

RESPONSIBILITIES OF THE LOCAL UNIT PRESIDENT

The 5-Year Revision Process

The required procedure to be followed when completing your 5-year revision is found in Article XVIII of the November 2009 Local Unit Bylaws. Please review this procedure. A detailed outline of the process follows:

1. Your association should have a standing Bylaws committee. If not, follow the procedure outlined in your current bylaws and form a committee of three or five members. The committee should include at least one experienced and knowledgeable PTA/PTSA member. The chairman of the committee should be selected as prescribed in your bylaws for standing committee chairmen (generally appointed by the president, executive committee or the executive board).
2. Attached is the November 2009 edition of the Local Unit Bylaws that your Bylaws chairman must use for the revision. They will also need a copy of your unit's current bylaws. If you cannot find the current copy of your bylaws or are not sure that the copy you have on file is the same as that on file with the Virginia PTA, contact the state office for a copy of their records. The state office number is (804) 264-1234 or 1-866-4vakids. The attached "Responsibilities of the Local Unit Bylaws Chairman", "Instructions for Completing the Five Year Revision Process" and "Bylaws Checklist" should be given to your chairman to assist the committee in completing your revision.
3. Give your Bylaws committee ample time to complete their assignment. **We recommend a minimum of 90 days to complete the entire process from committee action to the general membership vote.** Check your meeting schedule to determine when the general membership meeting should be held to approve the revision. You will need an executive board meeting *prior* to the membership meeting as well.
4. After the Bylaws committee has completed their review, the chairman presents the recommendations to the executive board for their input. If questions arise, you should contact your district director or the Virginia PTA Bylaws chairman for clarification. (Their names, phone numbers and e-mail addresses are published in the Virginia PTA *Bulletin* and posted on our web site.) **Articles I, II, III, IV, V, VI, VII, XV, XVI, XVII, XVIII and XIX must be included in your bylaws verbatim as well as any # items found in the November 2008 edition. PLEASE REMEMBER that the bolded items that pertain to the president-elect within the template MUST be included in the bylaws.**
5. Proposed amendments are then **reviewed and voted upon by your general membership**. The chairman should distribute copies (with rationale of any changes from the existing bylaws) via your newsletter or special memo and by placement in an area of your school (the library, office, etc.) where general membership will have access. The membership **must have at least 30 days** to review changes prior to the general membership meeting where the vote will take place. Notice of the date and time of membership meeting should accompany proposed amendments. **ONLY THE GENERAL MEMBERSHIP HAS THE AUTHORITY TO AMEND YOUR BYLAWS.**
6. At the general membership meeting, establish a quorum (found in your current bylaws under the Article, MEETINGS). A two-thirds vote of the members present is required to pass the bylaws. Any new National PTA or Virginia PTA amendments should be presented to the membership for their information. **They may not change, delete, or alter these items.**

7. Upon approval, the cover sheet must be completed with required signatures of the president, secretary, and the bylaws chairman. **Include phone numbers of the president (both day and evening) and their e-mail address on the cover sheet.** The Virginia PTA Bylaws committee will need to contact the **president (official spokesman for the local unit)**, if questions arise during the review process.
8. Your proposed bylaws revisions should be sent to the state office within two weeks of approval by your general membership. Retain a copy for your records and the unit secretary. You should receive notice from the state office indicating they have received your bylaws. **If you do not receive an acknowledgement within two weeks, please call (804) 264-1234 or 1-866-4vakids to verify receipt.** Bylaws should be returned within 6-8 weeks. If not, contact the Bylaws committee member who received your bylaws for review to determine cause of the delay. If delays persist, contact the state Bylaws chairman at: bylaws@vapta.org.
9. Upon approval, the original copy will be signed by a state Bylaws committee member with the seal of the Virginia PTA affixed. The original will be sent to you and a copy will remain in the state office file as the PTA/PTSA's current bylaws. Make copies (including the cover sheet—it contains the due date of next 5-year revision) for board members. Place a copy in an area of your school (with permission from your principal) so your general membership may have access. Your secretary should keep the official copy in their files for safekeeping. Discard any copies that differ from the approved bylaws. **If bylaws are rejected, you have 4 months to resubmit. During this 4 month period and while your bylaws are in state committee, your unit will be considered “a unit in good standing”, PROVIDED that all other criteria is met for a local unit.**
10. Once your bylaws are current, you may in the future need to amend one or two areas (example, number of vice-presidents, election month, etc.). Use the Bylaws Amendment form and follow the instructions found in the Local Unit Resource Guide sent to each PTA/PTSA president in July or August. This information is also available on our web site.

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

THANK YOU FOR YOUR TIME AND SUPPORT OF THE REVISION PROCESS!!!

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

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