

GRAFTON HIGH SCHOOL PARENT TEACHER STUDENT LOCAL UNIT BYLAWS

#ARTICLE I: NAME

The name of this association is the **Grafton High School (GHS) Parent Teacher Student (PTSA)** located in **York County**, Virginia. It is a local **PTSA** 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 **the GHS PTSA** by whatever name (in cases in which the organization exists as an unincorporated **the GHS PTSA**).

#ARTICLE III: PURPOSES

#Section 1. The Purposes of the **GHS PTSA** 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 GHS PTSA 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 **GHS PTSA** 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/PTSAs 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 national portion of the dues through the Virginia PTA/PTSA to reach the National Office by dates designated by the National PTA;
- 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. 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 the PTA/PTSA 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 PTA/PTSA.

#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 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 (3) 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.

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 this PTA/PTSA **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 GHS PTSA** during the reporting period shall be kept by this local unit and submitted to the Virginia PTA/PTSA when requested.

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 the GHS PTSA 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 the GHS PTSA shall consist of:

- #1. One (1) President;
2. One (1) Vice-President;
3. One (1) Recording Secretary;
4. One (1) 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 be elected for a term of **one (1) year** or until their successors are elected.

d. A person who has served in an office for more than **one-half of a full term (June-Dec)** 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 the GHS PTSA at a regular meeting **in March**. 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 **in April**, 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 other than president 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 X, Section 4. **Notwithstanding the provisions prescribed in Article VIII, Section 3.d., in case a vacancy**

occurs in the office of president, the vice-president shall automatically become president. Where the outgoing president has fulfilled their term as prescribed in Article VII, Section 3.d., the vice-president shall be named acting president for the remainder of the term.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the GHS PTSA;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the GHS PTSA;
- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the GHS PTSA in order that the Purposes may be promoted.

Section 2. The vice-president shall:

- a. act as aide to the president;
- b. perform the duties of the president in the absence or inability of that officer to act;
- c. serves as the GHS PTSA representative to, and attend, meetings of the York County Council (YCC) of Parent-Teacher Associations, or otherwise appoint a representative to serve in this role;
- d. be a standing member ex officio of the membership committee;
- e. perform other delegated duties as assigned.

Section 3. The recording secretary shall:

- a. record the minutes of all meetings of the GHS PTSA;
- 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. conducts the correspondence of the GHS PTSA to include incoming and outgoing mail
- b. notifies officers, committee members, and delegates of their election, and promptly sends to the state PTA office the names and addresses of newly elected officers.
- c. sends out notices of executive board and other meetings.
- d. oversee the management and execution of the committee and/or individuals responsible for the GHS PTSA Web Site, other related publications, newsletters (including weekly messages to membership), and routine communications.
- e. perform other delegated duties as assigned.

Section 5. The treasurer shall:

- a. have custody of all the funds of the GHS PTSA;

- 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 the GHS PTSA in accordance with the budget adopted by the GHS PTSA;
- #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 GHS PTSA 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. perform other delegated duties as assigned.

Section 5. 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 BOARD

Section 1. The executive board shall consist of the officers of the GHS PTSA, the chairmen of standing committees, the principal of the school or his/her designee, and a representative of the faculty. A representative designated by each GHS Class Sponsor for grades 9, 10, 11, and 12 also may serve on the executive board. The chairmen of the standing committees shall be appointed by the officers of the GHS PTSA not more than thirty (30) days following the election of officers.

#Section 2. A PTA 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 3. The duties of the executive board shall be:

- a. to develop **annual and long-term goals for the GHS PTSA in coordination with GHS administration and faculty** for presentation to the executive board and general membership for approval;
- b. to transact necessary business in the intervals between the GHS PTSA meetings and such other business as may be referred to it by the GHS PTSA;
- c. to create standing and special committees;
- d. to approve the plans of work of the standing and special committees;
- #e. to select an auditing committee or professional auditor as outlined in Article VI;

f. to present a report at the regular meetings of the GHS PTSA;

g. to prepare and approve the proposed budget to be presented to the membership for adoption;

h. to present to the general membership for approval, budget amendments over **\$ 250.00.**

Section 4. Regular meetings of the executive board shall be held during the school year, the time **to be fixed by the board at its first meeting of the year.** A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, **three (3)** days' notice being given.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1. General membership meetings of the GHS PTSA shall be held at least **five (5)** times during the school year, unless otherwise provided by the **GHS PTSA** or by the executive board, **seven (7)** days' notice having been given.

Section 2. Special meetings of the GHS PTSA may be called by the president or by a majority of the executive board, **three (3)** days' notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. **Twenty-five (25) members, as defined in Article V, Section 11, shall constitute a quorum for the transaction of business in any general membership meeting of the GHS PTSA.**

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 verified members of the GHS PTSA.

ARTICLE XII: COMMITTEES

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

Section 2. Only current members of the GHS PTSA shall serve as a member of a standing or special committee.

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 GHS PTSA. Standing committee chairmen and committee members shall be appointed by the elected officers. The term of each chairman shall be **one (1)** year or until the selection of a successor. **GHS standing committees include:**

1. **Membership Committee.**

2. **Hospitality Committee.**

3. **After-Prom Committee.**

4. **Volunteers Committee.**

5. **Reflections Contest Committee.**

6. **Facility Advisory Committee.**

Section 4. The executive board may create such special committees as it may deem necessary or as may be directed by the GHS PTSA. 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 quorum of any committee shall be a majority of its members.

Section 7. The president shall be an ex-officio member of all committees except the nominating committee.

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

ARTICLE XIII: COUNCIL MEMBERSHIP

Section 1. Selection of delegates

a. The GHS PTSA shall be represented in meetings of the **York County Council (YCC)** of Parent-Teacher Associations by the **Vice-President or designated alternate or the Principal**. All representatives to the YCC must be members of the GHS PTSA.

Section 2. The GHS PTSA shall pay annual dues as prescribed in council bylaws to the YCC of PTAs.

Section 3. Responsibilities of YCC representative:

a. shall report activities of the council to the GHS PTSA and shall present to the council

such matters as may be referred to it by the GHS PTSA.

b. shall vote on all issues as instructed by the GHS PTSA; but if not instructed, they shall use their own discretion, except as provided by council bylaws.

#ARTICLE XIV: DISTRICT MEMBERSHIP

Section 1. This PTA/PTSA shall be a member of the district designated by the Virginia PTA/PTSA as the Peninsula District of the Virginia PTA/PTSA.

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

Section 3. Local units are entitled to be represented at the Annual District Meeting and the District Legislation Workshop by the **president or alternate and three other voting delegates, PLUS one additional delegate for each fifty (50) memberships** or major fraction thereof when general membership is over 100.



Section 4. PTA delegates for the district shall report activities of the district to this association and shall present to the district such matters as may be referred to it by their associations. Delegates shall vote on all issues as instructed by their associations; but if not instructed, they shall use their own discretion.

#ARTICLE XV: FISCAL YEAR

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

**# ARTICLE XVI: PARLIAMENTARY
AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the Virginia PTA/PTSA, and the Bylaws of the National PTA, or the articles of incorporation.

**ARTICLE XVII: LOCAL UNIT
BYLAWS REVISIONS AND
AMENDMENTS**

#Section 1 Bylaws shall be reviewed and amended with the following procedures:

- a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the GHS PTSA provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA/PTSA Bylaws Committee. The proposed bylaws revision or amendments require a two-thirds vote of the members present and voting.

- c. Submission of amendments and revised bylaws for approval by the State PTA shall be in accordance with the bylaws or regulations of the Virginia PTA/PTSA. (Reference Virginia PTA/PTSA Bylaws, Article VI, Section 24.)
- d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws of the Virginia PTA/PTSA as are identified by the state symbol #.
- e. The adoption of an amendment to any provision of the Bylaws of the Virginia PTA/PTSA identified by the number symbol (#) shall serve automatically and without requirement of further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such amendments in its respective bylaws.

#Section 2. The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

**#ARTICLE XIII: APPROVAL OF
BYLAWS**

The bylaws of this organization shall be submitted to the State Office every five years for approval by the Virginia PTA/PTSA Bylaws Committee on behalf of the Board of Managers.

*# required by the Virginia PTA/PTSA and constitutes
inclusion of those required by the National PTA*