

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Bon Air Elementary School Parent Teacher Association of Chesterfield County were approved by the membership at its meeting on April 21, 2015.

Signed: Val Reinford Val Reinford
President Print/Type Name

(804) 467-6008 daytime phone number

(804) 560-1868 evening phone number

Info@BonAirPTA.com e-mail

Signed: Tiffany Glass Ferreira Tiffany Glass Ferreira
Secretary Print/Type Name

Signed: Charles E. Gates, Jr. Charles E. Gates, Jr.
Bylaws Committee Chairperson Print/Type Name

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

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

State Bylaws Committee

Date

Note: Bylaws of this local unit must be submitted for review to the Virginia PTA/PTSA by _____ 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.

**BYLAWS OF THE
BON AIR ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION**

TABLE OF CONTENTS

#ARTICLE I: NAME	1
#ARTICLE II: ARTICLES OF ORGANIZATION.....	1
#ARTICLE III: PURPOSES	1
#ARTICLE IV: BASIC POLICIES	2
#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA	3
#ARTICLE VI: AUDITING PROCEDURES.....	6
#ARTICLE VII: MEMBERSHIP AND DUES	7
ARTICLE VIII: OFFICERS AND THEIR ELECTION	8
ARTICLE IX: DUTIES OF OFFICERS.....	11
ARTICLE X: EXECUTIVE COMMITTEE.....	13
ARTICLE XI: EXECUTIVE BOARD	14
ARTICLE XII: GENERAL MEMBERSHIP MEETINGS.....	15
ARTICLE XIII: COMMITTEES AND COORDINATORS.....	16
ARTICLE XIV: COUNCIL MEMBERSHIP	18
#ARTICLE XV: DISTRICT MEMBERSHIP	18
#ARTICLE XVI: FISCAL YEAR.....	19
#ARTICLE XVII: PARLIAMENTARY AUTHORITY	19
#ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS	19
#ARTICLE XIX: APPROVAL OF BYLAWS	20

1 **BON AIR ELEMENTARY SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**

4 **#ARTICLE I: NAME**
5

6 The name of this association is the Bon Air Elementary School Parent Teacher Association located in
7 Chesterfield, Virginia. It is a local Parent Teacher Association (PTA) organized under the authority of the
8 Virginia Congress of Parents and Teachers (the Virginia PTA), a branch of the National Congress of Parents
9 and Teachers (the National PTA).

10 **#ARTICLE II: ARTICLES OF ORGANIZATION**
11

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

16 **#ARTICLE III: PURPOSES**
17

18 **Section 1.** The purposes of the Bon Air Elementary School PTA, in common with those of the
19 Virginia PTA and the National PTA, are:

- 20
- 21 a. To promote the welfare of children and youth in home, school, community, and place of
22 worship.
 - 23
 - 24 b. To raise the standards of home life.
 - 25
 - 26 c. To secure adequate laws for the care and protection of children and youth.
 - 27
 - 28 d. To bring into closer relation the home and the school, that parents and teachers may
29 cooperate intelligently in the education of children and youth.
 - 30
 - 31 e. To develop between educators and the general public such united efforts as will secure for
32 all children and youth the highest advantages in physical, mental, social, and spiritual
33 education.
 - 34

35 **Section 2.** The purposes of the Virginia PTA, the National PTA and the Bon Air Elementary School
36 PTA are promoted through an educational program directed toward parents, teachers, and
37 the general public; are developed through conferences, committees, projects, and
38 programs; and are governed and qualified by the basic policies set forth in Article IV.

39

40 **Section 3.** The association is organized exclusively for the charitable, scientific, literary or
41 educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue

1 Code or corresponding Section of any future federal tax code (hereinafter "Internal
2 Revenue Code").

3 #ARTICLE IV: BASIC POLICIES

4
5 The following are basic policies of the Bon Air Elementary School PTA in common with those of the
6 Virginia PTA and the National PTA:

- 7
- 8 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
 - 9
 - 10 b. The association shall work with the schools to provide quality education for all children
11 and youth and shall seek to participate in the decision-making process establishing school
12 policy, recognizing that the legal responsibility to make decisions has been delegated by
13 the people to boards of education, state education authorities, and local education
14 authorities.
 - 15
 - 16 c. The association shall work to promote the health and welfare of children and youth, and
17 shall seek to promote collaboration among parents, schools and the community at large.
 - 18
 - 19 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable
20 to its members, directors, trustees, officers or other private persons except that the
21 association shall be authorized and empowered to pay reasonable compensation for
22 services rendered and to make payments and distribution in furtherance of the purposes set
23 forth in Article III hereof.
 - 24
 - 25 e. Notwithstanding any other provision of these articles, the association shall not carry on any
26 activities not permitted to be carried on (i) by an association exempt from federal income
27 tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an association,
28 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue
29 Code.
 - 30
 - 31 f. Upon dissolution of this association, after paying or adequately providing for the debts and
32 obligations of the association, the remaining assets shall be distributed to one or more
33 nonprofit funds, foundations, or associations that have established their tax-exempt status
34 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in
35 accordance with those of the Virginia PTA and the National PTA.
 - 36
 - 37 g. The association or members in their official capacities shall not, directly or indirectly,
38 participate or intervene (in any way, including publishing or distributing of statements) in
39 any political campaign on behalf of, or in opposition to, any candidate for public office, or
40 devote more than an insubstantial part of its activities to attempting to influence legislations
41 by propaganda or otherwise.
 - 42
 - 43 h. The association may cooperate with other associations and agencies concerned with child
44 welfare, but a PTA representative shall make no commitments that bind the group he/she
45 represents.

1 **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA**
2

3 **Section 1.** Local PTA/PTSA's shall be organized and chartered under the authority of the Virginia
4 PTA in the area in which the local PTA/PTSA functions, in conformity with such rules and
5 regulations, not in conflict with the bylaws of the National PTA, as the Virginia PTA may
6 in its bylaws prescribe.
7

8 **Section 2.** The Virginia PTA shall issue to each local PTA/PTSA in its area an appropriate charter
9 evidencing the due association and good standing of the local PTA/PTSA. A local
10 PTA/PTSA in good standing is one which:
11

- 12 a. Adheres to the purposes and basic policies of the PTA;
- 13
- 14 b. Has a minimum of three (3) elected officers, to include president and treasurer;
- 15
- 16 c. Remits the state and national portion of dues to the Virginia PTA by dates designated in
17 these bylaws;
- 18
- 19 d. Has bylaws approved according to the procedures of the Virginia PTA;
- 20
- 21 e. Submits local unit officers contact information form and verification of local unit's
22 employer identification number (EIN) to the state office immediately upon election of
23 officers and no later than June 15 annually;
- 24
- 25 f. Submits a copy of the fiscal year-end audit report and minutes of the meeting at which it
26 was adopted shall be sent to the state office within thirty (30) days following the adoption
27 of the audit report by the general membership;
- 28
- 29 g. Submits a copy of the filed 990 or 990EZ to the state office within fifteen (15) days of
30 filing; and
- 31
- 32 h. Meets other criteria as may be prescribed by the Virginia PTA.
33

34 **Section 3.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
35 may be approved by the Virginia PTA. Such bylaws shall not be in conflict with the bylaws
36 of the National PTA or the bylaws of the Virginia PTA.
37

38 **Section 4.** Bylaws of each constituent association shall include an article on amendments.
39

40 **Section 5.** Each local PTA/PTSA shall keep such permanent books of account and records as shall be
41 sufficient to establish the items of gross income, receipts, and disbursements of the
42 association including, specifically, the number of its members, the dues collected from its
43 members, and the amounts of dues remitted to the Virginia PTA. Such books of account
44 and records shall at all reasonable times be open to inspection by an authorized
45 representative of the Virginia PTA or, where directed by the committee on state and
46 national relationships, by a duly authorized representative of the National PTA. Such
47 authorized representative shall have full access in cases where account information and
48 records are required from banks.

- 1
2 **Section 6.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
3 association as a PTA/PTSA unit shall be subject to termination, in the manner and under
4 the circumstances provided in the bylaws of the Virginia PTA.
5
- 6 **Section 7.** Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA:
7
- 8 a. To yield up and surrender all of its books and records and all of its assets and property to
9 the Virginia PTA or to such agency as may be designated by the Virginia PTA or to another
10 local PTA/PTSA organized under the authority of the Virginia PTA;
11
- 12 b. To cease and desist from the further use of any name that implies or connotes association
13 with the National PTA or the Virginia PTA or status as a constituent association of the
14 National PTA; and
15
- 16 c. To carry out promptly, under the supervision and direction of the Virginia PTA, all
17 proceedings necessary or desirable for the purpose of dissolving such local PTA/PTSA.
18
- 19 **Section 8.** Each officer or board member of a local PTA/PTSA shall be a member of such local
20 PTA/PTSA.
21
- 22 **Section 9.** A PTA/PTSA member shall not serve as a voting member of a constituent association's
23 board at the local, council, district, region, state or national level while serving as a paid
24 employee of, or under contract to, that constituent association.
25
- 26 **Section 10.** Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such
27 dues to the Virginia PTA by dates designated in these bylaws.
28
- 29 **Section 11.** Only members of a local PTA/PTSA who have paid dues for the current membership year
30 may participate in the business of that association.
31
- 32 **Section 12.** Bylaws of each constituent association shall include a provision establishing a quorum.
33
- 34 **Section 13.** The members of the nominating committee for officers of a constituent association shall
35 be elected by the membership, Board of Directors/Managers, Executive Board, or
36 Executive Committee.
37
- 38 **Section 14.** The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy
39 voting is specified by applicable state law).
40
- 41 **Section 15.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of
42 such of these bylaws as are identified by the state symbol #.
43
- 44 **Section 16.** The adoption of an amendment to any provision of the bylaws of the National PTA shall
45 serve automatically and without the requirement of further action by the local PTA/PTSA
46 to amend correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the
47 automatic character of the amending process, the local PTA/PTSA shall promptly
48 incorporate such amendments in their respective bylaws.

1
2 **Section 17.** Local units may address legislative items or issues if the position on the legislative item or
3 issue does not conflict with that of the Virginia PTA Legislation Program. The local unit's
4 name must be used and not that of the Virginia PTA.
5

6 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved
7 by a two-thirds (2/3) vote of members present and voting after having been given at least
8 thirty (30) days written notice. The amount of such annual dues shall include the portions
9 payable to the local unit, Virginia PTA and the National PTA.
10

11 **Section 19.** Any dissolution of a local unit and termination of its affairs shall take place in the following
12 manner:
13

14 a. The Executive Board shall adopt a written resolution recommending that the local
15 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted
16 to a vote at a special meeting of the general membership having voting rights at the time
17 of the meeting;
18

19 1. Only those funds approved by the general membership in the current budget year
20 may be spent. All other funds shall be frozen until the question of dissolution is
21 decided;
22

23 2. Written notice of the adoption of such resolution accompanied by a copy of the
24 notice of the special meeting of members shall be given to the President of Virginia
25 PTA at least thirty (30) days before the date fixed for such special meeting of the
26 members;
27

28 3. A complete membership list including contact information shall be provided to the
29 state office at least thirty (30) days before the date fixed for such special meeting
30 of the members;
31

32 b. Written notice stating the purpose of such meeting to consider the dissolving the local
33 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
34 meeting. Such meeting shall be held only during the academic year of the school involved.
35

36 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA to
37 consider the resolution to dissolve. The dissolution quorum includes the required quorum
38 for general membership meetings per local unit bylaws plus a majority of the Executive
39 Board members.
40

41 d. Prior to the vote on dissolution, the President of Virginia PTA, or his/her designated
42 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
43 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
44 answer session.
45

46 e. Voting shall be by ballot.
47

1 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
2 the resolution and who continue to be members on the date of the special meeting shall be
3 entitled to vote on dissolution.
4

5 g. Upon adoption to dissolve, the unit's charter will be withdrawn by Virginia PTA in
6 accordance with state bylaws.
7

8 **Section 20.** One (1) president shall preside over local PTA/PTSA associations as prescribed in its
9 bylaws.
10

11 **Section 21.** One (1) treasurer shall be responsible for all PTA/PTSA funds and finances.
12

13 **Section 22.** A local unit is required to file a 990 or 990EZ per IRS regulations. A copy of the report
14 filed shall also be forwarded to the state office within fifteen (15) days of filing.
15

16 **Section 23.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the
17 ending date the last day of a calendar month.

18 **#ARTICLE VI: AUDITING PROCEDURES**

19

20 **Section 1.** An auditing committee or a professional auditor shall be selected by the Executive Board
21 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than
22 three (3) members and no one with signature authority shall sit on the auditing committee.
23

24 **Section 2.** The local unit treasurer shall submit the books to the auditing committee or the professional
25 auditor at the end of the fiscal year. The audit report shall be submitted in writing to the
26 Executive Board prior to finalization of the proposed budget for the coming school year.
27

28 **Section 3.** The Executive Board of a local PTA shall, upon resignation of the treasurer during a term,
29 select an auditing committee or a professional auditor within one (1) week of the
30 resignation. The audit shall be performed with fiscal year end auditing procedures and shall
31 be completed within three (3) weeks of the resignation. This audit shall not be performed
32 in lieu of the year-end audit.
33

34 **Section 4.** The newly elected treasurer shall not undertake any banking responsibilities of that office
35 with the exception of depository duties, reconciliation of bank statements, change of
36 signatory or other clerical duties not requiring signatory until the audit is presented to the
37 Executive Board by electronic or written communication.
38

39 **Section 5.** All audit reports shall be presented to the general membership for adoption. The fiscal year-
40 end audit report shall be presented to the membership for adoption at the first general
41 membership meeting held after the completion of the report. A copy of the fiscal year-end
42 audit shall be sent to the state office within thirty (30) days following the adoption of the
43 audit by the membership.
44

45 **Section 6.** Local units shall forward to the state office each year, within fifteen (15) days of filing, a
46 copy of their Form 990N, 990, or 990EZ as required per IRS regulations.

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

2
3 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member
4 of the National PTA and of the Virginia PTA by which this PTA/PTSA is chartered and is
5 entitled to all the benefits of such membership.
6

7 **Section 2.** Membership in this PTA/PTSA shall be open, without discrimination, to anyone who
8 believes in and supports the mission and purposes of National PTA.
9

10 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit persons to
11 membership at any time.
12

13 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
14 prescribed by the association. The amount of such dues shall include the portion payable
15 to the Virginia PTA (the "state portion") and the portion payable to the National PTA (the
16 "national portion").
17

18 **Section 5.** Only members of this PTA/PTSA shall be eligible to vote in the business meetings of this
19 PTA/PTSA or to serve in any of its elected or appointed positions.
20

21 **Section 6.** The amount of the state portion of each member's dues shall be determined by the Virginia
22 PTA. The Virginia PTA portion of each member's dues shall be one dollar (\$1.00) per
23 annum. The national portion of each member's dues shall be two dollars and twenty-five
24 cents (\$2.25) per annum.
25

26 **Section 7.** The state and national portions of the dues paid by each member of this PTA/PTSA shall
27 be set aside by this PTA/PTSA and remitted to the Virginia PTA through such channels
28 and at such times as the state bylaws may provide. Each state PTA shall pay to the National
29 PTA the amount of the national portion of dues paid by all members of local PTAs in its
30 area.
31

32 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved
33 by two-thirds (2/3) vote of members present and voting after having been given at least
34 thirty (30) days' notice. The amount of such annual dues shall include the portions payable
35 to the local unit, the Virginia PTA and the National PTA.
36

37 **Section 9.** PTSAs with students in secondary schools shall offer membership to students.
38

39 **Section 10.** All memberships received during the fiscal year ending June 30 shall expire the following
40 October 31.
41

42 **Section 11.** A person may hold membership in one (1) or more local PTA units upon payment of all-
43 inclusive dues as required in each local unit bylaws.
44

45 **Section 12.** Payment of State and National Dues
46

- 1 a. The state and national portions of the dues paid by each member of a local PTA/PTSA
- 2 shall be the property of the Virginia PTA and National PTA, respectively, and shall not be
- 3 included in the local unit's budget.
- 4
- 5 b. Membership dues shall be remitted to the treasurer of the Virginia PTA at the Virginia PTA
- 6 office on or before December 1. Additional membership dues received after December 1
- 7 shall be remitted to the Virginia PTA treasurer on or before March 1. Membership dues
- 8 received after March 1 shall be remitted to the Virginia PTA treasurer on or before June
- 9 30.
- 10
- 11 c. A list of members who joined the association during the reporting period shall be kept by
- 12 the local unit and submitted to the Virginia PTA.
- 13

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

19

20 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service, for
 21 which a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of
 22 the National PTA. The National PTA Life Achievement Award provides only National
 23 Convention guest privileges upon payment of the convention registration fee.

24

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

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

29

30 **#Section 1.** Each officer of this PTA shall be a member of this PTA.

31

32 **#Section 2.** Only members whose individual dues are paid to this association for the current fiscal year
 33 shall be eligible to hold office, to serve on the Executive Committee, the Executive Board,
 34 a standing or special committee or to serve as a delegate to the council or district.

35

36 **Section 3. Officers, Elections, and Terms:**

- 37
- 38 a. The officers of this association, listed in order of seniority, shall consist of:
- 39
- 40 #1. one (1) President;
- 41
- 42 2. one (1) First Vice President;
- 43
- 44 3. one (1) Second Vice President;
- 45
- 46 #4. one (1) Treasurer; and

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

5. one (1) Secretary.

b. Regular Elections

1. Officers shall be elected by ballot vote of the general membership during a Regular Election in the month of May or June. However, if there is but one nominee for office, election for that office may be by voice vote. (Vacancies occurring in any office at any time that an officer does not serve the complete term for which they are elected shall be filled according to the procedure for Special Elections as prescribed in Article VIII, Section 6.)
2. The Nominating Committee shall report their nominations for elected officers through electronic or written communication to the general membership no less than thirty (30) days prior to the meeting of the Regular Election.
3. At the meeting of the Regular Election, additional nominations may be made from the floor.
4. A majority of the votes cast in a Regular Election shall constitute an election.

c. Terms and Term Limits

1. Officers shall be elected to serve for a term of two (2) years or until their successors are elected as prescribed in Section 3.b. above.
2. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. For the purposes of term limits only, 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.

d. Assumption of Duties

1. Officers elected during a Regular Election, except the Treasurer, shall assume their official duties on the July 1 following their election.
2. Officers elected during a Special Election to fill a vacancy, except the Treasurer, shall assume their official duties following the adjournment of the meeting in which they are elected.
3. In all cases, the Treasurer shall assume his/her official duties following the presentation of the results of the audit to the Executive Board by electronic or written communication as prescribed in Article VI, Section 4.

1 **Section 4. Nominating Committee**
2

- 3 a. There shall be a Nominating Committee composed of five (5) members who shall be
4 elected at a regular meeting of the general membership of this PTA at least two (2) months
5 prior to the election of officers. Only current members of the association shall be eligible
6 to serve on the Nominating Committee. Members of the faculty of the school may be
7 elected to serve on the Nominating Committee, if they are members of the association.
8
- 9 b. The duty of the Nominating Committee shall be to recruit, interview, and present
10 candidates for election as officers.
11
- 12 c. The committee shall elect its own chairperson at its first meeting.
13
- 14 d. The Nominating Committee shall nominate an eligible person for each office to be filled
15 by Regular Election and report its nominees through electronic or written communication
16 to the general membership no less than thirty (30) days prior to the election meeting. At
17 the election meeting, additional nominations may be made from the floor.
18
- 19 e. Only those persons who have signified their consent to serve if elected shall be nominated
20 for or elected to such office.
21

22 **Section 5. Resignation and Removal**
23

- 24 a. An elected officer may resign at any time by providing written notice to all the other elected
25 officers and the principal of the school. The most senior elected officer still serving shall
26 notify the Executive Board of any resignation and the initiation of the process to fill the
27 vacancy.
28
- 29 b. An officer of this PTA may be removed from office upon the affirmative vote of two-thirds
30 (2/3) of all those present and voting at a special meeting of the general membership as
31 called according to Article XII, Section 2. A removal vote shall not occur at a regular
32 meeting of the association as scheduled according to Article XII, Sections 1. The officer
33 must be notified of the intent to call for a special meeting to seek the removal of the officer
34 at least five (5) days in advance of the calling of the special meeting in order for the officer
35 to have the opportunity to resign. At the discretion of those calling the special meeting (the
36 President or a majority of the Executive Board), the public notification of the special
37 meeting need not specify that a removal vote will be taken, but rather may vaguely allude
38 to changes in leadership. Any motion calling for removal of an officer shall be made by a
39 current member of the association, who shall explain the basis for calling for the removal
40 of the officer. The officer shall be given an opportunity address the general membership
41 prior to voting on the motion to remove.
42

43 **Section 6. Vacancies and Special Elections**
44

- 45 a. A vacancy shall exist when an officer does not serve the complete term for which they
46 were previously elected (as defined in Article VIII, Section 3).
47

- 1 b. A vacancy occurring in any office other than president shall be filled by a person elected
- 2 through a Special Election by the Executive Board.
- 3
- 4 1. In case a vacancy occurs in the office of President, the First Vice President shall
- 5 automatically become President and serve notice of the election to fill the vacancy
- 6 in the office of First Vice President.
- 7
- 8 2. In case a vacancy occurs in the office of President at the same time that a vacancy
- 9 occurs in the office of First Vice President, the most senior officer having been
- 10 elected in a Regular Election as prescribed in Article VIII, Section 3 shall
- 11 automatically and temporarily assume the duties of President and serve as Acting
- 12 President until a person is elected President. The Acting President shall
- 13 immediately serve notice of a Special Election to fill all vacancies.
- 14
- 15 c. Special Elections shall be conducted as a ballot vote by the members of the Executive
- 16 Board (as prescribed in Article XI, Section 2), ten (10) days notice having been given to
- 17 the general membership of this PTA.
- 18
- 19 d. Those elected to fill a vacancy by Special Election shall be elected to serve until the next
- 20 Regular Election as prescribed in Article VIII, Section 3.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The President shall:

- 25 a. preside at all meetings of the association, but not vote unless in the instance of a tie;
- 26
- 27 b. perform such other duties as may be prescribed in these bylaws or as assigned by a majority
- 28 vote of the Executive Board;
- 29
- 30 c. serve as a member ex-officio of all committees except the Nominating Committee;
- 31
- 32 #d. submit local unit officers form and verification of the local unit’s employer identification
- 33 number (EIN) to the state office immediately upon the election of officers and no later than
- 34 June 15 annually; and
- 35
- 36 e. coordinate the work of the officers, committees, and coordinators of the association in order
- 37 that the purposes may be promoted.
- 38

Section 2. The First Vice President(s) shall:

- 41 a. act as aide(s) to the President;
- 42
- 43 b. perform the duties of the President in the absence or inability of the President to act;
- 44
- 45 c. administer and lead the various program committees, coordinators, and activities as
- 46 prescribed by the Executive Board; and

- 1
2 d. perform other duties as assigned by a majority vote of the Executive Committee.
3

4 **Section 3.** The Second Vice President(s) shall:
5

- 6 a. act as aide(s) to the President;
7
8 b. perform the duties of the President in the absence or inability of the President or First Vice
9 President to act;
10
11 c. administer and lead the various fundraising committees, coordinators, and activities as
12 prescribed by the Executive Board; and
13
14 d. perform other duties as assigned by a majority vote of the Executive Committee.
15

16 **Section 4.** The Treasurer shall:
17

- 18 a. have custody of all the funds of the association;
19
20 b. keep a full and accurate account of receipts and expenditures;
21
22 c. make disbursements as authorized by the President, Executive Board, or association in
23 accordance with the budget adopted by the association;
24
25 #d. remit by December 1 to the Virginia PTA state office, state and national PTA dues for
26 memberships received prior to December 1. Remit by March 1, dues received after
27 December 1 and remit by June 30, all state and national dues received after March 1.
28
29 #e. have checks or vouchers signed by two (2) officers, preferably the Treasurer and the
30 President;
31
32 f. present a written financial statement at every meeting of the association and at other times
33 when requested by the Executive Board;
34
35 g. prepare an annual financial report at the close of the fiscal year;
36
37 #h. have the accounts examined according to the auditing procedures outlined in Article VI;
38
39 #i. when a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990
40 or 990EZ report shall also be forwarded to the state office upon its completion;
41
42 #j. submit a copy of the fiscal year-end audit to the state office within thirty (30) days
43 following the adoption of the audit by the membership; and
44
45 k. perform other duties as assigned by a majority vote of the Executive Committee.
46

47 **Section 5.** The Secretary shall:
48

- 1 a. record the minutes of all Executive Board meetings and General Membership meetings and
2 publish them to the Executive Board within 10 days of the meeting;
3
4 b. keep the official copy of the local unit's bylaws in his/her files;
5
6 #c. maintain a membership list as required by the Virginia PTA;
7
8 d. maintain a list of standing committees and special committees to include the chairpersons
9 as appointed by the Executive Committee; and
10
11 e. perform other duties as assigned by a majority vote of the Executive Committee.
12

13 **Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned from time
14 to time. Upon the expiration of the term of office or in case of resignation, each officer
15 shall turn over to the President, without delay, all records, books, and other materials
16 pertaining to the office.

17 **ARTICLE X: EXECUTIVE COMMITTEE**

18
19 **Section 1.** The Executive Committee shall consist of the elected officers of the association and the
20 principal of the school.
21

22 **Section 2.** Duties of the Executive Committee shall be to:

- 23
24 a. develop goals for the association for presentation to the Executive Board and general
25 membership for approval;
26
27 b. create standing and special committees and coordinator positions; and
28
29 c. appoint standing and special committee chairpersons and coordinators.
30

31 **Section 3.** An action may be passed by the Executive Committee at a meeting through an affirmative
32 vote by the majority of those present. Each member of the Executive Committee shall have
33 (1) one vote. The President shall only exercise his/her vote in the instance of a tie and the
34 minutes shall reflect that the President voted to resolve a tie vote.
35

36 **Section 4.** The Executive Committee shall meet within thirty (30) days after their election for the
37 purpose of appointing standing committee chairpersons, council delegates and alternates,
38 and district delegates and alternates. Special committee chairpersons and coordinators shall
39 be appointed as necessary. Members of the standing and special committees shall be
40 appointed as soon as possible after the appointment of the committee chairpersons.
41

42 **Section 5.** Meetings of the Executive Committee shall be held by the call of the President or a majority
43 of the Executive Committee, three (3) days notice having been given to all members of the
44 Executive Committee. A quorum of the Executive Committee shall be a majority of the
45 elected officers of the committee then in office.

1 **ARTICLE XI: EXECUTIVE BOARD**

2
3 **Section 1.** The business and affairs of this PTA shall be conducted under the direction of the Executive
4 Board of the Bon Air Elementary Parent Teacher Association.

5
6 **Section 2. Board Members and Eligibility**

7
8 a. The Executive Board shall consist of:

- 9
10 1. the officers of the association (elected as prescribed in Article VIII, Section 3);
11
12 2. the chairpersons of standing committees (as appointed by the officers of the
13 association as prescribed in Article XIII, Section 3);
14
15 3. the principal of the school or his/her designee; and
16
17 4. up to two (2) staff representatives elected by the faculty.

18
19 #b. Only members of this association shall be eligible to serve in any elected or appointed
20 positions.

21
22 #c. A PTA member shall not serve as a voting member of a constituent organization's board at
23 the local, council, district, region, state or national level while serving as a paid employee
24 of, or under contract to, that constituent organization.

25
26 **Section 3. Duties of the Executive Board**

27
28 The duties of the Executive Board shall be:

- 29
30 a. To transact necessary business in the intervals between association meetings and such other
31 business as may be referred to it by the association;
32
33 b. To approve the plans of work of the standing and special committees;
34
35 c. To present a report at the regular meetings of the association;
36
37 #d. To select an auditing committee or professional auditor as outlined in Article VI;
38
39 #e. To approve the proposed budget to be presented to the membership for adoption;
40
41 #f. To obtain general membership approval for any changes to the adopted budget over three
42 hundred dollars (\$300.00); and
43
44 g. To approve the minutes of Executive Board meetings and General Membership meetings.

45
46 **Section 4. Meetings and Notice**

- 1 a. Regular meetings of the Executive Board shall be held during the school year, the time (for
2 example, the second Monday of each month at 7:00 p.m.) to be determined by the board at
3 its first meeting of the year. Any changes to the time determined at the first meeting of the
4 year shall be provided to the general membership of the association by publication in
5 electronic or printed communication no less than five (5) days prior to the first meeting
6 occurring under the new schedule.
7
8 b. Notice of any meeting, both regular meetings and special meetings, of the Executive Board
9 shall be provided to the general membership of the association by publication in electronic
10 or printed communication no less than five (5) days prior to a meeting.
11
12 c. Special meetings of the Executive Board may be called by the President or by a majority
13 of the members of the board, five (5) days notice being given.
14
15 d. Meetings of the Executive Board shall be open to all members of this PTA.
16

17 **Section 5. Quorum and Voting**
18

- 19 a. A quorum shall exist if a majority of the members of the Executive Board are present for a
20 meeting.
21
22 b. Each member of the Executive Board shall have (1) one vote. An action may be passed by
23 the Board at a meeting through an affirmative vote by the majority of those present. The
24 President shall only exercise his/her vote in the instance of a tie and the minutes shall reflect
25 that the President voted to resolve a tie vote.
26
27 c. The Executive Board shall reserve the right to vote on business via electronic vote in urgent
28 circumstances.
29
30 1. Only the President shall have the authority to call for an electronic vote and to
31 establish the guidelines for that vote. The established requirements for a quorum
32 shall prevail.
33
34 2. Results of electronic votes must be recorded in the minutes and ratified at the next
35 Executive Board meeting.

36 **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**
37

38 **Section 1.** Regular meetings of the association shall be held at least four (4) times during the school
39 year, unless otherwise provided by the association or by the Executive Board, five (5) days
40 notice having been given.
41

42 **Section 2.** Special meetings of the association may be called by the President or by a majority of the
43 Executive Board, five (5) days notice having been given.
44

45 **Section 3.** The regular election meeting shall be held in May or June (see Article VIII, Section 3).
46

1 **Section 4.** Ten (10) members, as defined in Article V, Section 11, shall constitute a quorum for the
2 transaction of business at any general membership meeting of this association.
3

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

7 **ARTICLE XIII: COMMITTEES AND COORDINATORS**

8

9 **#Section 1.** Only members of this association shall be eligible to serve in any elected or appointed
10 positions.
11

12 **#Section 2.** Only current members of the association shall serve as a member of a standing or special
13 committee.
14

15 **Section 3. Standing Committees**

16

17 a. The Executive Committee may create such standing committees as it may deem necessary
18 to promote the purposes and carry on the work of the association.
19

20 b. Standing committee chairpersons shall be appointed by the Executive Committee.
21

22 1. The term of each chairperson shall be one (1) year or until the selection of a
23 successor, whichever is shorter.
24

25 2. No chairperson shall be eligible to serve in the same capacity for more than three
26 (3) consecutive terms. However, the Executive Committee may obtain an
27 exemption to this term limit by formally requesting such exemption from the
28 Executive Board, which shall be granted upon a majority vote.
29

30 3. A chairperson of a standing committee may be removed by an affirmative vote of
31 three-fifths (3/5) of the elected officers at a meeting of the Executive Committee.
32 The committee chairperson must be notified of the intent to call for removal at
33 least five (5) days in advance of the Executive Committee meeting in order for the
34 chairperson to have the opportunity to resign. A motion calling for removal of a
35 committee chairperson shall be made by a current member of the Executive
36 Committee, who shall explain the basis for calling for the removal of the
37 committee chairperson. The committee chairperson shall be invited to the meeting
38 and given an opportunity address the Executive Committee prior to voting on the
39 motion to remove.
40

41 **Section 4. Special Committees**

42

43 a. The Executive Committee may create such special committees as it may deem necessary
44 or as may be directed by the association, provided that no special committee shall be
45 created to act upon any matter appropriate to be acted upon by a standing committee. A
46 Special Committee shall act for no more than one year from the date of appointment and

1 shall be considered discharged upon the expiration of said year, unless specifically
2 authorized by the Board to act for a longer period.

3
4 b. Special committee chairpersons shall be appointed by the elected officers.

5
6 1. The term of each special committee chairperson is ended upon completion of the
7 task assigned to the committee, but shall not exceed one (1) year in length.

8
9 2. A chairperson of a special committee may be removed by an affirmative vote of
10 three-fifths (3/5) of the elected officers at a meeting of the Executive Committee.
11 The committee chairperson must be notified of the intent to call for removal at
12 least five (5) days in advance of the Executive Committee meeting and given the
13 opportunity to resign. A motion calling for removal of a committee chairperson
14 shall be made by a current member of the Executive Committee, who shall explain
15 the basis for calling for the removal of the committee chairperson. The committee
16 chairperson shall be invited to the meeting and given an opportunity address the
17 Executive Committee prior to voting on the motion to remove.

18
19 **Section 5. Coordinator Positions**

20
21 a. The Executive Committee may establish coordinator positions as it may deem necessary
22 to promote the purposes and carry on the work of the association. Coordinator positions
23 may be established to accomplish specific tasks or manage events where the coordinator's
24 duties do not necessarily merit a vote on the Executive Board.

25
26 b. Coordinators shall be appointed by the Executive Committee.

27
28 1. The term of each coordinator shall be one (1) year or until the selection of a
29 successor, whichever is shorter.

30
31 2. No coordinator shall be eligible to serve in the same capacity for more than three
32 (3) consecutive terms. However, the Executive Committee may obtain an
33 exemption to this term limit by formally requesting such exemption from the
34 Executive Board, which shall be granted upon a majority vote.

35
36 3. A coordinator may be removed by an affirmative vote of three-fifths (3/5) of the
37 elected officers at a meeting of the Executive Committee. The coordinator must be
38 notified of the intent to call for removal at least five (5) days in advance of the
39 Executive Committee meeting and given the opportunity to resign. A motion
40 calling for removal of a coordinator shall be made by a current member of the
41 Executive Committee, who shall explain the basis for calling for the removal of
42 the coordinator. The coordinator shall be invited to the meeting and given an
43 opportunity address the Executive Committee prior to voting on the motion to
44 remove.

45
46 **Section 6.** The chairperson of each standing and special committee shall present a plan of work to the
47 Executive Board. No committee work shall be undertaken without the consent of the
48 Executive Committee.

1
2
3
4
5
6
7
8
9

Section 7. The quorum of any committee shall be a majority of its members.

Section 8. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 9. Committee chairpersons 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

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

Section 1. Selection of delegates

- a. The association shall be represented in meetings of the Chesterfield 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 by the Executive Committee as prescribed in Article X, Section 3.
- c. Delegates to the Chesterfield County Council of PTAs shall serve for a term of one (1) year or until the selection of a successor, whichever is shorter.

Section 2. This association shall pay annual dues as prescribed in council bylaws to the Chesterfield 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

35
36
37
38
39
40
41
42
43
44
45

Section 1. This PTA shall be a member of the district designated by the Virginia PTA. This PTA is in the James River District of the Virginia PTA.

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

Section 3. Selection of delegates

- 1
2 a. Local units are entitled to be represented at the Annual District Meeting and the District
3 Legislation Workshop by the President or alternate and three (3) other voting delegates. If
4 the membership is larger than one hundred (100), there shall be one (1) additional delegate
5 for each fifty (50) memberships or major fraction thereof.
6
7 b. All representatives, delegates, or alternates to a district must be members of this PTA.
8 Delegates and alternates shall be appointed by the Executive Committee as prescribed in
9 Article X, Section 3.
10
11 c. Delegates to the James River District of the Virginia PTA shall serve for a term of one (1)
12 year or until the selection of a successor, whichever is shorter.
13

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

18 **#ARTICLE XVI: FISCAL YEAR**

19
20 The fiscal year of this PTA shall begin on July 1 and end on June 30.

21 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

22
23 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
24 National PTA and its constituent associations in all cases in which they are applicable and in which they
25 are not in conflict with the Bylaws of the Virginia PTA, and the Bylaws of the National PTA, or the articles
26 of incorporation.

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

28
29 **Section 1.** Bylaws shall be reviewed and amended with the following procedures:

- 30
31 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing
32 bylaws or to submit an amendment to current bylaws.
33
34 b. Bylaws shall be revised or amended at a regular meeting of the association provided notice
35 and a copy of the proposed bylaws revision or amendments are provided to the membership
36 at least thirty (30) days prior to the meeting at which the revision or the amendments are to
37 be voted upon. A quorum shall be established at the meeting in which voting takes place.
38 The revision or amendments are subject to approval by the Virginia PTA Bylaws
39 Committee. The proposed bylaws revision or amendments require a two-thirds (2/3) vote
40 of the members present and voting.
41
42 c. Submission of amendments and revised bylaws for approval by the State PTA shall be in
43 accordance with the bylaws or regulations of the Virginia PTA.

1
2 d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of
3 such of the bylaws of the Virginia PTA as are identified by the state symbol #.

4
5 e. The adoption of an amendment to any provision of the Bylaws of the Virginia PTA
6 identified by the number symbol (#) shall serve automatically and without requirement of
7 further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the
8 automatic character of the amending process, the local PTA shall promptly incorporate
9 such amendments in its respective bylaws.

10
11 **Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA shall
12 serve automatically and without the requirement of further action by the local PTA to
13 amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic
14 character of the amending process, the local PTAs shall promptly incorporate such
15 amendments in their respective bylaws.

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

17
18 The bylaws of this association shall be submitted to the State Office every five (5) years for approval by
19 the Virginia PTA Bylaws Committee on behalf of the Board of Managers.