

RESPONSIBILITIES OF THE LOCAL UNIT BYLAWS CHAIRMAN
The 5-Year Revision Process

The required procedure to be followed when completing the 5-year revision is found in Article XVIII of the November 2009 Local Unit Bylaws. Please contact your local unit president for a copy of your current bylaws and a copy of the current edition of the Local Unit Bylaws. Review the procedure for revising bylaws and discuss with your president the various steps of the procedure.

1. Prior to first committee meeting, provide a copy of your existing bylaws and the Local Unit Bylaws to each member of the committee to review and compare. Explain that all articles in the Local Unit Bylaws preceded by pound (#) symbol must be included in their entirety in your local unit bylaws exactly as worded. Also, all paragraphs in the Local Unit 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 general membership vote.** Bylaws should meet the needs of the local unit and reflect how your unit conducts business. If questions arise, please contact your district director or the state Bylaws chairman for clarification. Their names, phone numbers and e-mail addresses are 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 school easily accessible to your membership.
4. With a quorum present, the general membership must vote on all bylaws changes forwarded by the executive board. **Only the general membership has the authority to amend your bylaws.** A two-thirds vote of the members present is required to pass the bylaws revision. Any new National and Virginia PTA amendments should be presented to the membership for information. **They may not change, delete, or alter these items.**
5. Upon approval, the cover sheet must be completed with required signatures of the president and secretary. The Bylaws chairman should also sign. 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 general membership vote.** Give a copy to the president and secretary for their files. The president 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 1866-4vakids to verify receipt.**

6. The state Bylaws committee will review the bylaws. You should have them returned to you within 6-8 weeks. If not, contact the Bylaws committee member who received your bylaws for review to determine why there is a delay. If delays continue, please contact the state Bylaws chairman at: **bylaws@vapta.org**.
7. Upon approval, the original copy will be signed by a Bylaws committee member with the seal of the Virginia PTA affixed. The original will be sent to the local unit president and a copy will remain in the state office file as the PTA/PTSA's current bylaws.
8. If your bylaws are rejected, the Bylaws committee member will include in their rejection letter what must be done to correct your bylaws for approval. Your unit 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 unit will be considered "a unit in good standing", PROVIDED that all other criteria is met for a local unit.** Please contact the state Bylaws committee member 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 district director, 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**

**The Bylaws template is now available on our web site:
www.vapta.org**