



DISTRICT BYLAWS CHECKLIST

Did you do the following?

Use the January 2018 District Bylaws template found on the Virginia PTA website, do not retype the template.

- Have several committee members proof the proposed bylaws, specifically to check conflicts and verify all pounded (#) articles and pounded (#) sections were included.
- **REMINDER: pounded (#) articles and pounded (#) sections cannot be altered or deleted.**
- Complete the cover sheet, inserting the complete name of the district, the date of the membership meeting where the bylaws were approved by the voting body, print the name of the director, secretary and bylaws chair, director email address, and the daytime and evening phone number for the district director. **Officer's original signature. Remember you will need three (3) different names and signatures.**
- **Do not print/type in the section below the three names. The section "(Space below for use by State Bylaws Chairman or designee only)" is for the Virginia PTA Bylaws Chairman or designee to fill out.**
- Insert your district full legal name on the top line.
- Article 1: Insert the name of your district, and insert the name of your region. Insert the name of your district and list the names of the school divisions in the district.
- Article 2 and Article 3: Insert the name of your district.
- #Article 5, Section 1: Insert the name of your district.
- Article 6, Section 1.b: Insert the number of assistant directors.
- Article 6, #Section c and d: If you have a secretary-treasurer insert as #section c and remove #section d. Add duties to Article 7.
- Article 6, Section 1.d: If you have a corresponding secretary insert here and renumber the remaining subsections. Note: Please remember to insert their duties in Article 7.
- Article 6, Section 3.b: Insert the number (should be an odd number) of the nominating committee members.
- Article 7, Section 2. b: Add the job title of your assistant directors.
- Article 7, #Section 3 and 4: If you have a secretary-treasurer combine all the duties from #section 3 and #section 4 and put them under #section 3 and remove #section 4. Add name to Article 6.
- Article 7, Section 4: If you have a corresponding secretary, insert duties here and renumber the remaining sections. Remember to add the name to Article 6.

- Article 8: Executive Committee, if you chose not to have an executive committee, remove this article and the renumber the remaining articles.
- Article 8, Section 4: Insert the number of days' notice for an executive committee meeting.
- Article 9, Section 5: Insert the number of meetings and the number of days' notice for an executive board meeting.
- Article 10, Section 3: Insert the number of years for the term for the committee chairman. Shall not exceed the term for elected officers.
- Article 12, Section 6: Insert the number of days' notice for a special meeting of the general membership. It is recommended that five (5) days be given here. This should be less then notice given for a regular meeting.
- Article 12, Section 7: Insert the number of authorized delegate for your quorum.
- Article 15: Give your membership thirty (30) days to review your revised bylaws. Do not forget to let them know the date of the meeting that the revised bylaws will be voted on. The membership has to vote to approve the revised bylaws with a two-thirds (2/3) affirmative vote.
- Make two (2) copies of the proposed bylaws and cover sheet and keep with your district while waiting approval of the bylaws committee. (director and secretary copies).
- Send the original (with original cover sheet) and one (1) copy of the adopted bylaws and cover sheet to Virginia PTA for review: 1027 Wilmer Avenue, Richmond, VA 23227-2419.
- **Submit any and all questions to: bylaws@vapta.org.**