

**ORANGE HUNT ELEMENTARY SCHOOL
PARENT-TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#ARTICLE I: NAME

The name of this association is the ORANGE HUNT ELEMENTARY SCHOOL PARENT-TEACHER Association located in FAIRFAX COUNTY, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA/PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

#ARTICLE II: ARTICLES OF ORGANIZATION

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

#ARTICLE III: PURPOSES

Section 1. The Purposes of the ORANGE HUNT ELEMENTARY SCHOOL PTA, in common with those of the Virginia PTA/PTSA and the 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, 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 Virginia PTA/PTSA, the National PTA and the ORANGE HUNT ELEMENTARY SCHOOL PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization 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 "Internal Revenue Code").

#ARTICLE IV: BASIC POLICIES

The following are basic policies of the ORANGE HUNT ELEMENTARY SCHOOL PTA in common with those of the Virginia PTA/PTSA and the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the organization.
- c. The organization or members in their official capacities shall not--directly or indirectly-- participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Virginia PTA/PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA/PTSA

Section 1. Local PTA/PTSA's shall be organized and chartered under the authority of the Virginia PTA/PTSA in the area in which the local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with the bylaws of the National PTA, as the Virginia PTA/PTSA may in its bylaws prescribe. The Virginia PTA/PTSA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the due organization and good standing of the local PTA/PTSA.

A local PTA/PTSA in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the state and national portion of dues to the Virginia PTA/PTSA by dates designated in these bylaws;
- c. Has bylaws approved according to the procedures of the Virginia PTA; and
- d. Submits local unit officers form and verification of local unit's employer identification number (EIN) to the state office immediately upon election of officers and no later than June 15 annually; and
- e. Local units shall forward to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations;
- f. Meets other criteria as may be prescribed by the Virginia PTA.

Section 2. Each local PTA/PTSA shall adopt such bylaws for the government of the organization as may be approved by the Virginia PTA/PTSA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Virginia PTA/PTSA.

Section 3. Bylaws of each constituent organization shall include an article on amendments.

Section 4. Each local PTA/PTSA 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 organization including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Virginia PTA/PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Virginia PTA/PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 5. The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Virginia PTA/PTSA.

Section 6. Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA/PTSA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Virginia PTA/PTSA or to such agency as may be designated by the Virginia PTA/PTSA or to another local PTA/PTSA organized under the authority of the Virginia PTA/PTSA;
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Virginia PTA/PTSA or status as a constituent organization of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Virginia PTA/PTSA, all proceedings necessary or desirable for the purpose of dissolving such local PTA/PTSA.

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

Section 8. Each officer or board member of a constituent organization shall be a member of a local PTA/PTSA within its area.

Section 9. A PTA/PTSA member shall not serve as a voting member of a constituent organization'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 organization.

Section 10. Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Virginia PTA/PTSA as provided in Article VII hereof.

Section 11. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

Section 12. Bylaws of each constituent organization shall include a provision establishing a quorum.

Section 13. The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

Section 14. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 15. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol #.

Section 16. The Virginia PTA/PTSA Legislation Program shall be voted on by individual local unit members and recorded on official tally sheets. Local unit tally sheets shall be forwarded to District Directors prior to the pre-convention Board of Managers meeting.

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

Section 18. Any dissolution of a local unit and termination of its affairs shall take place in the following manner:

- a. The executive committee (or other body that, under its bylaws, manages the affairs of the local PTA/PTSA) shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting. Such meeting shall be held only during the academic year of the school involved.
- b. Written notice of the adoption of such resolution accompanied by a copy of the notice of the special meeting of members shall be given to the President of the Virginia PTA/PTSA at least twenty (20) days before the date fixed for such special meeting of the members. The President of the Virginia PTA/PTSA, or his/her designated representative, shall be permitted to attend the meeting and shall be accorded the courtesy of being allowed to speak for at least fifteen (15) minutes if he/she so desires, prior to the vote on dissolution.

- c. Only those persons who were members in good standing of the local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on dissolution.
- d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

Section 19. One president shall preside over local PTA/PTSA associations as prescribed in its bylaws.

Section 20. One treasurer shall be responsible for all PTA/PTSA funds and finances.

Section 21. The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the ending date the last day of a calendar month.

#ARTICLE VI: AUDITING PROCEDURES

Section 1. An auditing committee or a professional auditor shall be selected by the executive board prior to the end of the fiscal year. An auditing committee shall consist of no fewer than three members and no one with signature authority shall sit on the auditing committee.

Section 2. The local unit treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year. The audit report shall be submitted in writing to the executive board prior to finalization of the proposed budget for the coming school year.

Section 3. The executive board of a local PTA shall, upon resignation of the treasurer during a term, select an auditing committee or a professional auditor within one week of the resignation. The audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

Section 4. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.

Section 5. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit 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 audit shall be sent to the state office within thirty (30) days following the adoption of the audit by the membership.

Section 6. Local units shall forward to the state office each year upon completion a copy of their Form 990N, 990, or 990EZ as required per IRS regulations.

#ARTICLE VII: MEMBERSHIP AND DUES

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

Section 2. Membership in this PTA/PTSA shall be made available without regard to race, color, creed or national origin, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of this PTA/PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA.

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

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

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

Section 6. The amount of the state portion of each member's dues shall be determined by the Virginia PTA/PTSA. The national portion of each member's dues shall be one dollar and seventy-five cents (1.75) per annum.

Section 7. The Virginia PTA/PTSA portion of each member's dues shall be seventy-five (75) cents per annum.

Section 8. The state and national portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA/PTSA and remitted to the Virginia PTA/PTSA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

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

Section 10. Membership shall be offered to students in grades 9-12 in PTSAs.

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

Section 12. A person may hold membership in one or more local PTA units upon payment of all-inclusive dues as required in each local unit bylaws.

Section 13. Payment of State and National Dues

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

b. Membership dues shall be remitted to the treasurer of the Virginia PTA/PTSA at the Virginia PTA/PTSA office on or before December 1. Additional membership dues received after December 1 shall be remitted to the Virginia PTA/PTSA treasurer on or before March 1. Membership dues received after March 1 shall be remitted to the Virginia PTA/PTSA treasurer on or before June 30.

- c. A list of members who joined the association during the reporting period shall be kept by this local unit and submitted to the Virginia PTA/PTSA when requested.

Section 14. Honorary Life Membership in the Virginia PTA/PTSA may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the Virginia PTA/PTSA. This fee shall be deposited in the special Life Membership-Scholarship Fund of the Virginia PTA/PTSA. Honorary Virginia Life Membership entitles a recipient to attend the State Convention as a non-voting participant without payment of the registration fee.

Section 15. Honorary National Life Membership may be conferred for distinguished service, for which a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National PTA. Honorary National Life Membership provides only National Convention guest privileges upon payment of the convention registration fee.

Section 16. A holder of an Honorary National or State Life Membership may be an active member only upon payment of dues in a local PTA/PTSA unit.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

#Section 1. Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.

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

Section 3. Officers and their election:

- a. The officers of this association shall consist of:

- #1. One (1) President;
- 2. TWO (2) Vice-Presidents;
- 3. A Recording Secretary;
- 4. A Corresponding Secretary;
- #5. One (1) Treasurer.

- b. Officers shall be elected by ballot in the month of MAY. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.
- c. Officers, except the Treasurer, shall assume their official duties following the close of the meeting in JUNE. The Treasurer shall assume his/her official duties upon the completion of the auditing process. Officers shall serve for a term of ONE (1) year or until their successors are elected.

- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 4. Nominating committee:

- a. There shall be a nominating committee composed of THREE (3) members who shall be elected by this PTA/PTSA. ONE (1) member shall be elected from the executive board. The remaining TWO (2) members shall be elected by the general membership at an association meeting in February. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting no less than thirty (30) days prior to the election meeting. At the election meeting, additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 5. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given as prescribed in Article XI, Section 4. In case a vacancy occurs in the office of president, the first vice-president shall automatically become president and serve notice of the election to fill the vacancy in the office of first vice-president.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. be a member ex officio of all committees except the nominating committee;
- #d. Submit local unit officers' form and verification of the local unit's employer identification number (EIN) to the state office immediately upon the election of officers and no later than June 15 annually;
- e. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.
- f. All contracts must be approved by the president and the treasurer. All correspondence outgoing to the general membership must be approved by the president;

Section 2. The vice-presidents shall:

- a. act as aides to the president;
- b. in their designated order, perform the duties of the president in the absence or inability of that officer to act;
- c. The First Vice-president shall:
 1. Assist the president in all his/her duties;
 2. Perform the necessary presidential duties in the absence or unavailability of the president;
 3. Chair the Mini-Grant Committee;
 4. Chair the School Support Committee.
- d. The Second Vice-president shall:
 1. Coordinate the programs at general meetings;
 2. Perform the duties of the president or first vice-president in the absence or unavailability of either one of them;
 3. Oversee fundraising committees.
- e. perform other delegated duties as assigned.

Section 3. The recording secretary shall:

- a. record the minutes of all meetings of the association;
- b. keep the official copy of the local unit's bylaws in his/her files;
- #c. maintain a membership list as required by the Virginia PTA/PTSA;
- d. perform other delegated duties as assigned.

Section 4. The corresponding secretary shall:

- a. be responsible for all official correspondence of the association;
- b. work in conjunction with the school administration on revision and publication of the parent/student handbook/folder
- c. perform other delegated duties as assigned.

Section 5. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures as described in Article V, Section 4;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;

- #d. remit by December 1 to the Virginia PTA/PTSA state office, state and National PTA dues for memberships received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all state and National dues received after March 1.
- #e. have checks or vouchers signed by two officers, preferably the treasurer and the president;
- f. present a written financial statement at every meeting of the association and at other times when requested by the executive board;
- g. prepare an annual financial report at the close of the fiscal year;
- #h. have the accounts examined according to the auditing procedures outlined in Article VI;
- #i. when a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990 or 990EZ report shall also be forwarded to the state office upon its completion;
- #j. submit a copy of the fiscal year-end audit to the state office within thirty (30) days following the adoption of the audit by the membership;
- k. perform other duties as assigned.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. 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 X: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the elected officers of the association and the principal of the school, the immediate past president or the immediate past treasurer.

Section 2. Duties of the executive committee shall be:

- a. to develop goals for the association for presentation to the executive board and general membership for approval;
- b. and to appoint standing and special committee chairmen and members of the standing and special committees.

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, ONE (1) day notice having been given. A majority of the executive committee shall constitute a quorum.

ARTICLE XI: EXECUTIVE BOARD