



VIRGINIA CONGRESS OF PARENTS AND TEACHERS

TO: Local Unit Presidents, Council Presidents and Members of the Board of Managers
FROM: Mary-Jo Padula, Chair, Virginia PTA Bylaws Committee
SUBJECT: Revised Virginia PTA Bylaws
DATE: December 9, 2011

The annual convention of the Virginia PTA was held November 4-5, 2011, in Richmond, Virginia. The convention delegates approved the following amendments to the Virginia PTA Bylaws. **These amendments in no way affect your District, Council or Local Unit Bylaws**

This memo, with the approved amendments should be attached to your copy of the Virginia PTA Bylaws for future reference.

ARTICLE IX: COMMITTEE ON ELECTION

Section 1. A committee on election of seven (7) members from the Board of Managers, one (1) from each of the six (6) regions, and one (1) at-large, shall be elected by the executive committee at its first board meeting following the election.

ARTICLE X: OFFICERS AND THEIR ELECTION

Section 1. The officers of Virginia PTA shall be a president, a president-elect, two (2) vice-presidents, a secretary and a treasurer, who are elected for a term of two (2) years and/or shall serve until their successor is elected. The president-elect shall succeed automatically to the office of president at the end of his/her term as president-elect.

Section 2. The president-elect, two (2) vice-presidents, secretary and treasurer shall be elected at annual meeting in odd numbered years.

Section 5. Vacancies in any office shall be filled by the following method:

b. In the event of a vacancy in the office of Treasurer, Secretary or either of the Vice-Presidents; a former officer could be recommended for election to fill the vacant term;

ARTICLE XI: DUTIES OF OFFICERS

Section 3. The First Vice-President shall:

- a. Be responsible for all training;
- b. Act as an aide to the president and shall perform the duties of the president and/or the president-elect in the absence or inability of those officers to serve.

Section 4. The Second Vice-President shall:

- a. Be responsible for membership;
- b. Act as an aide to the President.

Section 6. The Treasurer shall:

- e. Close the books at the end of the fiscal year and submit them for audit to a certified public accountant approved by the executive committee. The approved audit shall be published in the next official publication of the Virginia PTA;
- f. Submit a financial report in the official publications of the Virginia PTA at least thirty (30) days prior to the annual meeting. This report shall be included in the material given to delegates at the annual meeting;
- g. Receive the audited financial report from the Certified Public Accountants;

ARTICLE XII: BOARD OF MANAGERS

Section 3. The Board of Managers shall:

- f. Adopt at its winter meeting:

Section 4. Regular meetings of the Board shall be held in the winter; immediately before each annual meeting; after the annual meeting in an election year; and at such other times as the Board itself may determine.

Section 5. Fifteen (15) members of the Board of Managers shall constitute a quorum for the transaction of business.

ARTICLE XIII: EXECUTIVE COMMITTEE

Section 2. The executive committee shall:

- e. Approve the tentative program for the annual meeting of Virginia PTA at the Winter board meeting;

Section 3. The executive committee shall meet in regular session immediately before the winter and fall meetings of the Board of Managers and once in the spring. The fall meeting shall be held within seventy-five (75) days after the election.

- a. A special meeting shall be called by the president for orientation for chairmen of standing committees within seventy-five (75) days of the annual meeting in an election year.

ARTICLE XIV: COMMITTEES

~~**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 annual meeting immediately following the annual meeting.~~

ARTICLE XVII: STATE CONVENTION

ARTICLE XVII: STATE ANNUAL MEETING

ARTICLE XXII: AMENDMENTS TO VIRGINIA PTA BYLAWS

Section 1. These bylaws may be amended at an annual meeting by a two-thirds (2/3) vote of those present and voting, provided the amendments have been approved by the Board of Managers and notice of proposed amendments has been provided to constituent associations forty-five (45) days prior to the opening of the annual meeting.