

# LOCAL UNIT BYLAWS CHECKLIST



## Did you do the following?

- Have several committee members proof your copy specifically for # articles and sections. **REMINDER that all # articles and sections can not be altered, changed, or deleted. (Please note that it is recommended that you do not retype the bylaws.)**
- Insert the name of your school, insert the city/county, and select if you are a PTA or a PTSA in Article I? Did you also select PTA or PTSA?
- Insert the name of your school in Article III, Sections 1 and 2?
- Insert the name of your school in Article IV, Section 1 and select if you are a PTA or a PTSA?
- Insert the correct officer information in Article VIII, Section 3?
- Insert the month that the election is held in Article VIII, Section 3? Please make sure that it is the same month as in Article XII, Section 3.
- Insert the month that the officers take over office and the number of years that they will serve in Article VIII, Section 3?
- Insert an odd number for nominating committee members in Article VIII, Section 4?
- Do your bylaws state in Article VIII, Section 4 that all members of the nominating committee are elected by the general membership?
- If you are using the president-elect template, did you leave the entire bolded wording alone in the revision?
- If this is your first time doing president-elect, did you ensure that the dates were entered correctly in Article IX?
- Renumber the articles if you elected not to use Article XII: EXECUTIVE COMMITTEE?
- Did you define the make up of your Executive Board in Article XI?
- Insert the number of days' notice for the executive board meetings in Article XI Section 4?

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- ❑ Do you have at least seven or five (7 or 5, see below) general membership meetings listed in Article XII? (Virginia PTA “Local Unit Standards” require that an elementary PTA hold at least seven (7) meetings a year. A secondary PTA/PTSA is required to hold at least five (5) meetings a year.)
- ❑ Insert the number of days’ notice for the general membership meetings and special meetings in Article XII, Sections 1 and 2?
- ❑ Insert the month that the election is held in Article XII, Section 3? Please make sure that it is the same month as in Article VIII, Section 3.
- ❑ Did you insert the number for your quorum at a general membership meeting? (Remember that the number needs to be at least ten (10) members.)
- ❑ Does the term of committee chairmen in Article XIII, Section 3 match the term of elected officers?
- ❑ Did you insert the correct council name and number of delegates or alternates in Article XIV, Section 1?
- ❑ Did you select elected or appointed for the council delegates or alternates, and the month that this process will happen in Article XIV, Section 1?
- ❑ Did you insert the number of years for the term of the delegates or alternates in Article XIV, Section 1?
- ❑ Did you insert the correct council name in Article XIV, Section 2?
- ❑ Did you insert the correct district name in Article XV, Section 1?
- ❑ Does your fiscal year reflect 12 months in Article XVI?
- ❑ Complete the cover sheet with the name of your local unit, the date of the membership meeting when the bylaws were approved, the council president’s signature with AM and PM phone numbers (don’t forget email address), the secretary’s signature, and the signature of the Bylaws chairman, if applicable?
- ❑ Make a copy of the revised bylaws and cover sheet to keep with your local unit while awaiting approval by the Virginia PTA Bylaws committee?
- ❑ Send **two (2) copies** of the revised bylaws and cover sheet to the Virginia PTA for review to **1027 Wilmer Avenue, Richmond, VA 23227-2419** and include your return address on the postal envelope?

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- ☐ If you have any questions, please email [bylaws@vapta.org](mailto:bylaws@vapta.org) or if you don't have access to a computer, you may call (434) 996-4662 to reach LaTonya Miller, VA PTA Bylaws Committee Chair.
- ☐ Did you visit our website, [www.vapta.org](http://www.vapta.org)?