

Bylaws Frequently Asked Questions:

1. Our local unit received notification that our bylaws are due for revision in 2009/10. How do we complete the revision?

Click here to proceed with instructions on how to use the templates online.

2. How do I know if my bylaws are due this year? We don't know when our bylaws were last revised. How can we find out?

Please check the bottom of the cover sheet of your current bylaws, to see the expiration date. If you don't have your current bylaws **click here** to check the Delinquent Bylaws Report and Bylaws Expiration Report Memo. If you have further questions, please send an email to **bylaws@vapta.org** in the "**SUBJECT LINE**" type: **Bylaws Inquiry**. Please explain in detail the nature of your inquiry in the request.

3. We want to amend our bylaws. How do we proceed?

Click here to go to the Amendment instructions and forms. If you have questions about the amendment process, email **bylaws@vapta.org** in the "**SUBJECT LINE**" type: **Bylaws Inquiry**. Please explain in detail the nature of your inquiry in the request.

4. Our bylaws aren't due for revision, but we would like to revise now. What do we do?

Just follow the revision process as you would, if it were time.

5. Our bylaws were revised more than 5 years ago. What do we do?

Review the Bylaws Revisions information about the Bylaws Committee and how to proceed. A unit with bylaws out of date is a unit not in good standing. The VA PTA Bylaws Committee will be glad to help you revise your bylaws. If you have questions, please send an email to **bylaws@vapta.org** in the "**SUBJECT LINE**" type: **Bylaws Inquiry**. Please explain in detail the nature of your inquiry in the request.

6. Once we submit bylaws, how long does it take to be approved so our unit can be in good standing?

It should take five to six weeks for your bylaws to be returned back to you. (This allows for mailing time and committee work time.) Once you submit your adopted bylaws to the state office, your unit is considered in good standing provided other "good standing" criteria are met. Bylaws are reviewed by the state bylaws committee and even if they are returned to your local unit for corrections and discussion, you will remain in good standing during a four-month grace period to make any needed corrections to your bylaws and resubmit to the state bylaws committee.

7. We need a copy of our local unit bylaws. How do we get a copy?

Email **info@vapta.org** in the "**SUBJECT LINE**" type: **Bylaws Inquiry**. Please include your Local Unit Name in the request as well as a phone number for day and night contact.

8. I would like to read an example copy of local unit bylaws. How do I get a copy?

Click here to download an example copy. **Click here** for an example that includes President Elect language.

9. Where can I get a copy of the current state bylaws?

Click here to download the state bylaws in PDF.

10. We are a new local unit and need to submit bylaws. Where do we start?

Email info@vapta.org in the "**SUBJECT LINE**" type: **NEW UNIT - Bylaws Inquiry**. Please explain in detail the nature of your inquiry in the request.

11. Our school is closing and the students will attend two new schools. What do we do?

Email bylaws@vapta.org. In the "**SUBJECT LINE**" type: **NEW UNIT Bylaws Inquiry**. Please explain in detail the nature of our inquiry in the request.

12. Can our local unit have co-presidents? Virginia PTA does not allow co-presidents. Please **click here** and go to the bottom of the page for information about PTA & co-presidents. Please be sure to read about the president-elect position as an alternative to co-president.

13. We have two or more vice-president's, how do we list there job duties?

The duties of the vice-presidents should be listed in **Article IX Duties of Officers**.

EXAMPLE: Section 2, c. The first vice-president shall serve as programs chairman. The second vice-president shall serve as membership chairman. (Existing subsection c would then become subsection d.)

14. We are inserting the office of corresponding secretary to our bylaws, where do we insert the position and duties?

Local units who use the office of **Corresponding Secretary** would insert that office in ARTICLE VIII: OFFICERS AND THEIR ELECTION, Section 3., immediately following **Recording Secretary** as item 4. **Treasurer** would then be renumbered as item #5. The position should be listed in Article VIII Officers and Their Elections. The duties of the Corresponding Secretary should be listed in **Article IX Duties of Officers**, after Section 3., Recording Secretary, renumbering the rest of the sections.

15. We have a question that has not been addressed so far. Who do we ask?

Email bylaws@vapta.org. In the "**SUBJECT LINE**" type: **Bylaws Inquiry**. Please explain in detail the nature of your inquiry in the request.