

**VIRGINIA PTA
APPROVAL OF DISTRICT BYLAWS**

Bylaws of the HUNT District PTA.

Approved by the district voting body at its membership meeting on April 18, 2018

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

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

State Bylaws Committee

Date

NOTE: Bylaws of this district will take effect on _____ and must be submitted for review to the Virginia PTA by _____ to remain a district in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JANUARY 2018

HUNT DISTRICT PTA BYLAWS INDEX

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#PTA Mission

PTA's mission is 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.

44 **#Article 3: Principles**

45
46 The following are basic principles of the Hunt District PTA in common with those of Virginia
47 PTA and National PTA:

- 48
49 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
50
51 b. The association shall work to engage and empower children, families, and educators
52 within schools and communities to provide quality education for all children and youth,
53 and shall seek to participate in the decision-making process by influencing school policy
54 and advocating for children’s issues, recognizing that the legal responsibility to make
55 decisions has been delegated by the people to boards of education, state education
56 authorities, and local education authorities.
57
58 c. The association shall work to promote the health and welfare of children and youth,
59 and shall seek to promote collaboration among families, schools, and the community at
60 large.
61
62 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
63 expertise shall be guiding principles for service in Virginia PTA.
64

65 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

66
67 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
68 association and (b) the certificate of incorporation or articles of incorporation of such
69 associations (in cases in which the association is a corporation) or the articles of organization by
70 whatever name (in cases in which the association exists as an unincorporated association).
71

72 **Section 2.** The district shall be organized and chartered under the authority of Virginia PTA in
73 the area in which the district PTA functions, in conformity with such rules and regulations, not in
74 conflict with the bylaws of Virginia PTA or National PTA.
75

76 **Section 3.** Virginia PTA shall issue to this district PTA an appropriate charter evidencing the due
77 association and good standing of this district. A district in good standing shall:

- 78
79 a. Adhere to the purposes and basic policies of the PTA.
80
81 b. Have a minimum of three (3) elected officers, to include one (1) district director, one
82 (1) or more assistant district directors, a secretary, and one (1) treasurer or a
83 secretary/treasurer.
84

85 c. Submit district bylaws to the Virginia PTA state office every five (5) years for
86 approval by Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
87 Directors.

88
89 d. Meet other criteria as may be prescribed by Virginia PTA.
90

91 **Section 4.** Each district shall adopt such bylaws for the governance of the association as may be
92 approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of Virginia PTA
93 or the bylaws of National PTA. Such bylaws shall include an article on amendments and shall
94 include a provision establishing a quorum.

95
96 **Section 5.** The adoption of an amendment to any provision of the bylaws of Virginia PTA and
97 National PTA shall serve automatically and without the requirement of further action by the
98 district to amend correspondingly the bylaws of the district PTA.

99
100 **Section 6.** Each district PTA is required by Virginia PTA to include in its bylaws articles and
101 sections that are identified by the pound symbol (#).

102
103 **Section 7.** Each officer or board member of a district PTA shall be a member of a local
104 PTA/PTSA in good standing within its district.

105
106 **Section 8.** Each district shall keep such permanent books of account and records as shall be
107 sufficient to establish the items of gross income, receipts, and disbursements of the district,
108 including, specifically the number of local PTA/PTSAs within its district. Such books of account
109 and records shall at all times be open to inspection by an authorized representative of Virginia
110 PTA or, where directed by the committee on state and local relations.

111
112 **Section 9.** There will be no proxy voting by district, nor any constituent association of National
113 PTA.

114
115 **Section 10.** The members of the nominating committee for officers of a district PTA shall be
116 elected by the voting body.

117
118 **Section 11.** A PTA/PTSA member shall not serve as a voting member of a constituent
119 association's board at the local, council, district, state or national level while serving as a paid
120 employee of, or under contract to, that constituent association.

121
122 **Section 12.** Districts shall not legislate for council or local PTA/PTSA units; that is, a district
123 shall not impose any action on the council or local PTA/PTSA units. However, by a majority
124 vote of the council voting body or local PTA/PTSA units in general membership, the district may

125 initiate action in matters of common interest within district boundaries. Districts may address
126 legislative items or issues if the position on the legislative item or issue does not conflict with
127 that of the Virginia PTA Legislation Program. The district's name must be used and not that of
128 Virginia PTA.

129
130 **Section 13.** The district PTA fiscal year shall begin and end as designated in the Virginia PTA
131 bylaws and shall coincide with the fiscal year of Virginia PTA.

132
133 **Section 14.** The district shall be financed through the budget of Virginia PTA.

134
135 **#Article 5: Membership and Dues**

136
137 **Section 1.** Membership in this district shall consist only of local units chartered by Virginia PTA
138 as authorized by National PTA in the Hunt District PTA.

139
140 **Section 2.** Membership in this district PTA shall be open, without discrimination, to anyone who
141 believes in and supports the mission and purposes of National PTA.

142
143 **Section 3.** Local PTA/PTSA units may be chartered at any time.

144
145 **Section 4.** The district shall not charge dues or make assessments of PTA/PTSA members, units
146 or councils, but special district projects may be supported by voluntary contributions.

147
148 **Section 5.** Only the voting body of this district may participate in the business of the district.

149
150 **Section 6.** Only members of this district shall be eligible to serve in any of its elected or
151 appointed positions.

152
153 **Section 7.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
154 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
155 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
156 entitles a recipient to attend the Virginia PTA annual meeting as a non-voting participant without
157 payment of the registration fee.

158
159 **Section 8.** National PTA Life Achievement Award may be conferred for distinguished service,
160 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
161 Life Achievement Award provides only National Convention guest privileges upon payment of
162 the convention registration fee.

163

164 **Section 9.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
165 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
166 unit.

167

168 **Article 6: Officers and Their Election**

169

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

171

172 #a. One (1) district director.

173

174 b. One (1) assistant director.

175

176 #c. One (1) secretary-treasurer.

177

178 **#Section 2.** Only members of a local PTA/PTSA in good standing with Virginia PTA and
179 members whose individual dues to the local PTA/PTSA are paid shall be eligible to hold office
180 and to serve on the executive committee, executive board, district committee, or as a delegate or
181 alternate to the district.

182

183 **#Section 3.** Nominating committee.

184

185 a. Each member of the nominating committee must be a member of a local PTA/PTSA
186 unit in good standing within the district.

187

188 b. The nominating committee shall consist of three (3) members who shall be elected by
189 the district voting body at the District General Membership meeting held at least 60 days
190 prior to the District Annual Meeting at which an election will be held. No two members
191 of the nominating committee shall be from the same city and/or county within the district,
192 whenever possible.

193

194 c. The nominating committee shall nominate an eligible person for each office to be filled
195 and report its nominees to the members of the executive board and to the presidents of
196 each local PTA/PTSA at least thirty (30) days prior to the annual meeting. At the annual
197 meeting, additional nominations may be made from the floor.

198

199 d. Only those persons who have signified their consent to serve, if elected, shall be
200 nominated for or elected to such office.

201

202

203

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

205

206 a. Officers shall be elected at the annual meeting in alternate years.

207

208 b. If there is more than one (1) nominee for office, then the voting shall be by ballot. A
209 majority of the votes cast shall constitute which nominees are elected. However, if there
210 is but one nominee for office, election for that office may be by voice vote. If by ballot
211 vote, the secretary shall be responsible for destroying all ballots at the end of the annual
212 meeting.

213

214 c. Officers shall assume their duties immediately following the close of the annual
215 meeting at which they were elected.

216

217 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.
218 No person shall hold more than one (1) elected office at a time on this district board. No district
219 officer shall serve more than two (2) consecutive terms in the same office. Officers who have
220 served in an office for more than one-half (1/2) of a full term shall be deemed to have served a
221 full term in such office.

222

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

224

225 a. A vacancy occurring in any office except that of director shall be filled for the
226 unexpired term by a person elected by a majority vote of the Executive Board at their
227 next scheduled meeting. In case of a vacancy in the office of director, the assistant
228 director shall become director and shall hold office for the balance of the term. In the
229 interim, the duties of the assistant director shall be delegated by the director.

230

231 b. In the event of a vacancy in the office of director, and also in the absence of an
232 assistant director, the general membership shall elect the next director.

233

234 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
235 majority of the votes cast shall constitute which nominees are elected. However, if there
236 is but one nominee for office, election for that office may be by voice vote. If by ballot
237 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

238

239 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
240 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
241 be required.

242

243 **#Section 7.** The director of each district shall be a member of the Virginia PTA Board of
244 Directors. Providing the district director and the assistant district director are both unable to
245 attend a meeting of the Board of Directors, a district officer shall be designated as an alternate.
246

247 **#Section 8.** When there is a complete breakdown in district association, when the district
248 executive board fails to carry out its duties in accordance with the provisions of these bylaws or
249 the bylaws of Virginia PTA, the Virginia PTA president shall authorize a Virginia PTA
250 representative to call a meeting for the purpose of restoring the district to its proper function.
251

252 **Article 7: Duties of Officers**

253
254 **Section 1.** The district director shall:

255 a. Preside at all meetings of the association.

256
257
258 #b. Be a member of the Virginia PTA Board of Directors. If the district director and
259 assistant district director are both unable to attend a meeting of the Board of Directors, a
260 district officer shall be designated as an alternate.

261
262 #c. Submit meeting dates to the Virginia PTA president by June 30 of each year.
263

264 #d. Work as a member of the Virginia PTA standing and special committees as assigned.
265

266 e. Report and interpret the actions of the Board of Directors to the councils and local
267 PTA/PTSA units within the district.
268

269 f. Work with the district executive board to direct the affairs of the district and to plan the
270 fall legislative meeting, leadership training and the annual district meeting.
271

272 g. Give assistance to councils and local units within the district and perform such other
273 duties as are appropriate to the office.
274

275 h. Serve as an ex-officio member of all committees of this district except the nominating
276 committee.
277

278 **Section 2.** The assistant director shall:

279 a. Act as an aide to the director.

280
281
282 b. Perform the duties of the director in the absence or inability of that officer to act.

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- c. Accept assignment for extension work in designated areas.
- d. Perform other delegated duties as assigned.

#Section 3. The secretary - treasurer shall:

- a. Record minutes at all meetings of the association. Send copies of all district minutes from all meetings, including executive board meeting minutes to the director within fifteen (15) days and the Virginia PTA state office by June 30 of each year.
- b. Keep the official copy of the district bylaws in his/her files.
- c. Receive and file reports from officers, chairmen, councils and local PTA/PTSA units
- d. Keep full and accurate accounts of receipts and expenditures as described in these bylaws.
- e. Authorize disbursements as approved by the district director, executive board or association in accordance with the budget adopted by the association.
- f. Have District Reimbursement Vouchers signed by two officers, preferably the treasurer and the district director, and forward to the appropriate officer for approval within thirty (30) days of incurrence of expense.
- g. Compile deposits of the district using the District Deposit Verification form and forward to the Virginia PTA state office for posting to district accounts.
- h. Be a member of the budget committee and assist in preparing the new fiscal year allotment budget for presentation to the executive board for approval and submission to Virginia PTA by June 30. Prepare the new fiscal year other income budget for presentation to the membership for approval at the district annual meeting. Once approved by the voting body, the treasurer shall forward a copy of the district other income budget to the Virginia PTA state office by June 30.
- i. Present a written financial statement at every meeting of the association and at other times when requested by the executive board.
- j. Compile the annual financial reports as required by the Virginia PTA and submit to the Virginia PTA state office by June 30.

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

367

368

Article 9: Executive Board

369

370 **Section 1.** The executive board shall consist of the elected officers, the chairmen of standing
371 committees, and the president of each council PTA. The Virginia PTA president and president-
372 elect shall serve in an advisory capacity to the district executive board.

373

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

377

378 **Section 3.** The executive board shall:

379

380 a. Transact necessary business in the intervals between association meetings and such
381 other business as may be referred to it by the association.

382

383 b. Offer advisory services and leadership training programs to councils and local units
384 within the district.

385

386 c. Organize and strengthen units by working through councils where they exist and by
387 working directly with the units where there is no council.

388

389 d. Support councils and local units in achieving and maintaining good standing status.

390

391 e. Act as liaison between Virginia PTA and local units.

392

393 f. Carry on effectively with the work of Virginia PTA and National PTA.

394

395 g. Coordinate policies and current programs of local units with those of Virginia PTA.

396

397 h. Submit votes cast by local unit members in their respective districts for the Proposed
398 Legislation Program of the Virginia PTA to the Legislation Committee chairman for
399 tabulation.

400

401 #i. Approve the proposed budget to be presented to the voting body for adoption at the
402 annual meeting.

403
404 #j. Obtain voting body approval for any changes to the adopted budget over three
405 hundred dollars (\$300.00) per fiscal year

406
407 **#Section 4.** If any member of the executive board shall at any time, cease to meet the
408 qualifications or fulfill the duties of the position, that person may be removed from the board by
409 a majority vote of the executive board.

410
411 **Section 5.** The executive board shall hold at least four (4) meetings during the year. The time
412 and place of meetings shall be set at the first meeting of the executive board after their election.
413 Special meetings of the executive board may be called by the district director or by a majority of
414 the members of the executive board, fourteen calendar (14) days' notice being given. A quorum
415 of the executive board members shall be a majority of the members of the executive board then
416 in office.

417
418 **Section 6.** The district shall promote the use of Virginia PTA and National PTA publications.

419
420 **#Section 7.** The district shall be in good standing.

421
422 **#Section 8.** Districts shall not legislate for council or for local PTA/PTSA units; that is, a district
423 shall not impose any action on the council or local PTA/PTSA units. However, by a majority
424 vote of the council voting body or the local PTA/PTSA unit's general membership, the district
425 may initiate action in matters of common interest within the district boundaries. The district may
426 address legislative items or issues if the position on the legislative item or issue does not conflict
427 with that of Virginia PTA Legislation Program. The district's name must be used and not that of
428 Virginia PTA.

429
430 **#Section 9.** The executive board shall reserve the right to vote on business via electronic vote.
431 Only the district director shall have the authority to call for an electronic vote and to establish the
432 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
433 results must be recorded in the minutes and ratified at the next executive board meeting.

434
435 **#Section 10.** The executive board may hold meetings by telephone conference or through other
436 electronic communications media so long as all the members can simultaneously hear each other
437 and participate during the meeting. Some or all of the members may participate electronically at
438 a meeting held at a central location so long as all the members can simultaneously hear each
439 other and participate during the meeting.

440
441

442 **Article 10: Committees**

443
444 **#Section 1.** Only members of this district shall be eligible to serve in any elected or appointed
445 positions.

446
447 **#Section 2.** Chairmen and members of all standing and special committees shall be members of a
448 PTA/PTSA in good standing.

449
450 **Section 3.** The executive committee may create such standing committees as it may deem
451 necessary to promote the purposes and carry on the work of the district. Standing committee
452 chairmen and committee members shall be appointed by the elected officers, except the
453 nominating committee. The term of each chairman shall be one (1) year(s) or until the selection
454 of a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
455 consecutive terms.

456
457 **Section 4.** The executive committee may create such special committees as it may deem
458 necessary or as may be directed by the district. Special committee chairmen and committee
459 members shall be appointed by the elected officers. The term of each special committee
460 chairman is ended upon completion of the task assigned to the committee.

461
462 **#Section 5.** The chairman of each standing and special committee shall present a plan of work to
463 the executive board for approval. No committee work shall be undertaken without the consent of
464 the executive board.

465
466 **#Section 6.** The committee shall reserve the right to vote on business via electronic vote. Only
467 the committee chair shall have the authority to call for an electronic vote and to establish the
468 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
469 must be recorded in the minutes and ratified at the next committee meeting.

470
471 **#Section 7.** Committees may hold meetings by telephone conference or through other electronic
472 communications media so long as all the members can simultaneously hear each other and
473 participate during the meeting. Some or all of the members may participate electronically at a
474 meeting held at a central location so long as all the members can simultaneously hear each other
475 and participate during the meeting.

476
477 **Section 8.** The quorum of any committee shall be a majority of its members.

478
479 **Section 9.** The district director shall serve as an ex-officio member of all committees of this
480 district except the nominating committee.

482 **#Section 10.** Committee chairmen shall turn over to the district director, without delay, all
483 records, books, and other materials pertaining to the committee at the end of the term served or
484 when departing office.

485

486 **Article 11: Voting Body**

487

488 **#Section 1.** The voting body of this district shall consist of elected officers, the chairmen of
489 standing committees, the presidents of each council of PTA, one (1) representative from each
490 county or city not having a council, members of the Virginia PTA Board of Directors residing in
491 the district, and the president or their alternate, and three (3) delegates of each local unit. Local
492 units having membership in excess of one hundred (100) shall have one additional delegate for
493 each fifty (50) memberships or major fraction thereof as reported on or before March 1 by
494 records in the State Office, for the spring meeting; by June 30 for the fall meeting; or, for new
495 units, ten (10) days prior to the district meeting.

496

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

499

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

503

504 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
505 thirds (2/3) affirmative vote (e.g., votes on bylaws) shall be by a rising vote or show of hands by
506 the verified voting body of this district.

507

508 **#Section 5.** All members of the voting body shall be members of local units in good standing
509 with Virginia PTA and National PTA.

510

511 **Article 12: General Membership Meetings**

512

513 **Section 1.** The annual meeting shall be held in March or April prior to the spring meeting of the
514 Virginia Board of Directors for the purpose of promoting the Virginia PTA program;
515 coordinating and extending PTA/PTSA work through councils and local units in the district;
516 adopting the other income budget; electing officers in alternate years; and considering matters to
517 be presented to the Virginia PTA Board of Directors at the spring meeting. The date and time of
518 the annual meeting shall be set by the district director in consultation with the state president by
519 June 30.

520

521 **Section 2.** If the other income budget is not adopted at the annual meeting, then it will be
522 adopted no later than the first General Membership meeting of the fiscal year and provided to the
523 Virginia PTA within 14 fourteen days of the meeting.

524

525 **Section 3.** A district legislation meeting shall be held prior to October 1 for the purpose of
526 information and discussion relative to the annual Legislation Program of Virginia PTA.

527

528 **Section 4.** Each district shall hold leadership training for local units. Where there are councils, a
529 district may collaborate with those councils on training.

530

531 **#Section 5.** Delegates to the district shall report activities of the district to their membership and
532 shall present to the district such matters as may be referred to it by their members. Delegates
533 shall vote on all issues as instructed by their membership; but if not instructed, they shall use
534 their own discretion.

535

536 **Section 6.** District meetings shall be open to all local PTA/PTSA members, but the privilege of
537 making motions and voting shall be limited to the voting body as defined in these bylaws.

538

539 **Section 7.** Special meetings may be called by the district director or by a majority of the
540 executive board, fourteen (14) calendar days' notice having been given.

541

542 **Section 8.** Ten of the authorized delegates shall constitute a quorum.

543

544 **#Article 13: Fiscal Year**

545

546 The district PTA fiscal year shall begin and end as designated in the Virginia PTA bylaws and
547 shall coincide with the fiscal year of Virginia PTA.

548

549

550

551 **#Article 14: Parliamentary Authority**

552

553 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall
554 govern National PTA and its constituent associations in all cases in which they are applicable
555 and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the
556 bylaws of National PTA, or the articles of incorporation.

557

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561 **#Article 15: District Bylaws Revisions and Amendments**

562

563 **Section 1.** The bylaws of this district shall be revised and submitted to the Virginia PTA state
564 office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the
565 Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from the
566 Virginia PTA Bylaws Committee date of approval.

567

568 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

569

570 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for
571 existing bylaws or to submit an amendment to current bylaws.

572

573 b. Bylaws shall be revised or amended at a regular meeting of the district provided notice
574 and a copy of the proposed bylaws revision or amendments are provided to the
575 membership at least thirty (30) days prior to the meeting at which the revision or the
576 amendments are to be voted upon. A quorum shall be established at the meeting in which
577 voting takes place. The revision or amendments are subject to approval by the Virginia
578 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The
579 proposed bylaws revision or amendments require a two-thirds (2/3) vote of the voting
580 body present.

581

582 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be
583 in accordance with the bylaws of Virginia PTA.

584

585 d. Each district PTA is required by Virginia PTA to include in its bylaws articles and
586 sections that are identified by the pound symbol (#).

587

588 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
589 identified by the pound symbol (#) shall serve automatically and without requirement of
590 further action by the district PTA to amend correspondingly its bylaws.

591

592 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
593 serve automatically and without the requirement of further action by this district PTA to amend
594 correspondingly the bylaws of this district PTA.

595

596 **# Required by Virginia PTA in all district, council and local unit bylaws.**