

Rationale for Kenmore Middle School PTA Bylaws Change – November 2020

The Virginia PTA requires that all local unit PTAs review and update their Bylaws every five years to ensure they accurately convey the manner in which the local unit is operating. The Kenmore Middle School PTA was expected to review and update its Bylaws by January 2020 to be in compliance with this state requirement. ***The Kenmore Middle School PTA is using the newest Bylaws template to ensure we are fully up-to-date with state requirements.*** Per the state's stipulation, all sections marked with the pound (#) symbol may not be changed, deleted or adjusted so they remain as provided by the Virginia PTA.

The Bylaws Committee appointed by the Kenmore Middle School PTA Board met and reviewed the updated template, compared it to our existing bylaws, and determined what, if any, changes should be made.

The following outlines what changes were made and what existing values were kept:

Article 6: Officers and Their Election

- No change to the four elected officer positions: President, Vice-President, Secretary and Treasurer
- No change to the number of members on the Nominating Committee (3 members)
- No change to the month in which officers are elected or assume their official duties (May for both)
- No change to the term of office for elected officers – two (2) year term – no change to the number of consecutive terms that an officer may hold – two (2) terms

Article 7: Duties of the Officers

- No change to the position description of any of the officers

Article 8: Executive Committee

- NOTE: The Executive Committee is comprised of elected officers and the school principal; the Executive Committee is the small body of the Executive Board and is limited in function to:
 - developing goals for the PTA to present to the Executive Board and General Membership
 - appointing standing committee chairmen and members of the standing and special committees, except the nominating committee
- Number of days of notice to hold an Executive Committee meeting is three (3) days, reduced from seven (7) days.

Article 9: Executive Board

- NOTE: The Executive Board is comprised of elected officers, standing committee chairs and the school principal as well as a staff representative; its purpose is to:
 - transact necessary business in the intervals between general membership meetings
 - create, change or eliminate standing and special committees
 - approve the plans of work of the standing and special committees
 - select an auditing committee, experienced auditor, or attend an external audit exchange
 - approve the proposed budget to be presented to the general membership for adoption
 - obtain general membership approval for any changes to the adopted budget over five hundred dollars (\$500.00) per fiscal year
- *** This is a change in the bylaws template; previously this amount was three hundred dollars (\$300.00) per fiscal year ***

- Number of Executive Board meetings set to six (6) meetings, the time and place to be set at the first meeting after election of the officers. Previously no value had been required in the bylaws template.
- Change to the length of time required for notification of a special Executive Board meeting – five (5) days, reduced from seven (7) days.

Article 10: Committees

- NOTE: There are two (2) types of committees: standing and special. A standing committee is one that performs a continuing function and remains in existence; the Kenmore PTA currently has two (2) standing committees – the Grant Committee and the Hispanic Parents’ Committee. A special committee is one that is appointed as need arises to carry out a specified task, at the completion of that task the special committee ceases to exist.
- The term of a standing chair has been set to two (2) years, with the chair being eligible to serve for two (2) consecutive terms.

Article 11: General Membership Meetings

- Change to the number of required General Membership Meetings – five (5) meetings, reduced from seven (7) meetings – and the number of days required for notice – ten (10) days, reduced from fourteen (14) days.
- Change to the number of days required for notice of a special meeting – five (5) days, reduced from seven (7) days.
- No change to the month (May) that the general membership election shall be held.
- No change to the number of paid memberships that represents a quorum – ten (10) members.

Article 12: Fiscal Year

- No change to the fiscal year – begins July 1 and ends June 30