

# Virginia PTA Bylaws

## ARTICLE XIV: COMMITTEES

Section 1. Standing committees may be created by the Board of Managers as deemed necessary to promote the purposes and to carry on the work of Virginia PTA.

- a. Each standing committee shall consist of a state chairman, who shall be a member of the Board of Managers, and such other persons as may be approved by the executive committee. All standing committees shall include a minimum of one member at large.
- b. Chairmen of standing committees shall be elected for a term of two (2) years. No chairman shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

Section 2. Chairmen of standing committees, except those designated by the board to be elected at the spring Board of Managers meeting, shall be elected biennially at a post-convention meeting immediately following the convention.

Section 3. A vacancy occurring in the chairmanship of a standing committee shall be filled by the Executive Committee at its next regular meeting, provided notice of the vacancy has been given in the call for the meeting. Nominations shall be made from the floor provided the consent of the nominee has been secured. If a ten (10) day notice is given to the Executive Committee members, a majority of the votes cast shall constitute an election. Without such notice, a two-thirds (2/3) vote of those present and voting shall be required.

## Virginia PTA Board of Managers Standard Operating Procedures

### 17. STANDING COMMITTEES

- A. The newly elected chairman of each standing committee shall communicate with the outgoing committee chairman to make arrangement to transfer files and information within fifteen (15) days after his/her election. All materials shall be transferred to the new chairman within forty-five (45) days after the election.
- B. Standing committees shall consist of a chairman and other members of the BOM as appointed by the president. Each committee shall consist of at least one (1) member-at-large as approved by the executive committee.
- C. All standing committees shall meet at least once every year.
- D. At its first meeting each committee shall elect a vice-chairman to carry out the duties of the chairman in his/her absence or inability to act. If the chairmanship is vacant, the vice-chairman shall serve as acting chairman until the Executive Committee elects a new chairman. A secretary shall be elected or appointed. A copy of the minutes from all committee meetings shall be submitted to the state office.
- E. Committee chairmen shall submit a proposed budget in accordance with their approved plan of work to the Treasurer by February 1 each year for consideration in preparation of the annual budget. Any expenses related to Convention, Leadership Training or other approved PTA activities must also be included in the Committee budget.
- F. Any correspondence from a committee or committee chairman to the membership shall be approved and released by the president.
- G. Committee chairmen are expected to work cooperatively on any issues that jointly affect their respective committees.

H. All committee members are expected to attend committee meetings unless excused by the Chairman.

I. If a committee member fails to attend two (2) consecutive meetings without extenuating circumstances and/or does not carry out the tasks assigned by the chairman, the chairman shall recommend to the Executive Committee that the member be asked to resign and that the vacancy be filled.

J. Workshops pertaining to standing committees shall be conducted by the standing committee chairman or their designated representative. Any training module developed for presentation by the committee will be reviewed and approved by the president-elect and forwarded to the Field Service Committee Chairman.

K. All standing committee chairs are required to provide not less than five (5) current informative power point slides to the Communications Chair for compilation in the Annual Standing Committee power point presentation to be shown at the Leadership Training Conference and State Convention. Appropriate handouts and/or business cards should be made available at each event.

L. Submit articles to the official VA PTA publications as appropriate.

M. Committee plan of work

1) Plan of work will be developed by each committee chairman and will be approved by the designated officer. The designated officer will refer to the committee chairman any plans of work that needs revision and shall require the committee chairman to file the revised plan within fifteen (15) days.

2) Standing Committee plan of work shall cover a two (2) year period.

3) Committee Chairmen will communicate their plan of work to their committee members.

4) Each detailed plan of work shall contain the following elements:

(a) A general statement of goals;

(b) A list of specific objectives or activities to be accomplished;

(c) A timetable with target dates for completion of the objectives;

(d) Cooperation, if appropriate, with other groups; and

(e) Plan of work may be amended or modified with the concurrence of the executive committee. Any major deviation from the plan of work shall require the consensus of the committee.

5) Submit committee expenses to the committee chairman for approval.

N. Committee chairman responsibilities

1) Refer to state bylaws for duties and responsibilities.

2) All standing committee chairman shall:

(a) Review their respective section of the Virginia PTA website and Local Unit Resource Guide (LURG) for outdated information monthly.

(b) All standing committee chairman shall provide updates to their respective section of the Virginia PTA website to the Communication Committee chairman semi-annually (prior to the Spring BOM meeting and prior to the pre-Convention BOM meeting).

(c) Each committee chairman shall electronically submit to the state office and designated officer

his/her report thirty (30) days prior to either the spring or pre-Convention meetings of the Board of Managers. Committee chairmen who are elected in the spring shall submit their report prior to the Spring BOM meeting and those elected at the post-Convention meeting shall submit their report prior to the pre-Convention meeting.

- (d) The report should include a summary of the committee's progress toward its goals and objectives, any problems encountered, and any changes recommended to the committee's approved plan of work.
- (e) All standing committee chairmen shall provide updates for their respective sections of the Local Unit Resource Guide to the Vice President by the designated deadlines.
- (f) Attend PTA Day in the General Assembly when possible.
- (g) Respond within forty-eight (48) hours to requests for information and assistance from districts, councils and local units.
- (h) Communicate to the president and related committees current issues and activities of the committee.