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VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Churchland Primary and Intermediate School PTA of Portsmouth were approved by the membership at its meeting on June 10, 2016.

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\*\*\*\*\*

(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:



Jane K... ..  
State Bylaws Committee

September 1, 2016  
Date

Note: This local unit must be submitted for review to the Virginia PTA by September 1, 2016 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.

## CHURCHLAND PRIMARY AND INTERMEDIATE SCHOOL PTA BYLAWS INDEX

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### **PTA Mission**

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

### **PTA Values**

**Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

**Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

**Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

**Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

1                                   **CHURCHLAND PRIMARY AND INTERMEDIATE SCHOOL**  
2                                   **PARENT TEACHER ASSOCIATION**  
3                                   **LOCAL UNIT BYLAWS**

4  
5                                   **#Article 1: Name and Area**  
6

7     The name of this association is the Churchland Primary and Intermediate School Parent Teacher  
8     Association located in Portsmouth, Virginia. It is a local PTA organized under the authority of the  
9     Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the  
10    National Congress of Parents and Teachers (referred to as “National PTA”).  
11

12                                   **#Article 2: Purposes**  
13

14   **Section 1. Objectives.** The purpose or purposes (Objects) of Churchland Primary and  
15    Intermediate School PTA, in common with those of Virginia PTA and National PTA corporation,  
16    will hereafter pursue are:  
17

- 18           a. To promote the welfare of children and youth in home, school, places of worship, and  
19           throughout the community.
- 20
- 21           b. To raise the standards of home life.
- 22
- 23           c. To advocate for laws that further the education, physical and mental health, welfare,  
24           and safety of children and youth.
- 25
- 26           d. To promote the collaboration and engagement of families and educators in the  
27           education of children and youth.
- 28
- 29           e. To engage the public in united efforts to secure the physical, mental, emotional,  
30           spiritual, and social well-being of all children and youth, and  
31
- 32           f. To advocate for fiscal responsibility regarding public tax dollars in public education  
33           funding.  
34

35   **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education  
36    in collaboration with parents, families, teachers, educators, students, and the public; developed  
37    through conferences, committees, projects, and programs; and governed and qualified by the  
38    basic principles set forth in Article 3.  
39

40   **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,  
41    literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue  
42    Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal  
43    Revenue Code”).  
44  
45  
46

47 **#Article 3: Principles**

48  
49 The following are basic principles of the Churchland Primary and Intermediate School PTA in  
50 common with those of Virginia PTA and National PTA:

- 51  
52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
53  
54 b. The association shall work to engage and empower children, families, and educators  
55 within schools and communities to provide quality education for all children and youth,  
56 and shall seek to participate in the decision-making process by influencing school policy  
57 and advocating for children’s issues, recognizing that the legal responsibility to make  
58 decisions has been delegated by the people to boards of education, state education  
59 authorities, and local education authorities.  
60  
61 c. The association shall work to promote the health and welfare of children and youth,  
62 and shall seek to promote collaboration among families, schools, and the community at  
63 large.  
64  
65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional  
66 expertise shall be guiding principles for service in Virginia PTA.  
67

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

69  
70 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
71 association and (b) the certificate of incorporation or articles of incorporation of such association  
72 (in cases which the association is a corporation) or the articles of organization by whatever name  
73 (in cases in which the association exists as an unincorporated association).  
74

75 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia  
76 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and  
77 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.  
78

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

- 82  
83 a. Adhere to purposes and basic policies of the PTA.  
84  
85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
86 and one (1) treasurer.  
87  
88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
90 Managers.  
91

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

95  
96 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
97 fifteen (15) days following the adoption of the audit report by the general membership.

98  
99 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
100 within fifteen (15) days of filing.

101  
102 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
103 designated in these bylaws.

104  
105 h. Meet other criteria as may be prescribed by Virginia PTA.

106  
107 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as  
108 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of  
109 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments  
110 and shall include a provision establishing a quorum.

111  
112 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
113 serve automatically and without the requirement of further action by the local PTA/PTSA to  
114 amend correspondingly the bylaws of the local PTA/PTSA.

115  
116 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
117 sections that are identified by the pound symbol (#).

118  
119 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
120 PTA/PTSA.

121  
122 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership  
123 year may participate in the business of this association.

124  
125 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall  
126 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit  
127 including, specifically, the number of its members, the dues collected from its members, and the  
128 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of  
129 account and records shall at all reasonable times be open to inspection by an authorized  
130 representative of Virginia PTA or, where directed by the committee on state and local relations.  
131 Such authorized representative shall have full access in cases where account information and  
132 records are required from banks.

133  
134 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of  
135 National PTA.



137 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
138 elected by the general membership.  
139

140 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent  
141 association's board at the local, council, district, state, or national level while serving as a paid  
142 employee of, or under contract to, that constituent association.  
143

144 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the  
145 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The  
146 local unit's name must be used and not that of Virginia PTA.  
147

148 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with  
149 the ending date the last day of a calendar month.  
150

151 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such  
152 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the  
153 circumstances provided in the bylaws of Virginia PTA.  
154

155 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:  
156

157 a. Yield and surrender all of its books and records and all of its assets and property to  
158 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
159 PTA/PTSA organized under the authority of Virginia PTA.  
160

161 b. Cease and desist from the further use of any name that implies or connotes association  
162 with Virginia PTA, National PTA or status as a constituent association of National PTA.  
163

164 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
165 necessary for the purpose of dissolving such local PTA/PTSA.  
166

167 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in  
168 the following manner:  
169

170 a. The executive board shall adopt a written resolution recommending that the local  
171 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to  
172 a vote at a special meeting of the general membership having voting rights at the time of  
173 the meeting.  
174

175 1. Only those funds approved by the general membership in the current budget year  
176 may be spent.  
177

178 2. Written notice of the adoption of such resolution accompanied by a copy of the  
179 notice of the special meeting for the members shall be given to the president of  
180 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
181 of the members.  
182

183 3. A complete membership list including contact information shall be provided to  
184 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
185 special meeting of the members.  
186

187 b. Written notice stating the purpose of such meeting to consider dissolving the local  
188 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
189 meeting. Such meeting shall be held only during the academic school year.  
190

191 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
192 to consider the resolution to dissolve. The dissolution quorum includes the required  
193 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
194 the executive board members.  
195

196 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
197 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
198 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
199 answer session.  
200

201 e. Voting shall be by ballot.  
202

203 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
204 the resolution and who continue to be members on the date of the special meeting shall be  
205 entitled to vote on dissolution.  
206

207 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
208 the obligations of the association, the remaining assets shall be distributed to one (1) or  
209 more non-profit funds, foundations, or organizations which have established their tax-  
210 exempt status under Section 501(c)(3) of the Internal Revenue Code.  
211

212 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
213 PTA in accordance with state bylaws.  
214

215 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
216 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
217 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
218 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
219

220 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
221 designated in these bylaws and to council (if a member of council).  
222

## 223 #Article 5: Membership and Dues 224

225 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
226 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
227 all the benefits of such membership.  
228

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

231  
232 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
233 persons to membership at any time.

234  
235 **Section 4.** PTSA's with students in secondary schools, as defined by their local school division,  
236 shall offer membership to students.

237  
238 **Section 5.** A person may hold membership in one or more local PTA/PTSA's upon payment of all-  
239 inclusive dues as required in each local PTA/PTSA's bylaws.

240  
241 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
242 local PTA/PTSA or to serve in any of its elected or appointed positions.

243  
244 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
245 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
246 "state portion") and the portion payable to National PTA (the "national portion").

247  
248 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
249 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
250 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
251 local unit, Virginia PTA and National PTA.

252  
253 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
254 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
255 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
256 be two dollars and twenty-five cents (\$2.25) per annum.

257  
258 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
259 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
260 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
261 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
262 area.

263  
264 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the  
265 following October 31.

266  
267 **Section 12.** Payment of Virginia PTA and National PTA dues:

268  
269 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
270 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
271 shall not be included in the local PTA/PTSA's budget.

272  
273 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
274 or before December 1. Additional membership dues received after December 1 shall be



275 remitted to Virginia PTA on or before March 1. Membership dues received after March 1  
276 shall be remitted to Virginia PTA on or before June 30.

277  
278 c. A list of members who joined the association during the reporting period shall be kept by  
279 the local PTA/PTSA and submitted to Virginia PTA.

280  
281 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
282 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
283 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
284 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without  
285 payment of the registration fee.

286  
287 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,  
288 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
289 Life Achievement Award provides only National Convention guest privileges upon payment of the  
290 convention registration fee.

291  
292 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
293 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
294 unit.

## 295 296 **Article 6: Officers and Their Election**

297  
298 **Section 1.** The officers of this PTA/PTSA shall consist of:

299 #a. One (1) president.

300  
301 b. Two (2) vice presidents.

302  
303 #c. A secretary.

304  
305 #d. One (1) treasurer.

306  
307  
308 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current  
309 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive  
310 board, standing or special committees, or to serve as a delegate or alternate to the council or  
311 district.

312  
313 **#Section 3.** Nominating committee:

314 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

315  
316 b. The nominating committee shall consist of three (3) members who shall be elected by  
317 the members of this local PTA/PTSA at their regular general membership meeting at least  
318 two (2) months prior to the election of officers. The committee shall elect its own  
319 chairman.  
320

321 c. The nominating committee shall nominate an eligible person for each office to be filled  
322 and report its nominees to the members at a regular general membership meeting at least  
323 thirty (30) days prior to the general membership election meeting. At the general  
324 membership election meeting, additional nominations may be made from the floor.  
325

326 d. Only those persons who have signified their consent to serve, if elected, shall be  
327 nominated for or elected to such office.  
328

329 **#Section 4.** Officers shall be elected by the following method:  
330

331 a. Officers shall be elected at the general membership election meeting in the month of  
332 April.  
333

334 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
335 majority of the votes cast shall constitute which nominees are elected. However, if there  
336 is but one nominee for office, election for that office may be by voice vote. If by ballot  
337 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
338 membership election meeting.  
339

340 c. Officers, except the treasurer, shall assume their official duties immediately following  
341 the close of the meeting in the month of May. The treasurer shall assume his/her official  
342 duties upon the completion of the auditing process outlined in these bylaws.  
343

344 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No  
345 person shall hold more than one (1) elected office at a time on this local unit board. No local unit  
346 officer shall serve more than two (2) consecutive terms (not to exceed four (4) years) in the same  
347 office. Officers who have served in an office for more than one-half (1/2) of a full term shall be  
348 deemed to have served a full term in such office.  
349

350 **#Section 6.** A vacancy occurring in any office, except that of the president, shall be filled for the  
351 unexpired term by a person elected by a majority vote of the executive board at their next  
352 meeting. In case of a vacancy in the office of president, the first vice president shall become  
353 president and shall hold office for the balance of the term.  
354

## 355 **Article 7: Duties of Officers**

356  
357 **Section 1.** The president shall:  
358

359 a. Preside at all meetings of this local PTA/PTSA.  
360

361 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
362 that the purposes may be promoted.  
363

364 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
365 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
366 office immediately upon election of officers annually.  
367

368 d. Perform such other duties as may be prescribed in these bylaws.  
369

370 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
371 nominating committee.  
372

373 **Section 2.** The vice presidents shall:  
374

375 a. Act as aides to the president.  
376

377 b. In their designated order, perform the duties of the president in the absence or inability  
378 of the officer to act.  
379

380 c. The first vice president shall be responsible for the membership efforts of this PTA.  
381

382 d. The second vice president shall be responsible for the fundraising efforts of this PTA.  
383

384 e. Perform other delegated duties as assigned.  
385

386 **#Section 3.** The secretary shall:  
387

388 a. Record the minutes of all meetings of the local PTA/PTSA.  
389

390 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.  
391

392 c. Maintain a membership list as required by Virginia PTA.  
393

394 d. Perform other delegated duties as assigned.  
395

396 **#Section 4.** The treasurer shall:  
397

398 a. Have custody of all funds and finances of the local PTA/PTSA.  
399

400 b. Keep a full and accurate account of receipts and expenditures as described in these  
401 bylaws.  
402

403 c. Make disbursements as authorized by the president, executive board, or general  
404 membership in accordance with the budget adopted by the general membership.  
405

406 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
407 president.  
408

409 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
410 other times when requested by the executive board.

411  
412 f. Prepare an annual financial report at the close of the fiscal year.

413  
414 g. Have the accounts examined according to the auditing procedures outlined in these  
415 bylaws.

416  
417 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
418 within fifteen (15) days following the adoption of the audit by the membership.

419  
420 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
421 sent to the Virginia PTA state office within fifteen (15) days of filing.

422  
423 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
424 dues for membership received prior to December 1. Remit by March 1, dues received  
425 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
426 received after March 1.

427  
428 k. Perform other delegated duties as assigned.

429  
430 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
431 the term of office or in case of resignation, each officer shall turn over to the president, without  
432 delay, all records, books, and other materials pertaining to the office.

### 433 434 **Article 8: Executive Committee**

435  
436 **Section 1.** The executive committee shall consist of the elected officers of the association and  
437 the principal of the school.

438  
439 **Section 2.** The executive committee shall:

440  
441 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
442 general membership for approval.

443  
444 b. Appoint standing and special committee chairmen and members of the standing and  
445 special committees, except the nominating committee.

446  
447 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
448 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
449 appointed as necessary. Members of the standing and special committees shall be appointed as  
450 soon as possible after the appointment of the committee chairmen.

452 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
453 majority of the executive committee, ten (10) days' notice having been given. A quorum of the  
454 executive committee shall be a majority of the members of the committee then in office.  
455

#### 456 **Article 9: Executive Board**

457  
458 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
459 the chairmen of the standing committees. The principal of the school or his/her designee and a  
460 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
461 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
462 the officers of the association not more than thirty (30) days following the election of officers.  
463

464 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
465 association's board at the local, council, district, region, state, or national level while serving as a  
466 paid employee of, or under contract to, that constituent association.  
467

468 **Section 3.** The executive board shall:

469  
470 a. Transact necessary business in the intervals between general membership meetings and  
471 such other business as may be referred to it by this local PTA/PTSA and present a report to  
472 the general membership at the general membership meetings.  
473

474 b. Create standing and special committees.  
475

476 c. Approve the plans of work of the standing and special committees.  
477

478 #d. Select an auditing committee or experienced auditor.  
479

480 #e. Approve the proposed budget to be presented to the general membership for adoption.  
481

482 #f. Obtain general membership approval for any changes to the adopted budget over three  
483 hundred dollars (\$300.00)  
484

485 **#Section 4.** Auditing Procedures:

486  
487 a. An auditing committee or an experienced auditor shall be selected by the executive board  
488 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than  
489 three (3) members and no one with signature authority shall sit on the auditing committee.  
490

491 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the  
492 experienced auditor at the end of the fiscal year. The audit report shall be submitted in  
493 writing to the executive board prior to finalization of the proposed budget for the coming  
494 school year.  
495

496 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
497 a term select an auditing committee or an experienced auditor within one (1) week of the



498 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
499 shall be complete within three (3) weeks of the resignation. This audit shall not be  
500 performed in lieu of the year-end audit.  
501

502 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
503 office with the exception of depository duties, reconciliation of bank statements, change of  
504 signatory or other clerical duties not requiring signatory until the audit is presented to the  
505 executive board.  
506

507 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
508 year-end audit report shall be presented to the membership for adoption at the first general  
509 membership meeting held after the completion of the report. A copy of the fiscal year-end  
510 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
511 adoption of the audit by the general membership.  
512

513 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
514 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
515 filing.  
516

517 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
518 qualifications or fulfill the duties of the position, that person may be removed from the board by  
519 a majority vote of the executive board.  
520

521 **Section 6.** The executive board shall hold at least eight (8) meetings during the year. The time  
522 and place of meetings shall be set at the first meeting of the executive board after their election.  
523 Special meetings of the executive board may be called by the president or by a majority of the  
524 members of the executive board, five (5) days' notice being given. A quorum of the executive  
525 board members shall be a majority of the members of the executive board then in office.  
526

527 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.  
528 Only the president shall have the authority to call for an electronic vote and to establish the  
529 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
530 must be recorded in the minutes and ratified at the next executive board meeting.  
531

## 532 **Article 10: Committees**

533  
534 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
535 appointed positions.  
536

537 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
538 this local PTA/PTSA.  
539

540 **Section 3.** The executive board may create such standing committees as it may deem necessary  
541 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee  
542 chairmen and committee members shall be appointed by the executive committee, except for the

543 nominating committee. In the absence of an executive committee then the executive board shall  
544 make the appointments. The term of each chairman shall be one (1) year or until the selection of  
545 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
546 consecutive terms.

547  
548 **Section 4.** The executive board may create such special committees as it may deem necessary or  
549 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members  
550 shall be appointed by the executive committee. In the absence of an executive committee then the  
551 executive board shall make the appointments. The term of each special committee chairman is  
552 ended upon completion of the task assigned to the committee.

553  
554 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
555 the executive board for approval. No committee work shall be undertaken without the consent of  
556 the executive board.

557  
558 **Section 6.** The quorum of any committee shall be a majority of its members.

559  
560 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
561 PTA/PTSA except the nominating committee.

562  
563 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,  
564 books and other materials pertaining to the committee at the end of the term served or when  
565 departing office.

566  
567 **Article 11: General Membership Meetings**

568  
569 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during  
570 the school year, ten (10) days' notice having been given.

571  
572 **Section 2.** The general membership election meeting shall be held in April.

573  
574 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
575 majority of the executive board, five (5) days' notice having been given.

576  
577 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
578 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
579 verified members of this local PTA/PTSA.

580  
581 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
582 meeting of this local PTA/PTSA.

583  
584 **Article 12: Council Membership**

585  
586 **Section 1.** Selection of delegates:

587

588 a. This local PTA/PTSA shall be represented in meetings of the Portsmouth Council Parent  
589 Teacher Association by the president or alternate, the principal or alternate, and by one (1)  
590 delegate or alternate.

591  
592 b. Delegates and alternates shall be appointed in August.

593  
594 c. Delegates to the Portsmouth Council PTA shall serve for a term of  
595 one (1) year or until the selection of a successor.

596  
597 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
598 Portsmouth Council PTA.

599  
600 **Section 3.** Responsibilities of delegates:

601  
602 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
603 to council such matters as may be referred to it by the local PTA/PTSA.

604  
605 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
606 instructed, they shall use their own discretion, except as provided by council bylaws.

607  
608 **#Article 13: District Membership**

609  
610 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
611 This local PTA/PTSA is in the Tidewater District of Virginia PTA.

612  
613 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
614 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
615 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
616 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

617  
618 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
619 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
620 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
621 delegate for each fifty (50) memberships or major fraction thereof.

622  
623 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
624 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
625 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
626 instructed, they shall use their own discretion.

627  
628 **#Article 14: Fiscal Year**

629  
630 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

634 **#Article 15: Parliamentary Authority**

635  
636 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern  
637 National PTA and its constituent associations in all cases in which they are applicable and in which  
638 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
639 PTA, or the articles of incorporation.

640  
641 **#Article 16: Local Unit Bylaws Revisions and Amendments**

642  
643 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia  
644 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on  
645 behalf of the Virginia PTA Board of Managers. The revision anniversary date will be five (5)  
646 years from the Virginia PTA Bylaws Committee date of approval.

647  
648 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

649  
650 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for  
651 existing bylaws or to submit an amendment to current bylaws.

652  
653 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
654 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
655 the membership at least thirty (30) days prior to the meeting at which the revision or the  
656 amendments are to be voted upon. A quorum shall be established at the meeting in which  
657 voting takes place. The revision or amendments are subject to approval by the Virginia  
658 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed  
659 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
660 voting.

661  
662 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
663 accordance with the bylaws of Virginia PTA.

664  
665 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
666 sections that are identified by the pound symbol (#).

667  
668 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
669 identified by the pound symbol (#) shall serve to automatically and without requirement of  
670 further action by the local PTA/PTSA to amend correspondingly its bylaws.

671  
672 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
673 serve automatically and without the requirement of further action by this local PTA/PTSA to  
674 amend correspondingly the bylaws of this local PTA/PTSA.

675  
676 **#Required by Virginia PTA in all district, council, and local unit bylaws.**



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September 1, 2016

Sondras Hale  
Churchland Primary and Intermediate School PTA  
5700 Hedgerow Lane  
Portsmouth, VA 23703

Dear Sondras Hale:

Thank you for submitting the bylaws for Churchland Primary and Intermediate School PTA to the Virginia PTA Bylaws Committee for review. I have approved your bylaws using the **July 2016 Change 2** template, and compliment you on a job well done. Your original bylaws marked with the State Seal is returned to you herewith and a copy is retained for the files of the Virginia PTA State Office.

Because this is an important legal document, your original bylaws should be kept in tact (do not remove the cover sheet) and placed in the Secretary's files for safekeeping. Copies should be made and distributed to each member of your Executive Board. A copy should also be placed in your school library/office for general membership access. **To avoid confusion in the future, please discard any copies of your original submission that you may have on file.**

You will need to resubmit your bylaws for revision and approval every five (5) years. If you are not already doing so, I urge that your local unit establish the routine of an annual review of bylaws, by at least the Executive Committee, to determine needs or changes and to learn more about your organization and your rules of conduct for your meetings. If assistance is desired please contact your District Director or a State Bylaws Committee member.

Please review your bylaws carefully and if you find an error, please let me know. I will keep your bylaws on my computer for sixty days before I delete them. **The Virginia PTA State Office maintains a copy of all local unit, council, and district bylaws.**

If there is any other assistance that you need, please feel free to give me a call (540) 658-1879 or email **[jderdossy@gmail.com](mailto:jderdossy@gmail.com)**.

Sincerely,

A handwritten signature in black ink, appearing to read "Joyce Erdossy".

Joyce D. Erdossy  
Virginia PTA Bylaws  
Committee Member