



DISTRICT DIRECTOR RESPONSIBILITIES FOR THE BYLAWS FIVE (5) YEAR REVISION PROCESS

The required procedure to be followed when completing the five (5) year revision is found in Article 15 of the current District Bylaws template. The current district bylaw templates can be found on the Virginia PTA website: vapta.org. Please review Article 15 along with the information below for revising your bylaws and discuss this with your bylaws chair.

1. Your district should have a bylaws committee of at least three (3) members. If not follow the procedures outlined in your current bylaws for a special committee and form the bylaws committee. The committee should include at least one (1) experienced and knowledgeable PTA member. The chair of your committee should be selected as prescribed in your current bylaws.
2. The current District Bylaws template can be found on the Virginia PTA website and this template must be used by your bylaws chair for the revision. They will also need a copy of your current bylaws. If you cannot locate a copy, please contact Virginia PTA state office and request to a copy of the bylaws they have on file for your district.
3. A copy of the "District Bylaws Chair Responsibilities For The Five (5) Year Bylaws Revision Process" instructions, "District Instructions For The Five (5) Year Bylaws Revision Process" instruction, "District Bylaws Checklist", and the "Bylaws Frequently Asked Questions" should be given to the chair to assist the bylaws committee in completing the revision. These items can be found on the Virginia PTA website.
4. Give your bylaws committee ample time to complete their assignment. **We recommend a minimum of ninety (90) days to complete the entire process from committee action to the voting body vote.** Check your meeting schedule to determine when the general membership meeting should be held to adopt the revision. You will need an Executive Board meeting at least thirty- one (31) days *prior* to the general membership meeting as well.
5. Once the bylaws committee has come to a consensus, the chair presents the existing language, proposed language and rationale to the Executive Board for their input. If questions arise, you should contact the Virginia PTA state bylaws chair, bylaws@vapta.org for clarification.

6. **#Articles 1, 2, 3, 4, 5, 13, 14, and 15 must be included in your bylaws verbatim as well as any other pounded (#) items found on the template.**
7. The existing bylaws, proposed bylaws, rationale, and the general membership meeting date must be published for at least thirty (30) days so that the general membership may review and comment. You may use your newsletter or placed them in an area where your membership will have access (the district's website as an example).
8. At the conclusion of this thirty (30) day period the existing language, proposed bylaws and rationale need to be presented to and put to a vote to be adopted by the voting body at the meeting.
9. A quorum must be present for adoption. Only the Voting Body has the authority to amend your bylaws. A two-thirds (2/3) vote of the voting body present and voting is required to pass the proposed bylaws revision.
10. Upon adoption, the cover sheet must be completed with the required original signatures of the director, secretary and the bylaws chair. **This form must have three (3) different original 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.** Complete all required information on the cover sheet and mail the original plus one copy to the Virginia PTA state office (please see address below) **no later than two (2) weeks after voting body adoption.** Make sure that the bylaws chair provides a signed copy to both the director and secretary for their files. The director will receive notice from the Virginia PTA state office indicating that they are in receipt of the proposed bylaws.
11. The Virginia PTA Bylaws committee will review the proposed bylaws. You should have them returned to you within six to eight weeks. If not, please contact the Virginia PTA Bylaws committee chair at: bylaws@vapta.org
12. Upon approval the Virginia PTA state seal will be affixed to the bylaws. The approved bylaws will be sent to the District Director and a copy will remain in the Virginia PTA state office.
13. Should your bylaws be rejected, the Virginia PTA Bylaws committee member will include in their rejection letter what must be done to correct your bylaws for approval. Your district will have four (4) months from the date of the rejection letter to submit your bylaws revision. **During this four (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.**

- 14. Once your bylaws are current, you may in the future need to amend one or two areas, you would use the Bylaws Amendment form for this purpose and follow the instructions for this process.**

As with any project or program of Virginia PTA, help is just a phone call or email away. Please feel free to contact the Virginia PTA Bylaws Committee chair: bylaws@vapta.org, or any Virginia PTA state officer at any time. We are always here to assist.

Thank you for your time and hard work on the revision!

Bylaws revision should be sent to:

**Virginia PTA
1027 Wilmer Avenue
Richmond, VA 23227-2419**