

**Bylaws**

**of**

**Alaska PTA**

TABLE OF CONTENTS

	ARTICLE	PAGE
1		
2		
3	ARTICLE I	NAME ..... 2
4		
5	#ARTICLE II	PURPOSES ..... 2
6		
7	#ARTICLE III	BASIC POLICIES ..... 2
8		
9	ARTICLE IV	CONSTITUENT ORGANIZATIONS ..... 3
10		
11	#ARTICLE V	State PTAs/PTSAs..... 4
12		
13	ARTICLE VI	LOCAL PTAs/PTSAs ..... 5
14		
15	ARTICLE VII	MEMBERSHIP AND DUES ..... 8
16		
17	ARTICLE VIII	REGIONS ..... 9
18		
19	ARTICLE IX	COUNCILS ..... 9
20		
21	ARTICLE X	BOARD OF MANAGERS ..... 10
22		
23	ARTICLE XI	OFFICERS ..... 12
24		
25	ARTICLE XII	DUTIES OF OFFICERS ..... 12
26		
27	ARTICLE XIII	EXECUTIVE COMMITTEE ..... 13
28		
29	ARTICLE XIV	COMMITTEES ..... 14
30		
31	ARTICLE XV	STATE AND LOCAL RELATIONSHIPS ..... 15
32		
33	ARTICLE XVI	ANNUAL ALASKA PTA CONVENTION ..... 16
34		
35	ARTICLE XVII	ANNUAL LEGISLATIVE ISSUES CONFERENCE ..... 16
36		
37	ARTICLE XVIII	NATIONAL CONVENTION ..... 17
38		
39	ARTICE XIX	FISCAL YEAR ..... 18
40		
41	#ARTICLE XX	PARLIAMENTARY AUTHORITY ..... 18
42		
43	ARTICLE XXI	AMENDMENTS ..... 18

44 ARTICLE I: NAME

45

46 The name of this organization is the Alaska Congress of Parents and Teachers, Inc. It is  
47 commonly known and will be referred to in these bylaws as the "Alaska PTA."

48

49 # ARTICLE II: PURPOSES

50

51 Section 1. The Objects of the Alaska PTA, in common with those of the National PTA  
52 are:

- 53 a. To promote the welfare of children and youth in home, school, community, and  
54 place of worship
- 55 b. To raise the standards of home life
- 56 c. To secure adequate laws for the care and protection of children and youth
- 57 d. To bring into closer relation the home and the school, that parents and teachers  
58 may cooperate intelligently in the education of children and youth
- 59 e. To develop between educators and the general public such united efforts as will  
60 secure for all children and youth the highest advantages in physical, mental,  
61 social, and spiritual education

62

63 Section 2. The Objects of the National PTA and the Alaska PTA are promoted through  
64 an educational program directed toward parents, teachers, and the general public; are  
65 developed through conferences, committees, projects, and programs; and are governed  
66 and qualified by the basic policies set forth in Article III.

67

68 Section 3. The organization is organized exclusively for the charitable, scientific, literary,  
69 or educational purposes within the meaning of Section 501(c)(3) of the Internal  
70 Revenue Code or corresponding section of any future federal tax code (hereinafter  
71 "Internal Revenue Code").

72

73 # ARTICLE III: BASIC POLICIES

74

75 The following are basic policies of the Alaska PTA, in common with those of the  
76 National PTA:

- 77 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 78 b. The organization or members in their official capacities shall not endorse a  
79 commercial entity or engage in activities not related to promoting the Objects of  
80 the organization.
- 81 c. The organization or members in their official capacities shall not, directly or  
82 indirectly, participate or intervene (in any way, including the publishing or  
83 distributing of statements) in any political campaign on behalf of, or in opposition  
84 to, any candidate for public office; or devote more than an insubstantial part of its  
85 activities to attempting to influence legislation by propaganda or otherwise.
- 86 d. The organization shall work with the schools to provide quality education for all  
87 children and youth and shall seek to participate in the decision-making process  
88 establishing school policy, recognizing that the legal responsibility to make  
89 decisions has been delegated by the people to boards of education, state

- 90 education authorities, and local education authorities.  
91 e. The organization shall not enter into membership with other organizations except  
92 such international or national organizations as may be approved by the National  
93 PTA Board of Directors. The Alaska PTA or any of its divisions may cooperate  
94 with other organizations and agencies concerned with child welfare, but  
95 PTA/PTSA representatives shall make no commitments that bind the group they  
96 represent.  
97 f. No part of the net earnings of the organization shall inure to the benefit of, or be  
98 distributable to its members, directors, trustees, officers, or other private  
99 individual except that the organization shall be authorized and empowered to  
100 pay reasonable compensation for services rendered and to make payments and  
101 distributions in furtherance of the purposes set forth in Article II hereof.  
102 g. Notwithstanding any other provision of these articles, the organization shall not  
103 carry on any other activities not permitted to be carried on (i) by an organization  
104 exempt from federal income tax under Section 501(c)(3) of the Internal Revenue.  
105 h. Upon the dissolution of the organization, after paying or adequately providing for  
106 the debts and obligations of the organization, the remaining assets shall be  
107 distributed to one or more nonprofit funds, foundations, or organizations that  
108 have established their tax-exempt status under Section 501(c)(3) of the Internal  
109 Revenue Code.

#### 110 111 ARTICLE IV: CONSTITUENT ORGANIZATIONS

112  
113 # Section 1. The articles of organization of a constituent organization include (a) the  
114 bylaws of such organization and (b) the certificate of incorporation or articles of  
115 incorporation of such organization (in cases in which the organization is a corporation)  
116 or the articles of association by whatever name (in cases in which the organization  
117 exists as an unincorporated association).

118  
119 # Section 2. Each constituent organization shall adopt such bylaws for the government  
120 of the organization as may be approved by the Alaska PTA. Such bylaws shall not be in  
121 conflict with the National PTA Bylaws or the bylaws of the state PTA.

122  
123 # Section 3. Bylaws of each constituent organization shall include an article on  
124 amendments.

125  
126 # Section 4. Each officer or board member of a constituent organization shall be a  
127 member of a local PTA within its area.

128  
129 # Section 5. A PTA member shall not serve as a voting member of a constituent  
130 organization's board at the local, council, district, or region level while serving as a paid  
131 employee of, or under contract to, that constituent organization.

132  
133 # Section 6. Bylaws of each constituent organization shall include a provision  
134 establishing a quorum.

135

136 # Section 7. The members of the nominating committee for officers of a constituent  
137 organization shall be elected by membership, board of managers, executive board, or  
138 executive committee.

139  
140 # Section 8. The bylaws of all constituent organizations shall prohibit voting by proxy,  
141 (unless proxy voting is specified by applicable state law).

142  
143 #ARTICLE V: STATE PTAS/PTSAS  
144

145 Section 1. The Alaska PTA is a branch of the National PTA and exists for the purpose of  
146 accomplishing, at the state level, the Objects of the National PTA in accordance with its  
147 policies. Within the framework of the responsibility that it shares with the National PTA  
148 for the implementation of the Objects of the National PTA and its obligation to comply  
149 with the National PTA Bylaws, the Alaska PTA is a self-governing organization with  
150 independent legal existence.

151  
152 Section 2. The relationship of the Alaska PTA with the National PTA and its duties,  
153 obligations, and responsibilities are set forth in the National PTA Bylaws and in the  
154 charter that is issued by the National PTA to the Alaska PTA.

155  
156 Section 3. The Alaska PTA shall adopt such bylaws and other articles of organization as  
157 are in conformity with the National PTA Bylaws.

158  
159 Section 4. The bylaws of the Alaska PTA and all amendments hereto shall be subject  
160 to approval by the Committee on Bylaws of the board of directors of the National PTA.

161  
162 Section 5. The Alaska PTA shall provide appropriate procedures for the organization of  
163 local PTAs within its area. The Alaska PTA may determine the membership year for the  
164 local PTAs in its area and prescribe the form and content of the bylaws or other articles  
165 of organization of such local PTAs.

166  
167 Section 6. The Alaska PTA may create or establish subsidiary organizations (districts or  
168 regions) within its area to facilitate the administration of the affairs of the Alaska PTA  
169 and for carrying out its programs and may prescribe the form and content of the bylaws  
170 or other articles of organization of such districts (or regions).

171  
172 Section 7. The Alaska PTA may create or establish councils in counties, cities, or other  
173 areas designated by its board of managers for the purpose of conference, leadership  
174 training, and coordination of the efforts of local PTAs and may prescribe the form and  
175 content of the bylaws or other articles of organization of such councils. The local PTAs  
176 that shall be eligible for membership and participation in the work of any council shall be  
177 determined by the Alaska PTA. Councils shall not legislate for local PTAs.

178  
179 Section 8. In the event of surrender or withdrawal of its charter by the National PTA, in  
180 the manner provided in Article IV, Section 2, of the National PTA Bylaws, the Alaska PTA  
181 is obligated:

- 182 a. To yield up and surrender all of its books and records and all of its assets and  
183 property to the National PTA or to such agency as may be designated by the  
184 National PTA to be held for the benefit of another branch organization established  
185 by the National PTA for the area of the state PTA;
- 186 b. To yield up all of the books and records and all of the assets and property of any  
187 Controlled Organization and surrender them to the National PTA or to such  
188 agency as may be designated by the National PTA to be held for the benefit of  
189 another branch organization established by the National PTA for the area of such  
190 state PTA. A Controlled Organization shall mean any corporation or other entity,  
191 whether nonprofit or for-profit, incorporated or unincorporated, that is controlled  
192 by such state PTA. For purposes of this section, control means ownership by  
193 vote or value of more than fifty percent of the organization, power to appoint  
194 individuals to the governing body of the organization representing more than fifty  
195 percent of the voting power, or ownership of more than fifty percent of the  
196 beneficial interests in the organization. The state PTA shall cause the governing  
197 documents of the Controlled Organization to reflect this obligation;
- 198 c. To cease and desist from the further use of any name that implies or connotes  
199 association or affiliation with the National PTA or status as a branch or  
200 constituent organization of the National PTA; and
- 201 d. To carry out promptly, under the supervision and direction of the National PTA, all  
202 proceedings necessary or desirable for the purpose of dissolving the Alaska PTA.  
203

204 Section 9. The Alaska PTA is responsible for compliance by the local, council, or  
205 district or region PTAs within its area with the National PTA Bylaws and the bylaws of  
206 the state PTA. The provisions of Alaska PTA bylaws relating to the withdrawal of the  
207 charter of a local PTA (and the termination of its status as a local PTA) shall parallel the  
208 provisions of the National PTA Bylaws relating to the withdrawal by the National PTA of  
209 the charter of the Alaska PTA and the termination of the status of the Alaska PTA as a  
210 branch of the National PTA.

211  
212 Section 10. The Alaska PTA shall submit to the National PTA a report of its work and  
213 activities for inclusion in the annual report of the National PTA.  
214

215 Section 11. The Alaska PTA shall keep such permanent books of account and records  
216 as shall be sufficient to establish the items of gross income, receipts, and  
217 disbursements of the organization, including, specifically the number of local PTAs  
218 within its area, the national portion of membership dues collected by such local PTAs,  
219 the amounts of such dues received by the Alaska PTA, and the amounts of dues  
220 remitted to the National PTA. Such books of account and records, including those of  
221 controlled organizations, shall at all reasonable times be open to inspection by an  
222 authorized representative of the National PTA.  
223

## 224 ARTICLE VI: LOCAL PTAS/PTSAS

225

### 226 #Section 1.

227 A local PTA in good standing is one that:

- 228 a. Adheres to the Objects and basic policies of the National PTA;
- 229 b. Remits the national portion of the dues through state to reach the national office
- 230 by dates designated by the National PTA; and
- 231 c. Has on file at the Alaska PTA office:
- 232 a. an IRS Employer Identification Number (EIN);
- 233 b. a copy of the annual IRS document filing (Form 990/990EZ), if applicable;
- 234 c. a current officers list.
- 235 d. a current membership list
- 236 e. a copy of current annual audit
- 237 f. a copy of proof of liability insurance which is paid annually to the AK PTA no
- 238 later than December 1.
- 239 g. a copy of current bylaws which have been approved according to the
- 240 procedures of the Alaska PTA, and;
- 241 d. Meets other criteria as may be prescribed by the Alaska PTA.
- 242

243 #Section 2. Each local PTA shall keep such permanent books of account and records  
244 as shall be sufficient to establish the items of gross income, receipts, and  
245 disbursements of the organization, including, specifically, the number of its members,  
246 the dues collected from its members, and the amounts of dues remitted to the Alaska  
247 PTA. Such books of account and records shall at all reasonable times be open to  
248 inspection by an authorized representative of the Alaska PTA or, where directed by the  
249 committee on state and national relationships, by a duly authorized representative of the  
250 National PTA.

251 #Section 3. The charter of a local PTA shall be subject to withdrawal and the status of  
252 such organization as a local PTA shall be subject to termination, in the manner and  
253 under the circumstances provided by the bylaws of the Alaska PTA.

254 #Section 4. Each local PTA is obligated, upon withdrawal of its charter by the Alaska  
255 PTA:

- 256 a. To yield up and surrender all of its books and records and all of its assets and
- 257 property to the Alaska PTA or to such agency as may be designated by the
- 258 Alaska PTA or to another local PTA organized under the authority of the Alaska
- 259 PTA;
- 260 b. To cease and desist from the further use of any name that implies or connotes
- 261 association with the National PTA or the Alaska PTA or status as a constituent
- 262 organization of the National PTA; and
- 263 c. To carry out promptly, under the supervision and direction of the Alaska PTA, all
- 264 proceedings necessary or desirable for the purpose of dissolving such local PTA.
- 265
- 266
- 267

268 #Section 5. Each officer or board member of a local PTA shall be a member of such  
269 local PTA.

270 #Section 6. Only members of a local PTA who have paid dues for the current  
271 membership year may participate in the business of the local PTA.

272

274  
275 #Section 7. Each local PTA shall collect dues from its members and shall remit a  
276 portion of such dues to the Alaska PTA as provided in Article VII hereof.  
277

278 #Section 8. Each local PTA shall include in its bylaws provisions corresponding to the  
279 provisions of Alaska bylaws identified by the number symbol (#).  
280

281 #Section 9. PTAs whose State and National dues are not current will be notified by  
282 April 1 of each year. If they are not brought current by June 30, they will be ineligible to  
283 participate in PTA programs at the State and National level until the discrepancies are  
284 corrected.  
285

286 #Section 10. PTAs whose bylaws are not current will be notified by October 1 of each  
287 year and again on Mary 15, if necessary. If they are not brought current by June 30,  
288 they may be ineligible to participate in PTA programs at the State and National level until  
289 the discrepancies are corrected.  
290

291 #Section 11. Each local PTA shall include in its bylaws provisions corresponding to the  
292 provisions of such of these bylaws as are identified by the state symbol #.  
293

294 #Section 12. The adoption of an amendment to the articles and sections of the bylaws  
295 of the Alaska PTA that bear a number symbol (#) shall automatically amend the bylaws  
296 of the local PTA units.  
297

298 Section 13. A local unit wanting to voluntarily dissolve shall adhere to the following  
299 policy.

- 300 a. The Alaska PTA president shall be notified at least ninety (90) days prior to the  
301 meeting to vote on dissolution. The notification shall be in the form of a  
302 resolution.  
303 b. The Alaska PTA president shall appoint a PTA representative to work with the unit  
304 in an attempt to determine if dissolution is the only corrective action available to  
305 the unit.  
306 c. The resolution shall be sent to all unit members at least sixty (60) days prior to  
307 the meeting to vote on the dissolution.  
308 d. During the meeting and prior to the vote on the resolution, an Alaska PTA  
309 representative may speak to the resolution for a period of time not to exceed  
310 thirty (30) minutes.  
311 e. Approval of the dissolution resolution requires a 2/3 positive vote. A quorum  
312 must be established. Only those unit members, whose dues are current, are  
313 allowed to vote.  
314 f. If the dissolution resolution passes, the charter shall be withdrawn by Alaska PTA  
315 and the requirements in Article X, Section 5, shall immediately be followed.  
316

317 #Section 14. As a condition of continued good standing a PTA has on file at the Alaska  
318 PTA office:

- 319 a. an IRS Employer Identification Number (EIN);

- 320 b. a copy of the annual IRS document filing (Form 990/990EZ), if applicable;
- 321 c. a current officers list.
- 322 d. a current membership list
- 323 e. a copy of current annual audit
- 324 f. a copy of proof of liability insurance.
- 325 g. a copy of current unit bylaws.
- 326

## 327 ARTICLE VII: MEMBERSHIP AND DUES

328

329 #Section 1. Every individual who is a member of a local PTA is, by virtue of that fact, a  
330 member of the National PTA and of the Alaska PTA by which such local PTA is  
331 chartered, and is entitled to all the benefits of such membership.  
332

333 #Section 2. Membership in each local PTA shall be made available by such local PTA,  
334 without regard to race, color, creed, or national origin, under such rules and regulations,  
335 not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in  
336 the bylaws of the local PTA, to any individual who subscribes to the Objects and basic  
337 policies of the National PTA.  
338

339 #Section 3. Each local PTA shall conduct an annual enrollment of members but may  
340 admit individuals to membership at any time.  
341

342 #Section 4. Each member of a local PTA shall pay such annual dues to said  
343 organization as may be prescribed by the organization. The amount of such dues shall  
344 include the portion payable to the Alaska PTA - the "state portion" and the portion  
345 payable to the National PTA the "national portion."  
346

347 #Section 5. The amount of the state portion of each member's dues shall be  
348 determined by the Alaska PTA. The national portion of each member's dues shall be  
349 one dollar and seventy five cents (\$1.75) annually.  
350

351 #Section 6. The Alaska PTA portion of each member's dues shall be our dollars (\$4.00)  
352 annually.  
353

354 #Section 7. The state and national portions of the dues paid by each member of a local  
355 PTA shall be set aside by the local PTA and remitted to the Alaska PTA through such  
356 channels and at such times as the state PTA bylaws may provide. Each state PTA shall  
357 pay to the National PTA the amount of the national portion of dues paid by all members  
358 of local PTAs in its area.  
359

360 #Section 8. The Alaska PTA shall make remittances, on a monthly basis, to the National  
361 PTA of the amounts due to the National PTA. Each remittance shall be accompanied by  
362 a statement of the dues received by the Alaska PTA from all local PTAs within its area  
363 for the month covered by the report. Such statement shall show the name and location  
364 of each local PTA, the amount paid by it to the Alaska PTA, and the number of new  
365 members in each local PTA.

366  
367 Section 9. Alaska PTA will mail membership cards to local units in August, based on  
368 last year's membership totals. The expiration date for Alaska PTA Membership cards is  
369 September 30.

370  
371 ARTICLE VIII: REGIONS

372  
373 Section 1. The Alaska PTA shall establish regions along geographic or regional lines  
374 to facilitate the administration of the affairs of the Alaska PTA and the carrying out of  
375 its program.

376  
377 Section 2. The boundaries of the regions are determined by the Board of Managers.

378  
379 Section 3. The regional vice-presidents serve as the Alaska PTA representative for  
380 their respective regions.

381  
382 Section 4. The regional vice-presidents are nominated by their respective regions.

383  
384 Section 5. The regional vice-presidents shall be elected, along with the other  
385 officers, at the bi-annual convention.

386  
387 Section 6. The regional vice-presidents shall serve for a term of two (2) years.

388  
389 ARTICLE IX: COUNCILS

390  
391 #Section 1. The Alaska PTA may create or establish councils in counties, cities, or  
392 other areas designated by its board of managers/directors for the purpose of  
393 conference, leadership training, and coordination of the efforts of local PTA units,  
394 and may prescribe the form and content of the bylaws or other articles of  
395 organization of such councils. The local PTA units that shall be eligible for  
396 membership and participation in the work of any council shall be determined by the  
397 state PTA. Councils shall not legislate for local units.

398  
399 Section 2. As a condition of continued good standing a Council has on file at the  
400 Alaska PTA office:

- 401  
402 a. Adheres to the Objects and basic policies of the National PTA;  
403 b. Has on file at the Alaska PTA office:
- 404 a. an IRS Employer Identification Number (EIN); and
  - 405 b. a copy of the annual IRS document filing (Form 990/990EZ), if applicable; and
  - 406 c. a current officers list; and
  - 407 d. a current membership list; and
  - 408 e. a copy of current annual audit; and
  - 409 f. a copy of proof of liability insurance, which is paid annually to the Alaska PTA  
410 no later than December 1; and
  - 411 g. a copy of current council bylaws which have been approved according to the

412 procedures of the Alaska PTA; and  
413 c. Meets other criteria as may be prescribed by the Alaska PTA.

414  
415 #Section 3. Each council shall include in its bylaws provisions of such of these  
416 bylaws as are identified herein by a number symbol (#).

417  
418 #Section 4. The adoption of an amendment to the articles and sections of the bylaws  
419 of the Alaska PTA that bear a number symbol (#) shall automatically amend the  
420 bylaws of the councils.

421  
422 #Section 5. Councils whose bylaws are not current will be notified by October 1 of  
423 each year and again on March 15, if necessary. If they are not brought current by  
424 June 30, they may be ineligible to participate in PTA programs at the State and  
425 National level until such discrepancies are corrected.

426  
427 Section 6. Councils wanting to voluntarily dissolve shall adhere to the following  
428 policy.

429 a. The Alaska PTA president shall be notified at least ninety (90) days prior to  
430 the meeting to vote on dissolution. The notification shall be in the form of a  
431 resolution.

432 b. The Alaska PTA president shall appoint a PTA representative to work with the  
433 council in an attempt to determine if dissolution is the only corrective action  
434 available to the council.

435 c. The resolution shall be sent to all board members and council delegates at  
436 least sixty (60) days prior to the meeting to vote on the dissolution.

437 d. During the meeting and prior to the vote on the resolution, an Alaska PTA  
438 representative may speak to the resolution for a period of time not to exceed thirty  
439 (30) minutes.

440 e. Approval of the dissolution resolution requires a 2/3 positive vote. A quorum  
441 must be established. Only board members and those delegates representing units  
442 with current council membership are allowed to vote.

443 f. If the dissolution resolution passes, the council shall:

444 1. immediately surrender all of its financial books, records and property to  
445 Alaska PTA, to a PTA or PTSA organized in Alaska as designated by  
446 Alaska PTA or to another council under the authority of Alaska PTA, and

447 2. cease from using any name that implies an association with National PTA  
448 or Alaska PTA.

449

## 450 ARTICLE X: BOARD OF MANAGERS

451

452 Section 1. The affairs of the Alaska PTA shall be managed by the board of managers.

453

454 Section 2. Each board member shall be a member of a local PTA chartered by Alaska  
455 PTA.

456

457 Section 3. The members of the board shall be:

- 458 a. The president, president elect, the first vice-president, the second vice-  
459 president, the third vice-president, the regional vice-presidents, the recording  
460 secretary, and the treasurer of the Alaska PTA;
- 461 b. The immediate past president of the Alaska PTA, who may serve as an ex-  
462 officio member;
- 463 c. The chairmen of standing committees;
- 464 d. The chairmen of special committees when specified by the Board of  
465 Managers, and  
466

467 Section 4. Duties of the board shall be:

- 468 a. Formulate all policies of the Alaska PTA;
- 469 b. Oversee all financial matters affecting the Alaska PTA;
- 470 c. Adopt policies and practices outlining responsibilities of members of the  
471 Board of Managers;
- 472 d. Adopt procedures for recognition of achievement of individuals and  
473 constituent organizations;
- 474 e. Transact business of the Alaska PTA between its annual conventions;
- 475 f. Have the authority to divide Alaska into geographical divisions for the  
476 convenience of Alaska PTA work;
- 477 g. Direct the initial organization of local units and councils in keeping with  
478 these bylaws and the bylaws of the National PTA, and
- 479 h. Take no action that is in conflict with actions approved by the conventions  
480 of the Alaska PTA.  
481

482 Section 5. If any member of the board of managers shall at any time cease to meet the  
483 qualifications or fulfill the duties of the position, that person may be removed from the  
484 board by action adopted by the board of managers.  
485

486 Section 6. Regular meetings of the board shall be held at least ten [10] times during the  
487 fiscal year.  
488

489 Section 7. Notice of time and place of each regular meeting shall be given at least ten  
490 [10] days prior to the meeting.  
491

492 Section 8. Special meetings of the board may be called by the president or when  
493 requested by five [5] members upon three [3] days notice to each member of the board.  
494

495 Section 9. At all meetings of the board, a majority of the members of the board shall  
496 constitute a quorum for the transaction of business.  
497

498 Section 10. Upon the expiration of the term of office or when individuals cease to hold  
499 the position that entitles them to be a member of the board, they shall automatically  
500 cease to be a member of the board and shall be relieved of all duties and  
501 responsibilities incident to such membership. All records, books and other materials  
502 pertaining to the position shall be turned over to the president and all funds pertaining to  
503 the position shall be returned to the treasurer within fourteen days.

504 ARTICLE XI: OFFICERS

505

506 Section 1. The officers of the Alaska PTA shall be a president, president elect and  
507 three vice-presidents, and a regional vice-president from each region of Alaska, a  
508 secretary, and a treasurer.

509

510 Section 2. The officers shall be elected at an annual convention held during odd  
511 numbered calendar years.

512

513 Section 3. The vote shall be conducted by ballot. When there is but one candidate  
514 for an office, the ballot for that office may be dispensed with and election held by  
515 voice vote. A majority vote shall be required for election.

516

517 Section 4. The following provisions shall govern the qualifications and eligibility of  
518 individuals to be officers of the Alaska PTA:

519

a. Each officer shall be a member of a local PTA chartered by the Alaska PTA.

520

b. No officer may be eligible to serve more than two [2] terms in the same office,  
521 with the exception of the president and president elect both of which are limited  
522 to one term.

523

c. A person who has served in an office for more than one half of a full term shall be  
524 deemed to have served a full term in such office.

525

526 Section 5. Each officer elected at an annual convention shall take office July 1  
527 following the close of the annual convention and shall serve for a term of two [2]  
528 years or until a successor is elected.

529

530 Section 6. A vacancy occurring in the office of president shall be filled for the remainder  
531 of the unexpired term by the president-elect. A vacancy in any office other than  
532 president shall be filled by the board of managers.

533

534 ARTICLE XII: DUTIES OF OFFICERS

535

536 Section 1. The president shall:

537

a. preside at all meetings;

538

b. serve as an ex officio member of all committees except the nominating  
539 committee;

540

c. prepare and present an annual report of the financial condition of the  
541 organization;

542

d. represent the Alaska PTA at National PTA Convention

543

e. represent the Alaska PTA at the meeting of the National PTA National Council of  
544 States or send his selected designee;

545

f. perform such other duties as may be provided for by these bylaws, prescribed by  
546 the parliamentary authority, or directed by the board of managers or executive  
547 committee.

548

549 Section 2. The President-Elect shall:

- 550 a. act as an aide to the president;
- 551 b. perform the duties of the president in the president's absence or inability to
- 552 serve;
- 553 c. perform such other duties as may be provided for by these bylaws, prescribed by
- 554 the parliamentary authority, or directed by the president, the board of managers,
- 555 or the executive committee
- 556 d. ascend to the presidency at the end of the previous president's term.

557

558 Section 3. The vice president(s) shall:

- 559 a. act as aides to the president;
- 560 b. perform the duties of the president in the president's absence or inability to
- 561 serve;
- 562 c. perform such other duties as may be provided for by these bylaws, prescribed by
- 563 the parliamentary authority, or directed by the president, the board of managers,
- 564 or the executive committee.

565

566 Section 4. The secretary shall:

- 567 a. keep an accurate account of all meetings;
- 568 b. be prepared to read the records of any previous meetings;
- 569 c. file all records;
- 570 d. perform such other duties as may be provided for by these bylaws, prescribed by
- 571 the parliamentary authority, or directed by the president, the board of managers,
- 572 or the executive committee.

573

574 Section 5. The treasurer shall:

- 575 a. maintain a full account of the funds of the Alaska PTA;
- 576 b. cause to be kept a full and accurate account of the receipts and disbursements in
- 577 books belonging to the Alaska PTA;
- 578 c. render a written statement to the board of managers at each meeting;
- 579 d. prepare or cause to be prepared an annual report for audit;
- 580 e. perform such other duties as may be provided for by these bylaws, prescribed by
- 581 the parliamentary authority, or directed by the president, the board of managers,
- 582 or the executive committee.

583

584 ARTICLE XIII: EXECUTIVE COMMITTEE

585

586 Section 1. There shall be an executive committee of the Alaska PTA, the members of

587 which shall be:

588 A president, president-elect, first vice president, second vice president, third vice

589 president, recording secretary, and treasurer.

590

591 Section 2. Special meetings of the executive committee may be called by the president

592 or upon written request of three(3) members with three (3) days' notice to each member

593 of the executive committee.

594

595 Section 3. A majority of the executive committee shall constitute a quorum for the

596 transaction of business.

597

598 Section 4. The executive committee shall:

- 599 a. transact business referred to it by the board;
- 600 b. act in emergencies between meetings of the board;
- 601 c. make a report at each board meeting;
- 602 d. establish and serve on a program committee for the convention;
- 603 e. pass upon the plan of work of each standing committee, and authorize and direct
- 604 the work of each committee;
- 605 f. formulate and submit to the Board of Managers such recommendations as it may
- 606 deem advisable;
- 607 g. determine the amount of, and authorize payment for, fidelity bonds of the
- 608 treasurer and other persons authorized to handle funds of the Alaska PTA;
- 609 h. select committee on elections no less than 30 days prior to convention;
- 610 i. determine amount of convention registration fee;
- 611 j. propose amendments to the bylaws, and
- 612 k. authorize bylaws committee to submit a revised set of bylaws as a substitute for
- 613 the existing bylaws.

614

615 The executive committee shall take no action in conflict with any action taken by the

616 board of managers

617

618 Section 5. Teleconference meetings may be held:

- 619 a. At least ten (10) days' notice having been given.
- 620 b. Materials pertinent to the meeting shall be received by all Executive
- 621 Committee members at least three (3) days in advance.
- 622 c. An oral roll call shall be taken at the beginning of the teleconference meeting.
- 623 A quorum must be established. All voting must be done by an oral roll call vote,
- 624 with the exception of any votes by unanimous consent.
- 625 d. Approved minutes will be on file at the Alaska PTA office.

626

## 627 ARTICLE XIV: COMMISSIONS/DEPARTMENTS/COMMITTEES

628

629 Section I. The following standing committees of the Board of Managers are specifically

630 provided for in these bylaws.

- 631 a. The Executive Committee
- 632 b. The Committee on Nominations
- 633 c. The Committee on Elections
- 634 d. The Budget Committee
- 635 e. The Bylaws Committee
- 636 f. The Committee on State and Local Relationships
- 637 g. The Convention Committee

638

639 Section 2. Any additional standing committees shall be created or dispensed with by

640 the Board of Managers as deemed advisable to accomplish the work of the Alaska PTA.

641 The standing committees shall endeavor to carry out their plans, working under the

642 direction of the Executive Committee.

643 a. Nominations for chairmen of the standing committees shall be made by the  
644 nominating committee and presented to the newly elected officers immediately  
645 after the convention for their acceptance.

646 b. If a vacancy occurs in a standing chair, that chair shall be appointed by the  
647 Executive Committee as provided for in these bylaws.

648

649 Section 3. Teleconference committee meetings may be held

650 a. after consultation with the president, at least ten (10) days' notice having  
651 been given.

652 b. Materials pertinent to the meeting shall be received by all committee  
653 members at least three (3) days in advance.

654 c. An oral roll call shall be taken at the beginning of the teleconference  
655 meeting. A quorum must be established. All voting must be done by an  
656 oral roll call vote, with the exception of any votes by unanimous consent.

657 d. Approved minutes will be on file at the Alaska PTA office.

658

#### 659 ARTICLE XV: STATE AND LOCAL RELATIONSHIPS

660

661 Section 1. There shall be a committee on state and local relationships consisting of the  
662 six regional vice presidents, the Alaska PTA president and president-elect.

663

664 Section 2. This committee shall review any alleged violations by local PTAs of the  
665 National PTA Bylaws, the Alaska PTA bylaws, or their own bylaws or other practices or  
666 activities of local PTAs that may tend to defeat the Objects and basic policies of the  
667 Alaska PTA and shall promptly report to the Alaska board of managers the results of  
668 such review and its recommendations for action.

669

670 Section 3. The Alaska PTA board of managers shall give due consideration to the report  
671 of the committee and shall accord the local PTA an opportunity to be heard and to  
672 respond to the report. If, upon such consideration and hearing, the Alaska PTA board of  
673 managers finds a violation by a local PTA, it may, by a two-thirds vote of all its members  
674 then in office, require the local PTA to take appropriate action within a period of time  
675 stipulated by the Alaska PTA board of managers. When such a requirement has been  
676 made by the Alaska PTA board of managers and if the recommended action is not taken  
677 by the local PTA within the allotted time, the Alaska PTA board of managers may, by a  
678 two-thirds vote of all its members then in office, withdraw the charter of the local PTA  
679 and terminate its status as a local PTA.

680

#### 681 ARTICLE XVI: ANNUAL ALASKA PTA CONVENTION

682

683 Section I. An annual convention of the Alaska PTA shall be held at a time and place  
684 selected by the executive committee. Notice of the time and place shall be given not  
685 less than sixty (60) days prior to the date for opening the convention.

686

687 #Section 2. Each PTA in good standing shall be entitled to send its president or

688 alternate and one voting delegate for up to the first fifty members. PTAs may send  
689 voting delegates for each additional fifty (50) members or major fraction thereof, as  
690 shown on the Alaska PTA treasurer's records on April 1 prior to the convention. A  
691 major fraction is defined as 51 percent of 50 members.

692  
693 #Section 3. Each council in good standing shall be entitled to send to the annual  
694 convention two (2) voting delegates, one of whom shall be the newly elected  
695 president or his alternate.

696  
697 Section 4. The voting body of the annual convention shall consist of all members of  
698 the Board of Managers and accredited delegates from the local units and councils as  
699 covered in Section 2 and 3 above.

700  
701 Section 5. A voting member may have but one vote, although entitled to vote in  
702 more than one capacity.

703  
704 Section 6. There shall be no proxy voting.

705  
706 Section 7. The annual convention shall elect officers in accordance with these  
707 bylaws, adopt resolutions, approve changes to the legislative program and transact  
708 such other business as may properly come before the convention.

709  
710 Section 8. Only the members who make up the voting body at the convention shall  
711 have the right to introduce motions, participate in debate, or vote. Members who are  
712 not part of the voting body shall be entitled to attend the annual convention as  
713 observers upon payment of a registration fee in an amount determined by the  
714 Executive Committee.

715  
716 Section 9. The Board of Managers, by a 2/3 vote, may cancel or defer any  
717 convention when it deems such action is required by the existence of an emergency,  
718 epidemic or other disaster. Such action may be taken by the president on his own  
719 responsibility after polling the members of the Board of Managers to the extent  
720 reasonably possible under the existing circumstances, should it be impossible to  
721 convene a meeting of the Board of Managers.

722  
723 Section 10. The quorum shall be a majority of the voting body present at such  
724 meeting.

725  
726 ARTICLE XVII: ANNUAL ALASKA PTA LEGISLATIVE ISSUES CONFERENCE

727  
728 Section 1. There shall be an annual issues conference of the Alaska PTA at a time  
729 and place selected by the Executive Committee. Notice of time and place shall be  
730 given not less than thirty (30) days prior to the date for opening the conference.

731  
732 Section 2. Each local unit in good standing shall be entitled to send as voting  
733 delegates to the annual issues conference two (2) representatives.

734  
735  
736  
737  
738  
739  
740  
741  
742  
743  
744  
745  
746  
747  
748  
749  
750  
751  
752  
753  
754  
755  
756  
757  
758  
759  
760  
761  
762  
763  
764  
765  
766  
767  
768  
769  
770  
771  
772  
773  
774  
775  
776  
777  
778  
779

Section 3. Each council in good standing shall be entitled to send to the annual issues conference two (2) voting delegates.

Section 4. The voting body of the annual conference shall consist of all members of the Board of Managers and accredited delegates from the local units and councils as covered in Sections 2 and 3 above.

Section 5. A voting member may have but one vote, although entitled to vote in more than one capacity.

Section 6. The annual issues conference shall set the Alaska PTA legislative priorities for the coming year.

Section 7. Only the members who make up the voting body at the conference shall have the right to introduce motions or vote. Nonvoting delegates who are not part of the voting body shall be entitled to attend the annual conference and participate in debate upon payment of a registration fee in an amount determined by the Executive Committee.

Section 8. The Board of Managers, by a 2/3 vote, may cancel or defer the issues conference when it deems such action is required by the existence of an emergency, epidemic or other disaster. Such action may be taken by the president on his own responsibility after polling the members of the Board of Managers to the extent reasonably possible under the existing circumstances, should it be impossible to convene a meeting of the Board of Managers.

Section 9. The quorum shall be a majority of the voting body present at such meeting.

#### ARTICLE XVIII: NATIONAL CONVENTION

#Section 1. The Alaska PTA shall be entitled to accredit to the annual convention as its delegates:

- a. The president of the Alaska PTA;
- b. One additional delegate from among the members of the Alaska PTA for each 1,000 members, or major fraction thereof, of the Alaska PTA, as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.

Section 2. The selection of the delegates, other than the president of Alaska PTA who shall be a delegate by virtue of office, shall be governed by the bylaws of the Alaska PTA.

780 ARTICLE XIX: FISCAL YEAR

781  
782 The fiscal year of the Alaska PTA shall begin on July 1 and end on the following June  
783 30.

784  
785 #ARTICLE XX: PARLIAMENTARY AUTHORITY

786  
787 The rules contained in the current edition of Robert's Rules of Order Newly Revised  
788 shall govern the Alaska PTA and its constituent organizations in all cases in which they  
789 are applicable and in which they are not in conflict with these bylaws, the National PTA  
790 Bylaws or the articles of incorporation.

791  
792 ARTICLE XXI: AMENDMENTS

793  
794 Section 1. These bylaws may be amended at an annual convention by a two-thirds vote  
795 of those present and voting, provided the amendments have been approved by the  
796 board of managers and notice of proposed amendments has been provided to  
797 constituent organizations sixty [60] days prior to the opening of convention.

798  
799 Section 2. The executive committee or the board of managers by a majority vote may  
800 authorize the committee on bylaws to submit a revised set of bylaws as a substitute for  
801 the existing bylaws.

802  
803 Appendix

- 804  
805 1. State PTAs may require that certain provisions be included in local unit or council  
806 bylaws. Such requirements should be designated by the number symbol (#)
- 807  
808 2. Regarding Article V, Section 1, state PTAs are responsible to research and to  
809 comply with state laws and regulations and to ensure that local units are aware of and in  
810 compliance with the bylaws of the state and National PTAs.
- 811  
812 3. Nine copies of current bylaws should be mailed to the National PTA Committee  
813 on Bylaws at the national office. The Committee should also be notified of subsequent  
814 action taken by convention delegates.
- 815  
816 4. Bylaws should state the process of delegate selection; this section may be  
817 written to reflect this process.
- 818  
819 5. When a society or an assembly has adopted a particular parliamentary manual,  
820 such as Robert's Rules of Order Newly Revised, as its authority, the rules contained in  
821 that manual are binding upon it in all cases where they are not inconsistent with the  
822 bylaws or any special rules of order on the body, of any provisions of local, state or  
823 national law applying to the particular type of organization. It is acceptable to include  
824 any corporation law that is applicable to your state in this article.