

## **Local Unit Bylaws – Things to Remember!**

- Ask us to email you an electronic copy of the Suggested Local Unit Bylaws to make the changes as simply as possible!
- Make sure to fill in every blank.
- Any “Article” that is bulleted is NOT permitted to be changed or re-worded
- If you copy your bylaws on the front and back of a single page, please remember to include both sides with your submission. We must have all pages included in order to complete your approval.
- Make sure that your dues are at least \$3.75 to cover the state and national portions
- Members of your nominating committee should be an uneven number, and no less than three people.
- Remember to check all dates to make sure they coincide with one another.
- Your fiscal year and terms of your officers should always match. If not, there could be a potential of needing two (2) audits. One at the end of the officer’s term, and another at the end of the fiscal year.
- Make sure to list at least one standing committee under Article X: Committees
- Article XI: Meetings – be specific of your meetings. For example, 2<sup>nd</sup> Monday of each month. Also, make sure your quorum selected is a feasible number in order to complete business at each meeting.
- If your county does not have a county council, Article XII: Council Membership is to be remain blank.
- Make sure the last page is signed and dated by your President and Bylaws Chairperson. If you do not have a Bylaws Chairperson, please include a copy of the Secretary’s minutes from the meeting in which the Bylaws were approved, signed by your Secretary.
- Bylaws may be sent to the state PTA office in two ways: They can be sent electronically and the signature page mailed; OR mail five (5) sets of the bylaws to the state PTA office at the address below.

If you have any questions, please email me at the address below and I'll be more than happy to help you with your bylaws update.

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