

Local Unit Bylaws - Update every three (3) years

Enclosed is a copy of the Suggested Local Unit Bylaws from the West Virginia PTA. Every three (3) years, each local unit's bylaws must be approved by your PTA and submitted for approval with the West Virginia PTA.

Please be sure to send five (5) original copies to the West Virginia PTA office at the address below. The signature page needs the signatures of both the president and bylaws chair. If you don't have a bylaws chair, you need to send a copy of minutes from the meeting where the bylaws were approved, signed by the secretary.

Once received in the West Virginia PTA office, the bylaws committee will review your submission and respond to you as promptly as possible. If approved, we will return three approved copies. One copy needs to be kept by the local unit president, and one copy is to be filed by the local unit secretary in the minute book for quick reference. You should also make copies for the principal of the school, and for all of your officers and chairpersons.

Of the two (2) copies kept by the West Virginia PTA, one will be on file in the West Virginia PTA office and one will be on file with the West Virginia PTA 1st Vice President/Bylaws Chair.

Should you have any questions, please do not hesitate to contact me and I'll be more than happy to help you complete your bylaws update. If you would like to have the Suggested Local Unit Bylaws emailed to you so that you have an electronic copy to make the changes more easily, please email me at the address below. We strongly suggest that you use our Suggested Bylaws to ensure a timely approval for your unit.

Sincerely,

Melissa Jones

Melissa Jones
West Virginia PTA 1st Vice President
Bylaws Committee Chair
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