

## HAMPTON COUNCIL PTA BYLAWS INDEX

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### **PTA Mission**

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

### **PTA Values**

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

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

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

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

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

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

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# HAMPTON COUNCIL BYLAWS

## #Article 1: Name and Area

The name of this association is the Hampton Council Parent Teacher Association, of the Peninsula District, in the Tidewater Region of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as “National PTA”).

## #Article 2: Purposes

**Section 1.** The purposes of Hampton Council Parent Teacher Association in common with those of Virginia PTA and National PTA are:

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

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article 3.

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

## #Article 3: Basic Policies

The following are basic policies of the Hampton Council PTA in common with those of Virginia PTA and National PTA:

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

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

51  
52 c. The association shall work to promote the health and welfare of children and youth,  
53 and shall seek to promote collaboration among parents, schools, and the community at  
54 large.

55  
56 d. No part of the net earnings of the association shall inure to the benefit of, or be  
57 distributable to, its members, directors, trustees, officers, or other private persons except  
58 that the association shall be authorized and empowered to pay reasonable compensation  
59 for services rendered, and to make payments and distributions in furtherance of the  
60 purposes set forth in Article 2 hereof.

61  
62 e. Notwithstanding any other provisions of these articles, the association shall not carry  
63 on any other activities not permitted to be carried on (i) by an association exempt from  
64 federal income tax under Section 501(c)(3) of the Internal Revenue Code (ii) by an  
65 association, contributions to which are deductible under Section 170(c)(2) of the Internal  
66 Revenue Code.

67  
68 f. Upon dissolution of this association, after paying or adequately providing for the debts  
69 and obligations of the association, the remaining assets shall be distributed to one or more  
70 nonprofit funds, foundations, or associations that have established their tax-exempt status  
71 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in  
72 accordance with those of the National PTA.

73  
74 g. The association or members in their official capacities shall not, directly or indirectly,  
75 participate or intervene (in any way, including publishing or distributing of statements) in  
76 any political campaign on behalf of, or in opposition to, any candidate for public office,  
77 or devote more than an insubstantial part of its activities to attempting to influence  
78 legislation by propaganda or otherwise.

79  
80 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

81  
82 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
83 association and (b) the certificate of incorporation or articles of incorporation of such association  
84 (in cases in which the association is a corporation) or the articles of organization by whatever  
85 name (in cases in which the association exists as an unincorporated association).

86  
87 **Section 2.** The council shall be organized and chartered under the authority of Virginia PTA in  
88 the area in which the council PTA functions, in conformity with such rules and regulations, not  
89 in conflict with the bylaws of Virginia PTA or National PTA.

91 **Section 3.** Virginia PTA shall issue to each council PTA a charter evidencing the due association  
92 and good standing of this council. A council in good standing shall:

93  
94 a. Adhere to the purposes and basic policies of the PTA.

95  
96 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
97 and one (1) treasurer.

98  
99 c. Submit council bylaws to the Virginia PTA state office every five (5) years for  
100 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
101 Managers.

102  
103 d. Submit council unit officer's contact information form and verification of council  
104 unit's employer identification number (EIN) to the Virginia PTA state office immediately  
105 upon election of officers annually.

106  
107 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
108 within fifteen (15) days following the adoption of the audit report by the general  
109 membership.

110  
111 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office  
112 within fifteen (15) days of filing.

113  
114 g. Meet other criteria as shall be prescribed by Virginia PTA.

115  
116 **Section 4.** Each council shall adopt such bylaws for the governance of the council as may be  
117 approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of Virginia PTA  
118 or the bylaws of National PTA. Such bylaws shall include an article on amendments and shall  
119 include a provision establishing a quorum.

120  
121 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall  
122 serve automatically and without the requirement of further action by the council to amend  
123 correspondingly the bylaws of the council.

124  
125 **Section 6.** Each council PTA is required by Virginia PTA to include in its bylaws articles and  
126 sections that are identified by the pound symbol (#).

127  
128 **Section 7.** Each officer or board member of a council shall be a member of a local PTA/PTSA in  
129 good standing within the council boundaries.

130  
131 **Section 8.** Each council shall keep such permanent books of account and records as shall be  
132 sufficient to establish the items of gross income, receipts, and disbursements of the council  
133 including, specifically, the number of its members, and the dues collected from its members.  
134 Such books of account and records shall at all reasonable times be open to inspection by an  
135 authorized representative of Virginia PTA or, where directed by the committee on state and local

136 relations. Such authorized representative shall have full access in cases where account  
137 information and records are required from banks.

138  
139 **Section 9.** There will be no proxy voting by council, nor any constituent association of National  
140 PTA.

141  
142 **Section 10.** The members of the nominating committee for officers of a council PTA shall be  
143 elected by the voting body.

144  
145 **Section 11.** A PTA/PTSA member shall not serve as a voting member of a constituent  
146 association's board at the local, council, district, state or national level while serving as a paid  
147 employee of, or under contract to, that constituent association.

148  
149 **Section 12.** Councils shall not legislate for local PTA/PTSA units; that is a council shall not  
150 impose any action on the local PTA/PTSA units. However, by a majority vote of the local  
151 PTA/PTSA units in general membership, the council may initiate action in matters of common  
152 interest within council boundaries. Councils may address legislative items or issues if the  
153 position on the legislative item or issue does not conflict with that of the Virginia PTA  
154 Legislation Program. The council's name must be used and not that of Virginia PTA.

155  
156 **Section 13.** The council fiscal year shall begin and end as designated in the bylaws with the  
157 ending date the last day of a calendar month.

158  
159 **Section 14.** The charter of the council shall be subject to withdrawal and the status of the council  
160 as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances  
161 provided in the bylaws of Virginia PTA.

162  
163 **Section 15.** This council is obligated upon withdrawal of its charter by Virginia PTA to:

- 164
- 165 a. Yield and surrender all of its books and records and all of its assets and property to  
166 Virginia PTA or to such agency as may be designated by Virginia PTA or to another  
167 local PTA/PTSA organized under the authority of Virginia PTA.
  - 168
  - 169 b. Cease and desist from the further use of any name that implies or connotes association  
170 with Virginia PTA, National PTA, or status as a constituent association of National PTA.
  - 171
  - 172 c. Carry out promptly, under the supervision and direction of Virginia PTA, all  
173 proceedings necessary for the purpose of dissolving such council PTA.
  - 174

175 **Section 16.** Any dissolution of a council and termination of its affairs shall take place in the  
176 following manner:

- 177
- 178 a. The executive board shall adopt a written resolution recommending that the council be  
179 dissolved and directing that the question of such dissolution be submitted to a vote at a  
180 special meeting of the voting body having voting rights at the time of the meeting.
  - 181

182 1. Only those funds approved by the voting body in the current budget year may  
183 be spent.

184  
185 2. Written notice of the adoption of such resolution accompanied by a copy of the  
186 notice of the special meeting for the voting body shall be given to the president of  
187 Virginia PTA at least thirty (30) days before the date fixed for such special  
188 meeting of the members.

189  
190 3. A complete membership list including contact information shall be provided to  
191 the Virginia PTA state office at least thirty (30) days before the date fixed for  
192 such special meeting of the members.

193  
194 b. Written notice stating the purpose of such meeting to consider dissolving the council  
195 shall be given to each local unit at least thirty (30) days prior to the date of such meeting.  
196 Such meeting shall be held only during the academic school year.

197  
198 c. A dissolution quorum must be met for the voting body of the council to consider the  
199 resolution to dissolve. The dissolution quorum includes the required quorum for general  
200 membership meetings per council bylaws plus a majority of the executive board  
201 members.

202  
203 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
204 representative, shall be permitted to attend the meeting and shall be allowed to speak for  
205 a minimum of sixty (60) minutes followed by a maximum of sixty (60) minute question  
206 and answer session.

207  
208 e. Voting shall be by ballot.

209  
210 f. Only the voting body of the council on the date of adoption of the resolution and who  
211 continue to be the voting body on the date of the special meeting shall be entitled to vote  
212 on dissolution.

213  
214 g. Upon the dissolution of the council, after paying or adequately providing for the  
215 obligations of the association, the remaining assets shall be distributed to one (1) or more  
216 nonprofit funds, foundations, or organizations which have established their tax exempt  
217 status under Section 501(c)(3) of Internal Revenue Code.

218  
219 h. Upon adoption to dissolve, the council's charter will be withdrawn by Virginia PTA in  
220 accordance with state bylaws.

## 221 #Article 5: Membership and Dues

222  
223  
224 **Section 1.** Membership in the Hampton Council PTA shall consist only of local units chartered  
225 by Virginia PTA as authorized by National PTA, within this council boundaries, upon payment  
226 of dues.

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

230  
231 **Section 3.** Local PTA/PTSA units may join as members of a council at any time after being  
232 chartered by Virginia PTA.

233  
234 **Section 4.** Each local PTA/PTSA in membership of this council shall pay annual dues as  
235 determined by the voting body of the council.

236  
237 **Section 5.** The annual dues for membership in this council shall be fifty-cents for each local  
238 PTA/PTSA Member.

239  
240 **Section 6.** Only the voting body of this council may participate in the business of the council.

241  
242 **Section 7.** Only members of this council shall be eligible to serve in any of its elected or  
243 appointed positions.

244  
245 **Section 8.** Delegates from a local unit whose dues to the council are in arrears shall not  
246 participate in the business of the council.

247  
248 **Section 9.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
249 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
250 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
251 entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without  
252 payment of the registration fee.

253  
254 **Section 10.** National PTA Life Achievement Award may be conferred for distinguished service,  
255 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
256 Life Achievement Award provides only National Convention guest privileges upon payment of  
257 the convention registration fee.

258  
259 **Section 11.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
260 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
261 unit.

## 262 **Article 6: Officers and Their Election**

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264  
265 **Section 1.** The officers of this council shall consist of:

266  
267 #a. One (1) president.

268  
269 b. One (1) president-elect.

270  
271 c. Two (2) vice president(s).

272  
273 #d. A secretary.

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#e. One (1) treasurer.

**#Section 2.** Only members of a local PTA/PTSA in good standing with Virginia PTA, whose council dues are paid, and members whose individual dues to the local PTA/PTSA are paid shall be eligible to hold office and to serve on the executive committee, executive board, council committees, or as a delegate or alternate to the council or district.

**#Section 3.** Nominating Committee:

a. Each member of the nominating committee must be a member of a local PTA/PTSA in good standing within the council.

b. The nominating committee shall consist of three (3) members who shall be elected by this council voting body at their regular general membership meeting at least two (2) months prior to the election of officers. No two members of the nominating committee shall be from the same local unit. The committee shall elect its own chairman.

c. The nominating committee shall nominate an eligible person for each office to be filled, except the office of president, and report its nominees to the members of the executive board and to the presidents of each local PTA/PTSA at least thirty (30) days prior to the general membership election meeting. At the general membership election meeting, additional nominations may be made from the floor.

d. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office. It is understood that the president-elect, by accepting the nomination is agreeing to automatically succeed to the office of president at the end of his/her term as president-elect.

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

a. Officers shall be elected at the general membership election meeting in the month of March. The president-elect shall automatically succeed to the office of president.

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

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

**Section 5.** Officers shall serve for a term of two (2) year(s) or until their successors are elected. No council officer shall serve more than two (2) consecutive terms in the same office; however



320 no council officer shall serve more than one (1) term in the office of president or president-elect.  
321 Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed  
322 to have served a full term in such office.

323  
324 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person  
325 elected by a majority vote of the executive board, except in the case of the president, then the  
326 president-elect shall automatically become president. Notice of the election to fill the vacancy in  
327 the office shall be given as prescribed in these bylaws.

328  
329 **PROVISO:** The office of president-elect will be initiated in the election of March 2017 with the  
330 election of all officers, including the office of president. In the election of March 2019, the  
331 current president-elect will automatically succeed into the office of president. With the election  
332 March 2019 and all following elections, the office of president will be removed from the  
333 election.

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

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336  
337 **Section 1.** The president shall:

338  
339 a. Preside at all meetings of the council.

340  
341 b. Coordinate the work of the officers and committees of the council in order that the  
342 purposes may be promoted.

343  
344 #c. Submit council unit offices' contact information form and verification of council  
345 unit's employer identification number (EIN) to the Virginia PTA state office immediately  
346 upon election of officers annually.

347  
348 d. Support the PTA mission within the council boundary.

349  
350 #e. Serve as an ex-officio member of all committees of this council except the  
351 nominating committee.

352  
353 **Section 2.** The president-elect shall:

354  
355 a. Act as aide to the president.

356  
357 b. Perform the duties of the president in the absence or inability of that officer to act.

358  
359 c. Understand that by accepting the nomination of president-elect, they agree to  
360 automatically succeed to the office of president at the end of their term as president-elect.

361  
362 d. Perform other delegated duties as assigned  
363  
364  
365

366 **Section 3.** The vice president(s) shall:

367

368 a. Act as aide(s) to the president.

369

370 b. In their designated order, first vice president is program chair; second vice president is  
371 membership chair and performs the duties of the president in the absence or inability of  
372 that officer to act.

373

374 c. Perform other delegated duties as assigned.

375

376 **#Section 4.** The secretary shall:

377

378 a. Record the minutes of all meetings of the council.

379

380 b. Keep the official copy of the council bylaws in his/her files.

381

382 c. Keep an accurate roster of the names of each local PTA/PTSA units in membership,  
383 the names and address of local PTA/PTSA officers and delegates, and the names and  
384 addresses of the members of the council executive board.

385

386 d. Perform other delegated duties as assigned.

387

388 **#Section 5.** The treasurer shall:

389

390 a. Have custody of all the funds and finances of the council.

391

392 b. Keep a full and accurate account of receipts and expenditures as described in these  
393 bylaws.

394

395 c. Make disbursements as authorized by the president, executive board, or council in  
396 accordance with the budget adopted by the voting body.

397

398 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
399 president.

400

401 e. Present a written financial statement at every meeting of the council and at other times  
402 when requested by the executive board.

403

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

405

406 g. Have the accounts examined according to the auditing procedures outlined in these  
407 bylaws.

408

409 h. Submit a copy of the fiscal year-end audit to the Virginia PTA state office within  
410 fifteen (15) days following the adoption of the audit by the council voting body.

411

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

414  
415 j. Perform other delegated duties as assigned.

416  
417 **Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
418 the term of office or in case of resignation, each officer shall turn over to the president, without  
419 delay, all records, books, and other materials pertaining to the office.

## 420 421 **Article 8: Executive Committee**

422  
423 **Section 1.** The executive committee shall consist of the elected officers of the council.

424  
425 **Section 2.** The executive committee shall:

426  
427 a. Develop and present goals for the council to the executive board and council  
428 membership, for approval by the voting body.

429  
430 b. Appoint standing and special committee chairmen and members of the standing and  
431 special committees, except for the nominating committee.

432  
433 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
434 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
435 appointed as necessary. Members of the standing and special committees shall be appointed as  
436 soon as possible after the appointment of the committee chairmen.

437  
438 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
439 majority of the executive committee five (5) days' notice having been given. A quorum of the  
440 executive committee shall be a majority of the members of the committee then in office.

## 441 442 **Article 9: Executive Board**

443  
444 **Section 1.** The executive board shall consist of the elected officers of the council, the chairmen  
445 of standing committees, and the superintendent of the school division or his/her representative.

446  
447 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
448 association's board at the local, council, district, region, state or national level while serving as a  
449 paid employee of, or under contract to, that constituent association.

450  
451 **Section 3.** The executive board shall:

452  
453 a. Transact necessary business in the intervals between council meetings and such other  
454 business as may be referred to it by the council and to present a report to the membership  
455 at regular meetings.

456  
457 b. Create standing and special committees.

- 458  
459 c. Approve the plans of work of the standing and special committees.  
460  
461 d. Offer advisory services and leadership training to local units.  
462  
463 e. Work to strengthen the local units in its membership and assist the district in the  
464 formation of new PTA/PTSAs within the council boundaries.  
465  
466 #f. Act as liaison between the district PTA and all local units within its boundaries. The  
467 district shall organize and strengthen units by working through councils.  
468  
469 g. Support local units in achieving and maintaining good standing status.  
470  
471 h. Carry on effectively with the work of National PTA, Virginia PTA and  
472 Peninsula District PTA.  
473  
474 #i. Coordinate policies and current programs of local units with those of Virginia PTA.  
475  
476 #j. Submit votes cast by local unit members in their respective council for the Proposed  
477 Legislation Program of the Virginia PTA to the District's tabulation.  
478  
479 k. Provide for conference and cooperation among the member units on matters of mutual  
480 concern within the council boundaries.  
481  
482 #l. Select an auditing committee or experienced auditor.  
483  
484 #m. Present the proposed budget to the voting body for adoption.  
485  
486 #n. Obtain voting body approval for any changes to the adopted budget over three  
487 hundred dollars (\$300.00).  
488

489 **#Section 4. Auditing Procedures:**  
490

- 491 a. An auditing committee or an experienced auditor shall be selected by the executive  
492 board prior to the end of the fiscal year. An auditing committee shall consist of no fewer  
493 than three (3) members and no one with signature authority shall sit on the auditing  
494 committee.  
495  
496 b. The council treasurer shall submit the books to the auditing committee or the  
497 experienced auditor at the end of the fiscal year. The audit report shall be submitted in  
498 writing to the executive board prior to finalization of the proposed budget for the coming  
499 school year.  
500  
501 c. The executive board of the council shall, upon resignation of the treasurer during a  
502 term, select an auditing committee or an experienced auditor within one (1) week of the  
503 resignation. The audit shall be performed with fiscal year-end auditing procedures and

504 shall be completed within three (3) weeks of the resignation. This audit shall not be  
505 performed in lieu of the year-end audit.

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

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

517  
518 f. The council is required to file a 990N, 990EZ, or 990 form per IRS regulations. A copy  
519 of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
520 filing.

521  
522 **Section 5.** If any member of the executive board shall at any time, cease to meet the  
523 qualifications or fulfill the duties of the position, that person may be removed from the board by  
524 a majority vote of the executive board.

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

531  
532 **Section 7.** The council shall promote the use of Virginia PTA and National PTA publications.

533  
534 **#Section 8.** The council shall be a unit in good standing as prescribed in these bylaws.

535  
536 **#Section 9.** The council shall not legislate for local PTA/PTSA units; that is a council shall not  
537 impose any action on the local PTA/PTSA units. However, by a majority vote of the local  
538 PTA/PTSA units general membership, the council may initiate action in matters of common  
539 interest within council boundaries. Councils may address legislative items or issues if the  
540 position on the legislative item or issue does not conflict with that of Virginia PTA Legislation  
541 Program. The council's name must be used and not that of Virginia PTA.

542  
543 **#Section 10.** The executive board shall reserve the right to vote on business via electronic vote.  
544 Only the president shall have the authority to call for an electronic vote and to establish the  
545 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
546 must be recorded in the minutes and ratified at the next executive board meeting.

547  
548 **Article 10: Committees**

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

552  
553 **# Section 2.** Chairmen and members of all standing and special committees shall be members of  
554 a local PTA/PTSA in good standing holding council membership.

555  
556 **Section 3.** The executive board may create such standing committees as it may deem necessary  
557 to promote the purposes and carry on the work of the council. Standing committee chairmen and  
558 committee members shall be appointed by the elected officers, except for the nominating  
559 committee. The term of each chairman shall be one (1) year(s) or until the selection of a  
560 successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
561 consecutive terms.

562  
563 **Section 4.** The executive board may create such special committees as it may deem necessary or  
564 as may be directed by the council. Special committee chairmen and committee members shall be  
565 appointed by the elected officers. The term of each special committee chairman is ended upon  
566 completion of the task assigned to the committee.

567  
568 **#Section 5.** The chairman of each standing and special committee shall present a plan of work to  
569 the executive board for approval. No committee work shall be undertaken without the consent of  
570 the executive board.

571  
572 **Section 6.** The quorum of any committee shall be a majority of its members.

573  
574 **Section 7.** The president shall serve as an ex-officio member of all committees of this council  
575 except the nominating committee.

576  
577 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books  
578 and other materials pertaining to the committee at the end of the term served or when departing  
579 office.

580  
581 **Article 11: Voting Body**

582  
583 **Section 1.** The voting body shall consist of the council elected officers; the chairmen of the  
584 standing committees, the president of each local PTA/PTSA unit or his/her alternate; accredited  
585 delegates or their alternates specified in Section 2 of this article; the superintendent of schools or  
586 his/her representative; and the principals of the schools having units in council membership or  
587 their representatives.

588  
589 **Section 2.** Each local PTA/PTSA unit shall be represented by its president or alternate, school  
590 principal or alternate, and by one (1) delegate(s) or alternates(s), selected by the local PTA/PTSA  
591 according to its own procedure.

592  
593 **Section 3.** Members are entitled to only one (1) vote even though they may serve in more than  
594 one position.

595

596 **Section 4.** The voting body shall vote on routine matters, budget, adoption of projects, adoption  
597 of bylaws, adoption of amendments, position statements, election of nominating committee, and  
598 election of officers.

599  
600 **Section 5.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
601 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by  
602 the verified voting body of this council.

603  
604 **#Section 6.** All members of the voting body shall be members of local PTA/PTSA units in good  
605 standing with the council, Virginia PTA and National PTA.

### 606 **Article 12: General Membership Meetings**

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609 **#Section 1.** Regular meetings of the council shall be held at least four (4) times during the school  
610 year, five (5) days' notice been given.

611  
612 **Section 2.** The annual meeting shall be in March and shall be for the purpose of electing officers,  
613 receiving reports of officers and committees, and conducting the business of the council.

614  
615 **Section 3.** Special meetings may be called by the council president or a majority of the executive  
616 board, or a majority of the local PTA/PTSA units in membership, five (5) days' notice having  
617 been given.

618  
619 **Section 4.** Council meetings shall be open to all local PTA/PTSA unit members holding  
620 membership in this council, but the privilege of making motions and voting shall be limited to  
621 the voting body.

622  
623 **Section 5.** A quorum for the transaction of business in general meetings of this council shall  
624 consist of a majority of at least one delegate from each local PTA/PTSA units in good standing.

### 625 **#Article 13: Fiscal Year**

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627  
628 The fiscal year of this council shall begin on July 1 and end on June 30.

### 629 **#Article 14: Parliamentary Authority**

630  
631  
632 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall  
633 govern National PTA and its constituent associations in all cases in which they are applicable  
634 and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the  
635 bylaws of National PTA, or the articles of incorporation.

### 636 **#Article 15: Council Bylaws Revisions and Amendments**

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639 **Section 1.** The bylaws of this council shall be revised and submitted to the Virginia PTA state  
640 office every five (5) years for approval by Virginia PTA Bylaws Committee on behalf of the  
641 Virginia PTA Board of Managers.

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

- a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the council provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed bylaws revision or amendments require a two-thirds (2/3) vote of the voting body present and voting.
- c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in accordance with the bylaws of Virginia PTA.
- d. Each council PTA is required by Virginia PTA to include in its bylaws articles and sections that are identified by the pound symbol (#).
- e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA identified by the pound symbol (#) shall serve automatically and without requirement of further action by the council PTA to amend correspondingly its bylaws.

**Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall serve automatically and without the requirement of further action by this council PTA to amend correspondingly the bylaws of this council PTA.

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