

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA

Section 2.

- b. Has a minimum of three (3) elected or appointed officers, to include president and treasurer;

ARTICLE VI: AUDITING PROCEDURES

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.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

Section 3. Officers and their election:

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

One (1) president;
One (1) president-elect;
One (1) vice president;
One (1) vice president-elect;
A recording secretary;
One (1) treasurer;
One (1) treasurer-elect.

- b. Officers shall be appointed or elected by ballot in the month of June. The president-elect, vice president-elect and treasurer-elect shall automatically succeed to the office of president, vice president and treasurer, respectively. 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 or appointed.

Section 4. Nominating committee:

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

1 **Section 5.** Vacancies:
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3 A vacancy occurring in any office other than president, vice president or treasurer shall be filled for the
4 unexpired term by a person elected by a majority vote of the executive board, notice of such election having
5 been given as prescribed in Article XI, Section 4. In case a vacancy occurs in the office of president, vice
6 president or treasurer the seat shall automatically become filled by that position's '-elect' and notice will be
7 served as prescribed in Article XII, Section 2 to the general membership of the election to fill the vacancy in
8 the '-elect' position.
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10 **ARTICLE IX: DUTIES OF OFFICERS**
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12 **Section 4.** The vice president-elect shall:

- 13 a. Act as aide to the president and vice president;
14 b. Study the duties and responsibilities of the vice president and president, in case being called
15 upon to temporarily serve;
16 c. In their designated order, perform the duties of the vice president or president in the
17 absence or inability of that officer to act;
18 d. Recruit, motivate and manage volunteers;
19 e. Welcome a diverse group of members, volunteers and leaders;
20 f. Perform other delegated duties as assigned.
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22 **Section 7.** The treasurer-elect shall:

- 23 a. Act as aide to the treasurer
24 b. Support the treasurer in keeping a full and accurate account of receipts and expenditures;
25 c. Support the treasurer in providing a written financial statement at every meeting of the
26 association and at other times when requested by the executive board;
27 d. Support the treasurer in preparation of an annual financial report at the close of the fiscal
28 year;
29 e. Have the accounts examined according to the auditing procedures outlined in Article VI;
30 f. Perform other duties as assigned.
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32 **ARTICLE X: EXECUTIVE COMMITTEE**
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34 **Section 1.** The executive committee shall consist of the President, President-elect, Vice President, Vice
35 President-elect, Secretary, Treasurer and Treasurer-elect officers of the association and the principal of the
36 school.
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38 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the purpose
39 of appointing standing committee chairmen. Special committee chairmen shall be appointed as necessary.
40 Members of the standing and special committees shall be appointed as soon as possible after the
41 appointment of the committee chairmen.
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- 43 a. Each year, the President shall will assign a Webmaster who will manage the Charles Barrett
44 Elementary School PTA website, cbpta.org. The Webmaster will be a standing chair of the
45 communications committee. All fundraising organized through or collected at cbpta.org
46 will be reported to the treasurer for each scheduled Executive Committee or General
47 Membership meeting, as requested by the treasurer or the secretary.
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50 **ARTICLE XIII: COMMITTEES**

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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 association. Standing committee chairmen and committee members shall be appointed by the elected or appointed officers. The term of each chairman shall be one (1) year or until the selection of a successor. 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 association. Special committee chairmen and committee members shall be appointed by the elected or appointed officers. The term of each special committee chairman is ended upon completion of the task assigned to the committee.