

**The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.**

**O. BYLAWS COMMITTEE**

- 1) Responsibilities of committee
  - a) As prescribed in the state bylaws, review proposed amendments submitted by November 1.
  - b) Prepare recommendations for the BOM of proposed amendments to be reviewed at the spring meeting of the Board for referral to delegates for voting at the State Annual Meeting.
  - c) Review the Virginia PTA, Local Unit, Council, and District Bylaws on an annual basis and update with amendments adopted at national and state convention.
  - d) Review the bylaws and amendments of existing local units as distributed to committee members by the state office staff.
  - e) In order to insure consistency in the revision process among committee members, the Bylaws Committee/State Office Guidelines shall be followed.
- 2) Responsibilities of chairman
  - a) Established a training manual for new committee members and train new committee members prior to participation in the bylaws review process
  - b) Serve as a member of the A&P Committee.
  - c) Submit bylaws amendments adopted at convention to the National PTA Bylaws Committee for approval within ten (10) days following the annual meeting.
  - d) Prepare a memorandum for distribution in the after-convention mailing to local units, councils, districts and BOM listing bylaws amendments adopted at the National PTA Convention and Virginia PTA Annual Meeting. Memorandum should include information on how amendments impact local units.
  - e) Submit article listing bylaws amendments adopted at the National PTA Convention and Virginia PTA Annual Meeting to the official VA PTA publications by required publication deadline.
  - f) Make appropriate changes to the State, District, Council, and Local Unit

bylaws per amendments adopted at the annual convention no later than sixty (60) days following the close of convention. Amendment bylaws shall be forwarded to the President and the Communication Committee Chairman for posting on the website.

- g) The following shall constitute notice to the membership as required by the Virginia PTA Bylaws: submit for inclusion in the Call to Annual Meeting mailing as well as the Call to Convention issue of the official VA PTA publications, proposed bylaw amendments coming on the floor of the annual meeting for consideration by the annual meeting delegates.
  - h) Periodically review, update and have approved by the State President, communications sent from the State Office to constituent associations relating to the bylaws process.
  - i) Check with the State Office to insure the following communications are being forwarded to Constituent associations as required:
    - (1) September - Notification letter with proper enclosures sent to all constituent associations who have upcoming bylaws revision due dates the next calendar year.
    - (2) Monthly - Notification sent to all constituent associations whose bylaws revision dates became delinquent during that month.
    - (3) Monthly - Notification sent to all constituent associations whose bylaws resubmission became delinquent after the four (4) month grace period.
  - j) Prepare a report to be presented at each board meeting to District Directors on bylaws activities in their areas.
  - k) Review the bylaws of all new local units, council bylaws and amendments, and all district bylaws and amendments.
  - l) The bylaws committee chairman will send all reimbursement requests to the state president for approval.
  - m) The committee shall meet after November 1 to review proposed bylaws amendments as prescribed in the Virginia PTA bylaws. Proposed bylaws amendments are required by Virginia PTA bylaws to be submitted to the BOM at least thirty (30) days prior to the winter meeting of the BOM.
- 3) Bylaws committee guidelines governing constituent association bylaws submissions
- a) State Office
    - (1) Will address bylaws submissions on a weekly basis.

- (2) Will not forward to committee bylaws submissions that are on outdated forms or have cover sheets or amendment forms that are incomplete. Submissions will be returned to association for correction.
  - (3) Will provide name, address and telephone number of local unit/council president to committee members as legal representatives of the association (even if unit requests another individual as contact).
  - (4) Statistical reports issued by the State Office will contain the following:
    - (a) last date of five (5) year revision
    - (b) rejection date of last bylaws submission for constituent associations. Rejection date will be removed from statistical report when association either resubmits bylaws or passes the four (4) month grace period
  - (5) Will forward resubmissions to the committee member who rejected the unit's bylaws with a copy of the original rejection letter. If the committee member is no longer an active member of the Bylaws Committee, the resubmission shall be forwarded to the Bylaws Committee Chairman with a copy of the original rejection letter.
  - (6) Will forward all bylaws questions, concerns and complaints to the Bylaws Chairman as soon as possible.
  - (7) Will notify chairman President and President-Elect when a committee member's assignment passes a three (3) week period.
  - (8) Will submit bylaws activity report to committee chair, president and president-elect on the first working day of each month.
- b) Committee members
- (1) May not review bylaws until they have received committee training.
  - (2) Will review all bylaws and return to State Office within a three (3) week period. Special circumstances should be reported to the committee chairman by the committee member.
  - (3) Are responsible for rejection letters that must outline details of what constituent associations must do to have bylaws approved. May not ask State Office to send rejection letter.

- (4) Must inform local units they have four (4) months from the date of the bylaws rejection letter to resubmit. During this four (4) month period, these local units are considered to be units in good standing. Only the State President after consultation with the committee chairman may authorize an extension beyond the four (4) month grace period.
- (5) Will forward a copy of all approval and rejection letters to the bylaws chairman within fifteen (15) days of returning bylaws to the state office.