

## MCCPTA Committee Work Plan 2009-10

### **Committee: By-Laws**

**Chair(s): Andrea Q. Bernardo**

**Email:** andreaqbernardo@comcast.net

Committee Members: Will recruit

### **Vision:**

The MCCPTA Bylaws Committee supports the county and local PTAs by providing advice on how to write and administer bylaws that will allow for the smooth running of the PTAs so that they may accomplish the mission of the PTA and be in good standing as required by Maryland PTA and National PTA.

### **Goals:**

Under the direction and approval of MCCPTA, this committee will address the following goals this year:

Give advice to all local PTAs that need to revise their bylaws to be in good standing with Maryland PTA and National PTA. Work with the Maryland PTA to revise the MCCPTA bylaws when needed.

### **Action Steps:**

Under the direction and approval of MCCPTA, this committee will take the following action steps this year:

1. Provide a workshop at the MCCPTA Fall and Spring Training.
2. Contact PTAs which need to revise their bylaws and follow-up on any requests from the Maryland PTA Bylaws Committee Chair and the MCCPTA President to assist local PTAs in addressing their bylaws.
3. Upon request, attend meetings with PTAs that need to revise their bylaws and assist them with any bylaws questions or concerns.
4. Advise PTA members with bylaws questions by phone and email with follow-up to make sure any bylaw issues are resolved.
5. Contact the Maryland PTA to discuss the MCCPTA bylaws upon the approval of the MCCPTA President.
6. The Committee Chair will keep the MCCPTA President and the MCCPTA VP that oversees the committee up to date on activities of the committee while the committee assists locals. The committee will submit monthly reports to the MCCPTA Board of Directors.

7. Review each month the Maryland PTA bylaws report and contact PTAs who need assistance with addressing their bylaws to remain in good standing. The committee chair will report back to the MCCPTA President and the MCCPTA VP who oversees the committee as to how the committee assisted any local PTA that was listed on the Maryland Bylaws report as needing assistance with their bylaws.

**Expenses:** None