

**Island Creek Elementary School PTA  
Bylaws Committee**

**TO:** PTA Members

**FROM:** Mary Jo M. Slaney, Bylaws Committee Chair

**DATE:** August 18, 2017

**SUBJECT:** Request for Approval of Proposed Bylaws

**A. Background**

The Virginia PTA requires all local unit PTA's to revise their Bylaws every five years. The Island Creek Elementary School (ICES) PTA Bylaws must be revised this year for the association to be in good standing. Bylaws must be revised using the current template provided by the Virginia PTA.

The Bylaws Committee of the ICES PTA has approved the accompanying draft Bylaws, which were created using the template, as required. Please note that all sections marked with a # sign are required by the Virginia PTA and may not be modified by us.

**B. Rationale for Substantive Changes**

The Bylaws Committee made the following substantive additions or changes to the VA PTA template. Rationale for the changes is provided, as required by the VA PTA.

1. Article 6, Officers and Their Election:

- (a) Section 1.b – Language was added to show the ICES PTA will have only one Vice President, as is typical of a PTA the size of the ICES PTA;
- (b) Section 3.b – The Bylaws Committee proposes that the nominating committee be three members, as recommended by VA PTA;
- (c) Section 4.a – New officers will be elected at general membership meeting in May or June, as permitted by the Virginia PTA, to provide some flexibility regarding when officers are elected;
- (d) Section 4.c – Newly-elected officers assume their duties at the end of the June general membership meeting (except for the Treasurer, who is not allowed to serve until the annual audit is completed). This affords new officers with a transition period and easy access to former officers before school ends for the year.
- (e) Section 5 – The Bylaws Committee suggests that executive officers serve one-year terms, with a maximum of two consecutive terms, so that new ideas may be introduced at least every two years.

2. Old Article 8, Executive Committee:

The original Article 8 in the Bylaws template outlined the concept of an executive committee. The executive committee is a subset of the Executive Board and makes recommendations to the Board. The Bylaws Committee deleted this article in its entirety to streamline decision-making processes. The Virginia PTA acknowledges that local PTAs may want to operate without an Executive Committee.

3. New Article 8, Executive Board:

- (a) Section 1 – The Executive Board consists of the elected officers (president, vice president, secretary and treasurer). The standing chairs are sometimes included as Executive Board members. The Bylaws Committee proposes that only elected officers serve on the Executive Board to streamline decision-making processes.
- (b) Section 6 – To be consistent with Virginia PTA recommendations, the Bylaws Committee proposes the Executive Board shall have at least six meetings during the year. Three days' notice must be given for special meetings.

4. Article 9, Committees:

Section 3: The Bylaws Committee proposes that committee chairs may serve up to four one-year terms. This would allow the association to benefit from expertise developed by committee chairs over the course of a few years.

5. Article 10, General Membership Meetings:

- (a) Section 1 – To be consistent with Virginia PTA recommendations, the Bylaws Committee proposes that the ICES PTA have at least six general membership meetings during the year and at least 10 days' notice shall be given for each meeting.
- (b) Section 2 – New officers will be elected at general membership meeting in May or June, as permitted by the Virginia PTA, to provide some flexibility regarding when officers are elected.
- (c) Section 3 – Five days' notice is required for special meetings of the general membership, as recommended by the Virginia PTA.
- (d) Section 5 – Ten members shall constitute a quorum at general membership meetings. This is the minimum number required by the Virginia PTA. This number is suggested to make it possible for the association to consistently meet its quorum requirement, so it can transact business at every general meeting.

6. Article 11, Council Membership:

The Bylaws Committee proposes the association appoint one delegate to represent the ICES PTA in meetings of the Fairfax County Council PTA. This is consistent with recommendations made by the Virginia PTA.

7. Article 13, Fiscal Year:

The fiscal year will be July 1 through June 30 to remain consistent with previous years.

**C. Conclusion**

Please review the proposed Bylaws. The Executive Board will present the Bylaws for approval at the general membership meeting scheduled for September 21, 2017. Thank you for your time.