

RESPONSIBILITIES OF THE DISTRICT BYLAWS CHAIRMAN

The 5-Year Revision Process

The required procedure to be followed when completing the 5-year revision is found in Article XVII of the November 2009 District Bylaws. Please contact your district director for a copy of your current bylaws and a copy of the current edition of the District Bylaws. Review the procedure for revising bylaws and discuss with your district director the various steps of the procedure.

1. Prior to first committee meeting, provide a copy of your existing bylaws and the current edition of the District Bylaws to each member of the committee to review and compare. Explain that all articles in the District Bylaws preceded by pound (#) symbol must be included in their entirety in your district bylaws exactly as worded. Also, all paragraphs in the District Bylaws preceded by pound (#) symbol must be included in their entirety in your bylaws exactly as worded even if it resides within an article which is not pounded.
2. Allow ample time for your committee to meet, discuss all recommendations, review language to be sure it is clear of intent and review all sections of the bylaws to be sure that no area conflicts with another. **We recommend a minimum of 90 days to complete the entire process from committee action to the district membership vote.** Bylaws should meet the needs of the district and reflect how your association conducts business. If questions arise, please contact your district director or the VA PTA State Bylaws Committee Chair for clarification. Their name, phone number and e-mail address is printed in the Virginia PTA *Bulletin* and posted on our web site. Once the committee has come to consensus, prepare the documents to be presented to the executive board. Follow the attached instruction sheet. Be sure to include existing language, proposed change and rationale in your report.
3. Present your proposed revisions to the executive board for their input. The committee should consider all board recommendations. The chairman will then distribute copies of the approved proposed amendments (highlighting existing language, proposed change and rationale) to the membership. **This must be done at least 30 days prior to the general membership meeting where the bylaws vote will take place.** You can use your local unit newsletter or special memo and place the proposed revisions in an area of your local schools easily accessible to your district membership.
4. With a quorum present, the district membership must vote on all bylaws changes. **Only the district membership has the authority to amend your bylaws.** A two-thirds vote of the members present is required to pass the bylaws. Any new National and Virginia PTA amendments should be presented to the membership for information. They may not change the # items.
5. Upon approval, the cover sheet must be completed with required signatures of the district director, secretary, and the bylaws chairman. Complete all requested information on the cover sheet and send the original plus one copy to the state office **no later than two weeks after the membership vote**. Give a copy to the district director and secretary for their files. The district director should receive notice from the state office indicating that they are in receipt of your bylaws. If they do not receive this acknowledgement within two weeks after the mailing, contact the state office (804) 264-1234 or 1-866-4vakids to verify receipt.

6. The VA PTA State Bylaws Committee Chair will review the bylaws. You should have them returned to you within 6-8 weeks. If delays continue, please contact the VA PTA State Bylaws Committee Chair at: bylaws@vapta.org or the Virginia PTA President at: president@vapta.org.
7. Upon approval, the original copy will be signed by the VA PTA State Bylaws Committee Chair with the seal of the Virginia PTA affixed. The original will be sent to the district director and a copy will remain in the state office file as the district's current bylaws.
8. If your bylaws are rejected, the VA PTA State Bylaws Committee Chair will include in their rejection letter what must be done to correct your bylaws for approval. Your district will have 4 months from the date of the rejection letter to resubmit your bylaws revision. **During this 4 month period and while your bylaws are in state committee, your district will be considered "a district in good standing", PROVIDED that all other criteria is met for a council.** Please contact the VA PTA State Bylaws Committee Chair with any questions or problems you may encounter in your resubmission.

As with any project or program of the Virginia PTA, help is just a phone call away. Please feel free to contact your state committee chairs or state officers at any time. We are here to assist.

THANK YOU FOR YOUR TIME AND HARD WORK ON THE REVISION!!!

Bylaws revisions should be sent to:

**Virginia PTA
1027 Wilmer Avenue
Richmond, VA 23227-2419**

Bylaws are now available on our web site, www.vapta.org.