



COUNCIL UNIFORM BYLAWS

REVISION JULY 2021

1027 Wilmer Avenue, Richmond, VA 23227

[804] 264-1234

Website: vapta.org | Email: bylaws@vapta.org

© 2021 Virginia Congress of Parents and Teachers

All rights reserved. Permission granted to PTA affiliates to print and copy materials for internal use only.

TABLE OF CONTENTS

ORGANIZATIONAL STRUCTURE 2

PTA MISSION3

PTA VALUES3

ARTICLE 1: PURPOSE.....3

ARTICLE 2: PRINCIPLES3

ARTICLE 3: RELATIONSHIP WITH NATIONAL PTA, VIRGINIA PTA AND CONSTITUENT ASSOCIATIONS4

ARTICLE 4: MEMBERSHIP AND DUES.....6

ARTICLE 5: OFFICERS AND THEIR ELECTION7

ARTICLE 6: DUTIES OF OFFICERS8

ARTICLE 7: EXECUTIVE COMMITTEE.....9

ARTICLE 8: EXECUTIVE BOARD9

ARTICLE 9: COMMITTEES 11

ARTICLE 10: VOTING BODY 12

ARTICLE 11: GENERAL MEMBERSHIP MEETINGS 12

ARTICLE 12: FISCAL YEAR 13

ARTICLE 13: AMENDMENTS TO VAPTA UNIFORM BYLAWS..... 13

ARTICLE 14: PARLIMENTARY AUTHORITY 13

ARTICLE 15: APPLICATION OF THESE UNIFORM BYLAWS 13



COUNCIL ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: _____

ORGANIZATIONAL STRUCTURE			
Name of Council		Tax Employee Identification Number	
City/County & Zip Code			
School District		Superintendent Name	
Council District		Council Region	
Fiscal Year	July 1 to June 30	Annual Meeting Month	
Insurance Carrier & Policy Number		Council Unit Dues	\$_____ per member \$_____ per unit
ELECTED OFFICERS & MEETINGS			
Titles of Elected Officers	President Treasurer 1 st VP _____ 2 nd VP _____ 3 rd VP _____ 4 th VP _____	President-elect Secretary	Term Length [select] _____ 1 year _____ 2 years Consecutive Terms Allowed [select] _____ 2 terms _____ 3 terms _____ 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers Superintendent	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Superintendent Standing Committee Chairs Term [select] _____ 1 year / _____ 2 years	Number of Meetings per Year	_____ Meetings
		Days Notice – Regular Meeting	_____ Days
		Days Notice – Special Meeting	_____ Days
GENERAL MEMBERSHIP MEETINGS			
Meetings per year	At least 4	Days Notice – Regular Meeting	_____ Days
Quorum	Majority of at least one (1) delegate from each local PTA/PTSA units in good standing	Days Notice – Special Meeting	_____ Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election	Number of Members Elected to Nominating Committee	At least 3 and must be an ODD number
Month of Elected Officers	_____ April _____ May _____ June	Officer Transition	Last day of the school year or last day of the fiscal year.

PTA MISSION

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.

ARTICLE 1: PURPOSE

Section 1. Objectives. The purposes of this council in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

- A. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- B. To raise the standards of home life.
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- D. To promote the collaboration and engagement of families and educators in the education of children and youth.
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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

ARTICLE 2: PRINCIPLES

The following are basic principles of this council in common with those of Virginia PTA and National PTA:

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

- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in Virginia PTA.

ARTICLE 3: RELATIONSHIP WITH NATIONAL PTA, VIRGINIA PTA AND CONSTITUENT ASSOCIATIONS

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

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

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

- A. Adhere to the purposes and basic policies of the PTA.
- B. Have a minimum of three (3) elected officers, to include one (1) president, a secretary, and one (1) treasurer.
- C. Submit Council Organizational Structure Form to the Virginia PTA state office annually. Review the Standards of Affiliation (SOA) form for annual compliance.
- D. Submit council unit officer's contact information form and verification of council's employer identification number (EIN) to the Virginia PTA state office immediately upon election of officers annually.
- E. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit report by the general membership.
- F. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office within fifteen (15) days of filing.
- G. Submit proof of insurance to the office.
- H. Meet other criteria as shall be prescribed by Virginia PTA.
- I. Each council in good standing shall be entitled to be represented by its president or alternate and by three (3) delegates or alternates at the Virginia PTA Annual Meeting.

Section 5. 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 the council to amend correspondingly the Council Organizational Structure Form of the council.

Section 6. Each officer or board member of a council shall be a member of a local PTA/PTSA in good standing within the council boundaries.

Section 7. Each council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the council including, specifically, the number of its members, and the dues collected from its members. Such books of

account and records shall at all reasonable times be open to inspection by an authorized representative of Virginia PTA or, where directed by the committee on state and local relations. Such authorized representative shall have full access in cases where account information and records are required from banks.

Section 8. There will be no proxy voting by council, nor any constituent association of National PTA.

Section 9. The members of the nominating committee for officers of a council shall be elected by the voting body.

Section 10. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council, district, state or national level while serving as a paid employee of, or under contract to, that constituent association.

Section 11. Councils shall not legislate for local PTA/PTSA units; that is a council shall not impose any action on the local PTA/PTSA units. However, by a majority vote of the local PTA/PTSA units in general membership, the council may initiate action in matters of common interest within council boundaries. Councils may address legislative items or issues if the position on the legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The council's name must be used and not that of Virginia PTA.

Section 12. The council fiscal year shall begin and end as designated in the bylaws with the ending date the last day of a calendar month.

Section 13. The charter of the council shall be subject to withdrawal and the status of the council as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of Virginia PTA.

Section 14. This council is obligated upon withdrawal of its charter by Virginia PTA to:

- A. Yield and surrender all of its books and records and all of its assets and property to Virginia PTA or to such agency as may be designated by Virginia PTA or to another local PTA/PTSA organized under the authority of Virginia PTA.
- B. Cease and desist from the further use of any name that implies or connotes association with Virginia PTA, National PTA, or status as a constituent association of National PTA.
- C. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings necessary for the purpose of dissolving such council.

Section 15. Any dissolution of a council and termination of its affairs shall take place in the following manner:

- A. The executive board shall adopt a written resolution recommending that the council be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of the voting body having voting rights at the time of the meeting.
 1. Only those funds approved by the voting body in the current budget year may be spent.
 2. Written notice of the adoption of such resolution accompanied by a copy of the notice of the special meeting for the voting body shall be given to the president of Virginia PTA at least thirty (30) days before the date fixed for such special meeting of the members.
 3. A complete membership list including contact information shall be provided to the Virginia PTA state office at least thirty (30) days before the date fixed for such special meeting of the members.
- B. Written notice stating the purpose of such meeting to consider dissolving the council shall be given to each local unit at least thirty (30) days prior to the date of such meeting. Such meeting shall be held only during the academic school year.

- C. A dissolution quorum must be met for the voting body of the council to consider the resolution to dissolve. The dissolution quorum includes the required quorum for general membership meetings per council bylaws plus a majority of the executive board members.
- D. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated representative, shall be permitted to attend the meeting and shall be allowed to speak for a minimum of sixty (60) minutes followed by a maximum of sixty (60) minute question and answer session.
- E. Voting shall be by ballot.
- F. Only the voting body of the council on the date of adoption of the resolution and who continue to be the voting body on the date of the special meeting shall be entitled to vote on dissolution.
- G. Upon the dissolution of this council, after paying or adequately providing for the debts and obligations of the association, the association's financial holdings, property, all records and all remaining assets shall be distributed to Virginia PTA held in escrow and if not claimed by the resolved unit within two years, it remains with the Virginia PTA in order to further the mission and purpose of the Virginia PTA.
- H. Upon adoption to dissolve, the council's charter will be withdrawn by Virginia PTA in accordance with state bylaws.

ARTICLE 4: MEMBERSHIP AND DUES

Section 1. Membership in the council shall consist only of local units chartered by Virginia PTA as authorized by National PTA, within this council boundaries, upon payment of dues.

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

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

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

Section 5. The annual dues for membership in this council shall be an amount for each local PTA/PTSA Unit or Member.

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

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

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

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

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

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

ARTICLE 5: OFFICERS AND THEIR ELECTION

Section 1. The elected officers of this local PTA/PTSA shall be a president, one or more vice president(s), a secretary, and a treasurer.

Proviso: Units currently with the president-elect structure will be allowed to continue this structure until election year 2023.

Section 2. Only members whose individual dues are paid to this local PTA/PTSA for the current fiscal year shall be eligible to hold office, and to serve on the executive committee, executive board, standing or special committees, or to serve 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 an uneven number, not less than three (3) members, who shall be elected by the members of this local PTA/PTSA at their regular general membership meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.
- C. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the members at a regular general membership meeting 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.

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

- A. Officers shall be elected at the last general membership meeting of the fiscal year.
- B. If there is more than one nominee for office, then the voting shall be by 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 shall take office by July 1.

Section 5. Officers shall serve for a term of either one (1) or two (2) year(s) or until their successors are elected. No person shall hold more than one (1) elected office at a time on this local unit board. No local unit officer shall serve more than either two (2), three (3), or four (4) consecutive terms, not to exceed four (4) years in the same office. Officers who have served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in such office.

Section 6. Vacancies in any office shall be filled by the following method:

- A. A vacancy occurring in any office except that of president shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board at their next scheduled meeting. In case of a vacancy in the office of president, the first vice president shall become president and shall hold office for the balance of the term. In the interim, the duties of the vice president shall be delegated by the president.
- B. In the event of a vacancy in the office of president, and also in the absence of a vice president, the general membership shall elect the next president.

- C. If there is more than one nominee for any office, then the voting shall be by 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 meeting.
- D. When a ten (10) day notice of the election is given, a majority of votes cast shall constitute an election. Without such notice a two-thirds (2/3) vote of those present shall be required.

ARTICLE 6: DUTIES OF OFFICERS

Section 1. The president shall:

- A. Preside at all meetings of the council.
- B. Coordinate the work of the officers and committees of the council in order that the purposes may be promoted.
- C. Submit council unit offices' contact information form and verification of council unit's employer identification number (EIN) to the Virginia PTA state office immediately upon election of officers annually.
- D. Support the PTA mission within the council boundary.
- E. Serve as an ex-officio member of all committees of this council except the nominating committee.
- F. Shall serve as a voting member of the district board.

Section 2. The president-elect shall:

- A. Act as aide to the president.
- B. Perform duties of the president in the absence or inability of that officer to act.
- C. Understand that by accepting the nomination of president-elect, they agree to automatically succeed to the office of president at the end of their term as president-elect.
- D. Perform other delegated duties as assigned.

PROVISIO: This position is only for local units with an approved president-elect position. It is not required to elect a president-elect. Position to be phased out election year 2023.

Section 3. The vice president(s) shall:

- A. Act as aide(s) to the president.
- B. In their designated order, perform the duties of the president in the absence or inability of the officer to act. If more than one vice president, must list job title for each vice president as approved by general membership on the Organizational Structure Form.
- C. Perform other delegated duties as assigned.

Section 4. The secretary shall:

- A. Record the minutes of all meetings of the council.
- B. Keep the official copy of the council bylaws in his/her files.
- C. Keep an accurate roster of the names of each local PTA/PTSA units in membership, the names and address of local PTA/PTSA officers and delegates, and the names and addresses of the members of the council executive board.
- D. Perform other delegated duties as assigned.

Section 5. The treasurer shall:

- A. Have custody of all the funds and finances of the council.
- B. Keep a full and accurate account of receipts and expenditures as described in these bylaws.
- C. Make disbursements as authorized by the president, executive board, or council in accordance with the budget adopted by the voting body.

- D. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.
- E. Present a written financial statement at every meeting of the council and at other times when requested by the executive board.
- F. Prepare an annual financial report at the close of the fiscal year.
- G. Have the accounts examined according to the auditing procedures outlined in these bylaws.
- H. Submit a copy of the fiscal year-end financial review to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the council voting body.
- I. i. Shall submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.
- J. Perform other delegated duties as assigned.

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

ARTICLE 7: EXECUTIVE COMMITTEE

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

Section 2. The executive committee shall:

- A. Develop goals for the council to the executive board and council membership for approval by the voting body.
- B. Appoint special committee chairmen and members of the standing and special committees, except for the nominating committee.

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

Section 4. Meetings of the executive committee shall be held by the call of the president or a majority of the executive committee, as approved by the voting body on the organizational structure form. A quorum of the executive committee shall be a majority of the members of the committee then in office.

Section 5. The executive committee shall reserve the right to vote on business via electronic meeting. Only the president shall have the authority to call for an electronic vote and to establish the guidelines for that vote. The established quorum of the executive committee shall prevail. Voting results must be recorded in the minutes and ratified at the next executive committee meeting.

Section 6. The executive committee may hold meetings by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. Some or all of the members may participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.

ARTICLE 8: EXECUTIVE BOARD

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

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

Section 3. The executive board shall:

- A. Transact necessary business in the intervals between council meetings and such other business as may be referred to it by the council and to present a report to the membership at regular meetings.
- B. Create standing and special committees.
- C. Approve the plans of work of the standing and special committees.
- D. Offer advisory services and leadership training to local units.
- E. Work to strengthen the local units in its membership and assist the district in the formation of new PTA/PTSA's within the council boundaries.
- F. Act as liaison between the district PTA and all local units within its boundaries. The district shall organize and strengthen units by working through councils.
- G. Support local units in achieving and maintaining good standing status.
- H. Carry on effectively with the work of National PTA, Virginia PTA and District PTA.
- I. Coordinate policies and current programs of local units with those of Virginia PTA.
- J. Provide for conference and cooperation among the member units on matters of mutual concern within the council boundaries.
- K. Select an auditing committee or experienced auditor.
- L. Present the proposed budget to the voting body for adoption.
- M. Obtain voting body approval for any changes to the adopted budget over five hundred dollars (\$500.00) per fiscal year.

Section 4. Financial Review Procedures:

- A. A financial review committee or an experienced auditor shall be selected by the executive board prior to the end of the fiscal year. The committee shall consist of no fewer than three (3) members and no one with signature authority shall sit on the committee.
- B. The council treasurer shall submit the books to the financial review committee or the experienced auditor at the end of the fiscal year. The financial review report shall be submitted in writing to the executive board prior to finalization of the proposed budget for the coming school year.
- C. The executive board of the council shall, upon resignation of the treasurer during a term, select a financial review committee or an experienced auditor within one (1) week of the resignation. The review shall be performed with fiscal year-end financial review procedures and shall be completed within three (3) weeks of the resignation. This review shall not be performed in lieu of the year-end financial review.
- D. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change signatory or other clerical duties not requiring signatory until the financial review is presented to the executive board.
- E. All reports shall be presented to the general membership for adoption by the voting body. The fiscal year-end financial review report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end financial review report shall be sent to the Virginia PTA state office within fifteen (15) days following the adoption of the report by the voting body.
- F. The council is required to file a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.

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

Section 6. The executive board shall hold meetings during the year. The time and place of meetings shall be set at the first meeting of the executive board after their election. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board, as approved by the executive board on the organizational structure form. A quorum of the executive board members shall be a majority of the members of the executive board then in office.

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

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

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

Section 10. The executive board shall reserve the right to vote on business via electronic meeting. Only the president shall have the authority to call for an electronic meeting and to establish the guidelines for voting. The established quorum of the executive board shall prevail. Voting results must be recorded in the minutes and the minutes must be accepted by the executive board at the next executive board meeting.

Section 11. The executive board may hold meetings by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. Some or all of the members may participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.

ARTICLE 9: COMMITTEES

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

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

Section 3. The executive board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the council. Standing committee chairmen and committee members shall be appointed by the elected officers, except for the nominating committee. The term of each chairman shall be approved by the executive board on the organizational structure form. No chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

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

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

Section 6. The committee shall reserve the right to vote on business via electronic vote. Only the committee chair shall have the authority to call for an electronic meeting and to establish the

guidelines for voting. The established quorum of the committee shall prevail. Voting results must be recorded in the minutes and the minutes must be accepted by the committee at the next committee meeting.

Section 7. Committees may hold meetings by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. Some or all of the members may participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.

Section 8. The quorum of any committee shall be a majority of its members.

Section 9. The president shall serve as an ex-officio member of all committees of this council except the nominating committee.

Section 10. Committee chairmen shall turn over to the president, without delay, all records, books and other materials pertaining to the committee at the end of the term served or when departing office.

ARTICLE 10: VOTING BODY

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

Section 2. Each local PTA/PTSA unit shall be represented by its president or alternate, school principal or alternate, and by no more than two (2) delegate(s) or alternates(s), selected by the local PTA/PTSA according to its own procedure.

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

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

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

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

ARTICLE 11: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of the council shall be held at least four (4) times during the school year, at least ten (10) days' notice been given.

Section 2. The annual meeting shall be held in the month approved by the executive board and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting the business of the council.

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

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

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

ARTICLE 12: FISCAL YEAR

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

ARTICLE 13: AMENDMENTS TO VAPTA UNIFORM BYLAWS

Section 1. These bylaws may be amended by a two-thirds vote at the Virginia PTA annual meeting, provided the amendments have been approved by the Virginia PTA board of directors. Notice of the proposed amendments shall be sent to each member of the Virginia PTA board of directors, council presidents, and local PTA presidents at least 30 days prior to the opening day of the Virginia PTA annual meeting.

Section 2. Except as otherwise provided in the amendment or a proviso thereto, amendments to these bylaws shall become effective on July 1 after the Virginia PTA annual meeting at which they were adopted.

ARTICLE 14: PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern National PTA and its constituent associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.

ARTICLE 15: APPLICATION OF THESE UNIFORM BYLAWS

The foregoing uniform council bylaws supersede any and all bylaws previously adopted, and shall be applied as the sole and exclusive bylaws of this Council PTA.