 and other materials pertaining to the committee at the end of the term served or when departing
572 office.

573
574 **Article 11: General Membership Meetings**

575
576 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least four (4) times during
577 the school year, five (5) days' notice having been given.

578
579 **Section 2.** The general membership election meeting shall be held in May.

580
581 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
582 majority of the executive board, three (3) days' notice having been given.

583
584 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
585 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
586 verified members of this local PTA/PTSA.

587
588 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
589 meeting of this local PTA/PTSA.

590
591 **Article 12: Council Membership**

592
593 **Section 1.** Selection of delegates:

594

- 595 a. This local PTA/PTSA shall be represented in meetings of the Henrico County
596 Council Parent Teacher Association by the president or alternate, the principal or
597 alternate, and by two (2) delegate(s) or alternate(s).
598
599 b. Delegates and alternates shall be appointed in September.
600
601 c. Delegates to the Henrico County Council PTA shall serve for a term of one (1) year(s)
602 or until the selection of a successor.
603

604 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
605 Henrico County Council PTA.
606

607 **Section 3.** Responsibilities of delegates:
608

- 609 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
610 to council such matters as may be referred to it by the local PTA/PTSA.
611
612 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
613 instructed, they shall use their own discretion, except as provided by council bylaws.
614

615 #Article 13: District Membership 616

617 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
618 This local PTA/PTSA is in the Richmond District of Virginia PTA.
619

620 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
621 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
622 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
623 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
624

625 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
626 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
627 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
628 delegate for each fifty (50) memberships or major fraction thereof.
629

630 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
631 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
632 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
633 instructed, they shall use their own discretion.
634

635 #Article 14: Fiscal Year 636

637 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.
638
639
640

641 **#Article 15: Parliamentary Authority**
642

643 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
644 National PTA and its constituent associations in all cases in which they are applicable and in which
645 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
646 PTA, or the articles of incorporation.
647

648 **#Article 16: Local Unit Bylaws Revisions and Amendments**
649

650 **Section 1.** The bylaws of this local PTA/PTSA shall be revised and submitted to the Virginia PTA
651 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of
652 the Virginia PTA Board of Managers.
653

654 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
655

656 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
657 existing bylaws or to submit an amendment to current bylaws.
658

659 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
660 provided notice and a copy of the proposed bylaws revision or amendments are provided to
661 the membership at least thirty (30) days prior to the meeting at which the revision or the
662 amendments are to be voted upon. A quorum shall be established at the meeting in which
663 voting takes place. The revision or amendments are subject to approval by the Virginia
664 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed
665 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
666 voting.
667

668 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
669 accordance with the bylaws of Virginia PTA.
670

671 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
672 sections that are identified by the pound symbol (#).
673

674 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
675 identified by the pound symbol (#) shall serve to automatically and without requirement of
676 further action by the local PTA/PTSA to amend correspondingly its bylaws.
677

678 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
679 serve automatically and without the requirement of further action by this local PTA/PTSA to
680 amend correspondingly the bylaws of this local PTA/PTSA.
681

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