

INSTRUCTIONS FOR COMPLETING THE AMENDMENT PROCESS FOR YOUR BYLAWS

Before you begin, you will need to do the following:

- Form a committee of at least three to work on the bylaws.
- Obtain a copy of your current unit bylaws.
- **If your bylaws have not been updated, were last updated in 2004 or early 2005, your bylaws are past due or will be past due. You will need to complete the five year revision process. Please STOP and go to the correct instructions. If your bylaws are current than you may proceed.**
- Obtain a copy of the November 2009 “Local Unit Bylaws” template and the “2009 Bylaw Amendment Form”. **If you are inserting or have a unit that utilizes the office of president-elect, please make sure that you have the “Local Unit Bylaws with president-elect” template. THIS WILL REQUIRE THAT YOU DO A COMPLETE REVISION, PLEASE GO TO THE FIVE YEAR REVISION INSTRUCTIONS AND TEMPLATE FOR PRESIDENT-ELECT.**
- Make copies of each for all members of your Bylaws committee.

These items can help ensure the success and ultimate approval of your amendments to your bylaws: **read and follow these instructions and work only from the current edition of the Local Unit Bylaws (the November 2009).**

Read through the November 2009 Local Unit Bylaws template and become familiar with the required Articles and Sections, which are designated with the pound (#) symbol. If local unit amendments to bylaws are rejected, it is often because of conflicts between the required language (#) and the language that is not required. There have been amendments on the national or state level that impact sections once approved by the Virginia PTA but now conflict with state or National PTA bylaws (for example, all nominating committees must be elected, only one treasurer may be responsible for local PTA/PTSA funds and finances). Avoid these types of conflicts. **Read all # areas.**

Once you have completed the amendment process you will need to get the approval of your general membership. You MUST give the general membership at least thirty (30) days to review the proposed amendments before you can get them approved at a general membership meeting. After you have the general memberships’ approval please send the original with a copy and a copy of your current bylaws to the following address.

**VIRGINIA PTA
1027 WILMER AVENUE
RICHMOND, VA 23227-2419**

Bylaws may not be retyped or altered after they are approved by the Virginia PTA Bylaws Committee. Any changes after approval should be completed through the amendment process or another bylaws revision. PLEASE NOTE ANY amendment to your bylaws must be attached to your most current copy of your bylaws and MAY NOT be incorporated into your bylaws until your five year revision.

AMENDMENT FORM INSTRUCTIONS

- ❑ Insert the complete name of your unit and whether you are a PTA or PTSA.
- ❑ Insert the date of your last bylaws revision date.
- ❑ Insert the article number, section number and sub-section, as necessary, of the area of your bylaws that you are amending.
- ❑ Insert the wording that you are looking to propose to replace the above or add to your bylaws.
- ❑ **You may only do ONE amendment on each form; you may submit as many amendments that you would like; HOWEVER, if you are making more than six amendments at one time, please do a five year revision.**
- ❑ Insert the date of the general membership meeting where the amendments were approved.
- ❑ Please put the required signatures of the president, secretary, and bylaws chairman. If these signatures are missing, the State PTA Office will return your bylaws immediately, as they cannot even be reviewed until these signatures are present. **It is important to give both AM and PM numbers, and, if available, e-mail address, for the local unit president.**

If there is a question during the amendment process, the VA PTA State Bylaws Committee member must contact the president (the official spokesman for the association) for clarification. If we cannot contact the president, the amendments will have to be rejected.