

JUN 11 2013

VIRGINIA PTA

Bylaws of the Peninsula District PTA.

Approved by the district membership at its meeting on June 6, 2013

Signed: Melissa Nehrbass Melissa Nehrbass
District Director

AM phone number: 757-930-1872 (HOME)

PM phone number: 757-870-0128 (CELL)

e-mail: peninsuladd@vapta.org

Signed: Mary-Jo Padula Mary-Jo Padula, Secretary/Treasurer
Print/Type Name

Signed: Mary-Jo Padula Mary-Jo Padula
Bylaws Chair Print/Type Name

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

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



Jew R. Smith
State Bylaws Committee

July 27, 2013
Date

Note: Bylaws of this District must be submitted for review to the Virginia PTA by JUNE 6, 2013 to remain a district 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.

DISTRICT PTA BYLAWS

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1 **PENINSULA DISTRICT PARENT TEACHER ASSOCIATION BYLAWS**

2 **#ARTICLE I: NAME AND AREA**

3
4 The Peninsula District Parent Teacher Association of the Tidewater Region, is a geographical division of
5 the Virginia Congress of Parents and Teachers (Virginia PTA), a branch of the National Congress of
6 Parents and Teachers (National PTA). The Peninsula District includes the following school divisions:
7 Charles City; Hampton; New Kent; Newport News; Poquoson; Williamsburg James City and York
8 Counties.

9
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 associations (in cases in which the
14 association is a corporation) or the articles of association by whatever name (in cases in which the
15 association exists as an unincorporated association).

16
17 **#ARTICLE III: PURPOSES**

18
19 **Section 1.** The purposes of the Peninsula District Parent Teacher Association in common with the
20 purposes of the Virginia PTA and the National PTA are:

- 21 a. To promote the welfare of children and youth in home, school, community and place of
22 worship.
- 23 b. To raise the standards of home life.
- 24 c. To secure adequate laws for the care and protection of children and youth.
- 25 d. To bring into closer relation the home and the school, that parents and teachers may
26 cooperate intelligently in the education of children and youth.
- 27 e. To develop between educators and the general public such united efforts as will secure
28 for all children and youth the highest advantages in physical, mental, social and spiritual
29 education.
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35 **Section 2.** The purposes of the Virginia PTA, the National PTA and the Peninsula District PTA are
36 promoted through an educational program directed toward parents, teachers and the general public; are
37 developed through conferences, committees, projects and programs; and are governed and qualified by
38 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 Code or
42 corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

1 **#ARTICLE IV: BASIC POLICIES**

2
3 The following are basic policies of the Peninsula District PTA in common with those of the Virginia PTA
4 and the National PTA:
5

- 6 a. The association shall be non-commercial, non-sectarian and non-partisan;
7
8 b. The association or members in their official capacities shall not endorse a commercial
9 entity or engage in activities not related to promoting the Objects of the association;
10
11 c. The association or members in their official capacities shall not—directly or indirectly—
12 participate or intervene (in any way, including the publishing or distributing of
13 statements) in any political campaign on behalf of, or in opposition to, any candidate for
14 public office; or devote more than an insubstantial part of its activities to attempting to
15 influence legislation by propaganda or otherwise;
16
17 d. The association shall work with the schools to provide quality education for all children
18 and youth and shall seek to participate in the decision-making process establishing school
19 policy, recognizing that the legal responsibility to make decisions has been delegated by
20 the people to boards of education, state education authorities, and local education
21 authorities;
22
23 e. The association shall not enter into membership with other organizations except such
24 international or national organizations as may be approved by the National PTA Board of
25 Directors. The Virginia PTA or any of its divisions may cooperate with other
26 organizations and agencies concerned with child welfare, but a PTA/PTSA representative
27 shall make no commitments that bind the group he represents;
28
29 f. No part of the net earnings of the association shall inure to the benefit of, or be
30 distributable to its members, directors, trustees, officers or other private persons except
31 that the association shall be authorized and empowered to pay reasonable compensation
32 for services rendered and to make payments and distribution in furtherance of the
33 purposes set forth in Article III hereof;
34
35 g. Notwithstanding any other provision of these articles, the association shall not carry on
36 any other activities not permitted to be carried on (i) by an organization, exempt from
37 Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an
38 organization, contributions to which are deductible under Section 170(c)(2) of the
39 Internal Revenue Code;
40
41 h. Upon dissolution of this association, after paying or adequately providing for the debts
42 and obligations of the association, the remaining assets shall be distributed to one or more
43 non-profit funds, foundations, or organizations which have established their tax exempt
44 status under Section 501 (c)(3) of the Internal Revenue Code.
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1 **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA**
2

3 **Section 1.** The district shall be organized and chartered under the authority of Virginia PTA in the
4 area in which this district PTA functions, in conformity with such rules and regulations, not in conflict
5 with the bylaws of the National PTA, as the Virginia PTA may in its bylaws prescribe.
6

7 **Section 2.** Virginia PTA shall issue to this district PTA an appropriate charter evidencing the due
8 association and good standing of this district.
9

10 A district in good standing is one which:

- 11
- 12 a. Adheres to the and basic policies of the PTA;
 - 13
 - 14 b. Has a minimum of three elected officers, to include district director and treasurer.
 - 15
 - 16 c. Has bylaws approved according to the procedures of Virginia PTA; and
 - 17
 - 18 d. Meets other criteria as may be prescribed by Virginia PTA.
 - 19

20 **Section 2.** Each district PTA shall adopt such bylaws for the governance of the association as may
21 be approved by the Virginia PTA. Such bylaws shall not be in conflict with the bylaws of the National
22 PTA or the bylaws of the Virginia PTA.
23

24 **Section 3.** Each district PTA shall include in its bylaws provisions corresponding to the provision of
25 such of the Virginia PTA bylaws as are identified by the state symbol #.
26

27 **Section 4.** Each officer or board member of a district PTA shall be a member of a local PTA/PTSA
28 within its area.
29

30 **Section 5.** Each officer or board member of a local PTA/PTSA shall be a member of such local
31 PTA/PTSA.
32

33 **Section 6.** Only members of a local PTA/PTSA who have paid dues for the current membership
34 year may participate in the business of that association.
35

36 **Section 7.** The district shall keep such permanent books of account and records as shall be sufficient
37 to establish the items of gross income, receipts, and disbursements of the district, including, specifically
38 the number of its member PTA/PTSAs. Such books of account and records shall at all reasonable times
39 be open to inspection by an authorized representative of the Virginia PTA or, where directed by the
40 committee on state and national relationships, by a duly authorized representative of the National PTA.
41 Such authorized representative shall have full access in cases where account information and records are
42 required from banks.
43

44 **Section 8.** Bylaws of each constituent association shall include an article on amendments.
45

46 **Section 9.** Bylaws of each constituent association shall include a provision establishing a quorum.
47

48 **Section 10.** The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy
49 voting is specified by applicable state law).
50

1 **Section 11.** The members of the nominating committee for officers of a constituent association shall
2 be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.
3

4 **Section 12.** A PTA/PTSA member shall not serve as a voting member of a constituent association's
5 board at the local, council, district, region, state or national level while serving as a paid employee of, or
6 under contract to, that constituent association.
7

8 **Section 13.** Districts may address legislative items or issues if the position on the legislative item or
9 issue does not conflict with that of the Virginia PTA Legislation Program. The district's name must be
10 used and not that of the Virginia PTA.
11

12 **Section 14.** One director shall preside over PTA districts as prescribed in its bylaws.
13

14 **Section 15.** One treasurer shall be responsible for all funds and finances of the district.
15

16 **Section 16.** The district PTA fiscal year shall begin and end as designated in the bylaws and shall
17 coincide with the fiscal year of the Virginia PTA.
18

19 **ARTICLE VI: MEMBERSHIP**

20

21 **Section 1.** Membership in this district shall consist only of local units chartered by the Virginia PTA
22 as authorized by the National PTA in the Peninsula District PTA.
23

24 **#Section 2.** Membership in this district PTA shall be open, without discrimination, to anyone who
25 believes in and supports the mission and purposes of National PTA.
26

27 **Section 3.** Additional units may be accepted as members at any time.
28

29 **Section 4.** Only local units in good standing may participate in the business of the district.
30

31 **Section 5.** Only members of this district shall be eligible to vote in the business of the district or to
32 serve in any elected or appointed positions.
33

34 **#Section 6.** Honorary Life Membership in the Virginia PTA may be conferred for distinguished
35 service, for which a fee shall be paid to the treasurer of the Virginia PTA. This fee shall be deposited in
36 the special Life Membership-Scholarship Fund of the Virginia PTA. Honorary Virginia Life Membership
37 entitles a recipient to attend the State Annual Meeting as a non-voting participant without payment of the
38 registration fee.
39

40 **#Section 7.** Honorary National Life Membership may be conferred for distinguished service, for
41 which a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National
42 PTA. Honorary National Life Membership provides only National Convention guest privileges upon
43 payment of the convention registration fee.
44

45 **#Section 8.** A holder of an Honorary National or State Life Membership may be an active member
46 only upon payment of dues in a local PTA/PTSA unit.
47
48
49
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1 **#ARTICLE VII: FINANCE**

2
3 **Section 1.** The district shall be financed through the budget of the Virginia PTA.
4

5 **Section 2.** The district shall not charge dues or make assessments of PTA/PTSA members, units or
6 councils, but special district projects may be supported by voluntary contributions.
7

8 **ARTICLE VIII: RESPONSIBILITIES OF THE DISTRICT**

9
10 **Section 1.** To carry on effectively with the Peninsula District PTA, the work of the National PTA
11 and the Virginia PTA.
12

13 **#Section 2.** The district shall act as liaison between the Virginia PTA and local units.
14

15 **#Section 3.** The district shall coordinate policies and current programs of local units with those of the
16 Virginia PTA.
17

18 **#Section 4.** The district shall submit votes cast by local unit members in their respective districts for
19 the Proposed Legislation Program of the Virginia PTA to the Legislation Committee chairman for
20 tabulation.
21

22 **#Section 5.** The district shall not legislate for local PTA/PTSA units.
23

24 **Section 6.** The district shall offer advisory services to councils and local units.
25

26 **Section 7.** The district shall organize and strengthen units by working through councils where they
27 exist and by working directly with the units where there is no council.
28

29 **Section 8.** The district shall provide leadership training.
30

31 **Section 9.** The district shall promote the use of the Virginia PTA and National PTA publications.
32

33 **ARTICLE IX: VOTING BODY**

34
35 **#Section 1.** The voting body shall consist of the members of the district executive board and the
36 president or his alternate and three (3) delegates of each local unit. Local units having membership in
37 excess of one hundred (100) shall have one additional delegate for each fifty (50) memberships or major
38 fraction thereof as reported on or before March 1 by records in the State Office, for the spring meeting; by
39 June 30 for the fall meeting; or, for new units, ten (10) days prior to the district meeting.
40

41 **Section 2.** Members are entitled to only one vote even though they may serve in more than one
42 position.
43

44 **Section 3.** The voting body shall vote on routine matters, the district other income budget, adoption of
45 projects, adoption of bylaws, adoption of amendments, position statements and election of officers.
46

47 **Section 4.** All members of the voting body shall be members of local units in good standing with the
48 Virginia PTA and the National PTA.
49

1 **ARTICLE X: OFFICERS AND THEIR ELECTIONS**

2 **Section 1.** The officers of this district shall consist of:

- 3 #a. One district director;
- 4 b. One (1) assistant director;
- 5 c. A secretary/treasurer.

6 **#Section 2.** The director of each district shall be a member of the Virginia PTA Board of Managers.
7 Providing the district director and the assistant district director are both unable to attend a meeting of the
8 Board of Managers, a district officer shall be designated as an alternate.

9 **Section 3.** Officers shall serve for a term of two (2) years or shall serve until their successors are
10 elected. No district officer shall serve more than two (2) consecutive terms in the same office. A person
11 who has served in an office for more than one-half (1/2) of the term shall be deemed to have served a full
12 term in such office.

13 **Section 4.** Only members of a local PTA/PTSA whose state and national dues are paid and
14 members whose individual dues to the local PTA/PTSA are paid shall be eligible to hold office, to serve
15 on the executive board, to serve on a district committee, or to serve as a delegate to the district.

16 **Section 5.** A nominating committee shall be elected at the annual meeting prior to the election year.

- 17 a. Each member of the committee must be a current member of a local PTA/PTSA unit in
18 good standing within the district;
- 19 b. The committee shall consist of three (3) members, and shall include at least one local
20 PTA/PTSA member from each of the cities and/or counties in the district whenever
21 possible;
- 22 c. Immediately after its election, the committee shall meet (1) to elect a chairman and (2) to
23 be instructed in its duties by the Virginia PTA State Representative;
- 24 d. The committee shall nominate an eligible person for each office to be filled and report its
25 nominees to the members of the executive board and to the presidents of each member
26 association at least thirty (30) days before the annual meeting. At the annual meeting,
27 additional nominations may be made from the floor.
- 28 e. Only those persons who have signified their consent to serve if elected shall be
29 nominated for or elected to such office.

30 **Section 6.** The officers shall be elected by ballot at the annual meeting in alternate years by a
31 majority vote of the accredited delegates to that meeting. If there is but one nominee for any office,
32 election for that office may be by voice vote. The term of officers shall begin immediately following the
33 close of the meeting at which officers were elected.

1 **Section 7.** A vacancy occurring in any office shall be filled for the unexpired term by a person
2 elected by the executive board, except in the case of the Director, when the First Assistant Director shall
3 automatically become Director and the other assistant directors shall advance in rank. Notice of the
4 election to fill a vacancy in office shall be given as prescribed in Article XIII, Section 5.

5 **Section 8.** When there is a complete breakdown in district association, when the district executive
6 board fails to carry out its duties in accordance with the provisions of these bylaws or the bylaws of the
7 Virginia PTA, the State President shall authorize a State Representative to call a meeting for the purpose
8 of restoring the district to its proper function.

9 **ARTICLE XI: DUTIES OF OFFICERS**

10 **Section 1.** The District Director shall:

- 11 #a. Be a member of the Virginia PTA Board of Managers, and if unable to attend a meeting
12 of the Board of Managers, shall designate a district officer as an alternate;
- 13 #b. Submit meeting dates to the State President by June 30 of each year;
- 14 #c. Preside at all meetings of the association;
- 15 #d. Report and interpret the actions of the Board of Managers to the councils and local
16 PTA/PTSA units within the district;
- 17 #e. Work with the district executive board to direct the affairs of the district and to plan the
18 annual district meeting;
- 19 #f. Work as a member of the Virginia PTA standing and special committees as assigned;
- 20 #g. Give assistance to councils and local units within the district and perform such other
21 duties as are appropriate to the office;
- 22 #h. Serve as an ex-officio member of the executive board of the council within the district;
- 23 #i. Serve as an ex-officio member of all committees except the nominating committee.

24 **Section 2.** The Assistant Director(s) shall:

- 25 a. Act as aide(s) to the director;
- 26 b. In their designated order, perform the duties of the director in the absence or inability of
27 that officer to act;
- 28 c. Accept assignment for extension work in designated areas;
- 29 d. Perform other delegated duties as assigned.

1 **Section 3.** The Secretary/Treasurer shall:
2

- 3 a. Record the minutes of all meetings of the association;
4
5 #b. Send copies of minutes of all meetings of the district, including executive board meeting
6 minutes to the director within fifteen (15) days and the Virginia PTA state office by June
7 30 of each year.
8
9 c. Receive and file reports from officers, chairmen, councils and local PTA/PTSA units;
10
11 d. Conduct correspondence as directed by the district executive board or the director
12
13 e. Keep the official copy of the district bylaws in his/her files;
14
15 #f. Keep full and accurate accounts of receipts and expenditures as described in Article V,
16 Section 8;
17
18 #g. Authorize disbursements as approved by the district director, executive board or
19 Association in accordance with the budget adopted by the association;
20
21 #h. Have District Reimbursement Vouchers signed by two officers, preferably the treasurer
22 and the District Director, and forward to the appropriate officer for approval within thirty
23 (30) days of incurrence of expense;
24
25 #i. Compile deposits of the district using the District Deposit Verification form and forward
26 To the Virginia PTA state office for posting to district accounts;
27
28 #j. Be a member of the budget committee and assist in preparing the new fiscal year
29 allotment budget for presentation to the executive board for approval and submission to
30 Virginia PTA by March 15 and preparing the new fiscal year other income budget for
31 presentation to the membership for approval at the district annual meeting. After
32 approved by the membership, the treasurer shall forward a copy of the district other
33 income budget to the Virginia PTA State Office by June 30;
34
35 #k. Present a written financial statement at every meeting of the association and at other
36 times when requested by the executive board;
37
38 #l. Compile the annual financial reports as required by the Virginia PTA and submit to
39 The Virginia PTA state office by June 30;
40
41 m. Perform other delegated duties as assigned.
42

43 **Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from
44 time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn
45 over to the district director, without delay, all records, books, and other materials pertaining to the office.
46

47
48
49 **ARTICLE XII: EXECUTIVE COMMITTEE**
50

1 **Section 1.** The executive committee shall consist of the elected officers of the association.

2
3 **Section 2.** Duties of the executive committee shall be:

4
5 a. To develop goals for the association for presentation to the executive board and district
6 membership for approval;

7
8 b. And to appoint standing and special committee chairmen and members of the standing
9 and special committees.

10
11 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
12 purpose of appointing standing committee chairmen. Special committee chairmen shall be appointed as
13 necessary. Members of the standing and special committees shall be appointed as soon as possible after
14 the appointment of the committee chairmen.

15
16 **Section 4.** Meetings of the executive committee shall be held by the call of the district director or a
17 majority of the executive committee, seven (7) days' notice having been given. A majority of the
18 executive committee shall constitute a quorum.

19 20 **ARTICLE XIII EXECUTIVE BOARD**

21
22 **Section 1.** The executive board shall consist of the elected officers and standing committee
23 chairmen, the president of each council PTA/PTSA , on representative from each county or city not
24 having a council, the superintendents of schools within the district and members of the Virginia PTA
25 Board of Managers residing in the district. The Virginia PTA President shall serve in advisory capacity to
26 the district executive board.

27
28 **#Section 2.** A PTA member shall not serve as a voting member of a constituent association's board at
29 the local, council, district, region, state or national level while serving as a paid employee of, or under
30 contract to, that constituent association.

31
32 **Section 3.** The duties of the executive board shall be:

33
34 a. To transact necessary business in the intervals between association meetings and such
35 other business as may be referred to it by the association;

36
37 b. To create standing and special committees;

38
39 c. To approve the plans of work of the standing and special committees;

40
41 d. To plan and carry out programs of leadership training within the district;

42
43 e. To prepare and approve the proposed budget to be presented to the membership for
44 adoption at the annual meeting;

45
46 f. To approve the program of the annual meeting.

47
48 **Section 4.** A majority of the executive board members shall constitute a quorum.

49
50 **Section 5.** The executive board shall hold at least four (4) meetings during the year. The time and
51 place of meetings shall be set at the first meeting of the officers after their election. Special meetings of

1 the executive board may be called by the District Director or by a majority of the members of the board,
2 seven (7) days' notice being given.

3
4 **Section 6.** The district board shall reserve the right to vote on business via electronic vote. Only the
5 district director shall have the authority to call for an electronic vote and to establish the guidelines for
6 that vote. The established quorum of the executive board shall prevail. Results must be recorded in the
7 minutes and ratified at the next executive board meeting.

8 9 **ARTICLE XIV: GENERAL MEMBERSHIP MEETINGS**

10
11 **Section 1.** The annual meeting shall be held in March or April prior to the spring meeting of the
12 Virginia PTA Board of Managers for the purpose of promoting the Virginia PTA program; coordinating
13 and extending PTA/PTSA work through councils and local units in the district; adopting the other income
14 budget; electing officers in alternate years; and considering matters to be presented to the Virginia PTA
15 Board of Managers at the spring board meeting. The date and time of the annual meeting shall be set by
16 the district director in consultation with the state president by June 1.

17
18 **Section 2.** A district legislation meeting shall be held prior to October 1 for the purpose of
19 information and discussion relative to the annual Legislation Program of the Virginia PTA.

20
21 **Section 3.** Each district shall hold a legislative workshop before the spring Board of Managers
22 meeting to receive comments from the local units and councils on the preliminary draft of the proposed
23 Legislation Program of the Virginia PTA.

24
25 **#Section 4.** PTA/PTSA delegates for the district shall report activities of the district to their
26 associations and shall present to the district such matters as may be referred to it by their associations.
27 Delegates shall vote on all issues as instructed by their associations; but if not instructed, they shall use
28 their own discretion.

29 **Section 5.** Forty (40) of the authorized delegates shall constitute a quorum.

30
31 **Section 6.** District meetings shall be open to all local PTA/PTSA members, but the privilege of
32 making motions and voting shall be limited to the voting body as defined in Article IX, Sections 1 and 4.

33
34 **Section 7.** Special meetings may be called by the district director or executive board, seven (7)
35 days' notice having been given.

36 37 **ARTICLE XV: COMMITTEES**

38
39 **#Section 1.** Only members of this association shall be eligible to serve in any elected or appointed
40 positions.

41
42 **Section 2.** Only current members of the association shall serve as a member of a standing or special
43 committee.

44
45 **Section 3.** The executive board may create such standing committees as it may deem necessary to
46 promote the purposes and carry on the work of the association. Standing committee chairmen and
47 committee members shall be appointed by the elected officers. The term of each chairman shall be two
48 (2) years or until the selection of a successor. No chairman shall be eligible to serve in the same capacity
49 for more than two (2) consecutive terms.

1 **Section 4.** The executive board may create such special committees as it may deem necessary or as
2 may be directed by the association. Special committee chairmen and committee members shall be
3 appointed by the elected officers. The term of each special committee chairman is ended upon
4 completion of the task assigned to the committee.
5

6 **Section 5.** The chairman of each standing and special committee shall present a plan of work to the
7 executive board for approval. No committee work shall be undertaken without the consent of the
8 executive board.
9

10 **Section 6.** The quorum of any committee shall be a majority of its members.
11

12 **Section 7.** The district director shall be an ex-officio member of all committees except the
13 nominating committee.
14

15 **Section 8.** Committee chairmen shall turn over to the district director, without delay, all records,
16 books and other materials pertaining to the committee at the end of the term served or when departing
17 office.
18

19 **ARTICLE XVI: FISCAL YEAR**

20

21 The fiscal year of the district shall begin on July 1 and end on June 30.
22

23 **#ARTICLE XVII: PARLIAMENTARY AUTHORITY**

24

25 The rules contained in the current edition of *Robert's Rules of Order—Newly Revised* shall govern the
26 National PTA and its constituent associations in all cases in which they are applicable and in which they
27 are not in conflict with these bylaws, the bylaws of the Virginia PTA and the bylaws of the National PTA,
28 or the articles of incorporation.
29

30 **ARTICLE XVIII: DISTRICT BYLAWS REVISIONS AND AMENDMENTS**

31

32 **#Section 1.** Bylaws shall be reviewed and amended with the following procedures:
33

- 34
- 35 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing
36 bylaws or to submit an amendment to current bylaws.
37
 - 38 b. Bylaws shall be revised or amended at a regular meeting of the association provided notice
39 and a copy of the proposed bylaws revision or amendments are provided to the membership
40 at least thirty (30) days prior to the meeting at which the revision or the amendments are to
41 be voted upon. A quorum shall be established at the meeting in which voting takes place.
42 The revision or amendments are subject to approval by the Virginia PTA Bylaws
43 Committee. The proposed bylaws revision or amendments require a two-thirds vote of the
44 members present and voting.
45
 - 46 c. Submission of amendments and revised bylaws for approval by the State PTA shall be in
47 accordance with the bylaws or regulations of the Virginia PTA. (Reference Virginia
48 PTA/PTSA Bylaws, Article VI, Section 24.)
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#ARTICLE XIX: APPROVAL OF BYLAWS

The bylaws of this district shall be submitted to the state office every five (5) years for approval by the Virginia PTA Bylaws committee on behalf of the Virginia PTA Board of Managers.

Required by the Virginia PTA