

Council 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 district and/or region in Article 1?
- Insert the name of your Council in Article III, Sections 1 and 2?
- Insert the name of your Council in Article IV?
- Insert the name of your Council in Article VII?
- Insert the amount of dues and the dues deadline for your council in Article VII, Section 5?
- Insert the number of delegates your council allows for local units in Article VIII?
- Insert the correct officer information in Article IX?
- Insert the month that the annual election is held in Article IX, Section 2?
- Insert the month that the officers take over office and the number of years that they will serve in Article IX, Section 3?
- Insert an odd number for nominating committee members in Article IX, Section 4?
- Do your bylaws state in Article IX, Section 6 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 X?
- Do all your officers have duties listed in Article X? This includes the vice-presidents, who need to have their duties listed; as described in this 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.)

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- Insert the number of days' notice for the executive committee meetings in Article XI, Section 4?
- Did you define the make up of your Executive Board in Article XII?
- Insert the number of days' notice for the executive board meetings in Article XII, Section 4?
- Do you have at least four (4) council general membership meetings listed in Article XIII?
- Insert the number of days' notice for the general membership meetings and special meetings in Article XIII, Sections 1 and 4?
- Insert the month for the annual meeting in Article XIII, Section 3?
- Does the term of committee chairmen in Article XIV, Section 3 match the term of elected officers?
- Does your fiscal year reflect 12 months in Article XV?
- Renumber the articles if you elected **NOT** to use Article XII: EXECUTIVE COMMITTEE?
- Complete the cover sheet with the name of your council, 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 council 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?
- If you have any questions, please email 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?**