

Bylaws

of

Alaska PTA

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45 ARTICLE I: NAME

46

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

49

50 # ARTICLE II: PURPOSES

51

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

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

63

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

68

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

73

74 # ARTICLE III: BASIC POLICIES

75

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

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

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

#### 111 112 ARTICLE IV: CONSTITUENT ORGANIZATIONS 113

114 # Section 1. The articles of organization of a constituent organization include (a) the  
115 bylaws of such organization and (b) the certificate of incorporation or articles of  
116 incorporation of such organization (in cases in which the organization is a corporation)  
117 or the articles of association by whatever name (in cases in which the organization  
118 exists as an unincorporated association).  
119

120 # Section 2. Each constituent organization shall adopt such bylaws for the government  
121 of the organization as may be approved by the Alaska PTA. Such bylaws shall not be in  
122 conflict with the National PTA Bylaws or the bylaws of the state PTA.  
123

124 # Section 3. Bylaws of each constituent organization shall include an article on  
125 amendments.  
126

127 # Section 4. Each officer or board member of a constituent organization shall be a  
128 member of a local PTA within its area.  
129

130 # Section 5. A PTA member shall not serve as a voting member of a constituent  
131 organization's board at the local, council, district, or region level while serving as a paid  
132 employee of, or under contract to, that constituent organization.  
133

134 # Section 6. Bylaws of each constituent organization shall include a provision  
135 establishing a quorum.  
136

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

139 executive committee.

140

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

143

144 #ARTICLE V: STATE PTAS/PTSAS

145

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

152

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

156

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

159

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

162

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

167

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

172

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

179

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

183

- a. To yield up and surrender all of its books and records and all of its assets and  
184 property to the National PTA or to such agency as may be designated by the  
185 National PTA to be held for the benefit of another branch organization established

- 186 by the National PTA for the area of the state PTA;
- 187 b. To yield up all of the books and records and all of the assets and property of any
- 188 Controlled Organization and surrender them to the National PTA or to such
- 189 agency as may be designated by the National PTA to be held for the benefit of
- 190 another branch organization established by the National PTA for the area of such
- 191 state PTA. A Controlled Organization shall mean any corporation or other entity,
- 192 whether nonprofit or for-profit, incorporated or unincorporated, that is controlled
- 193 by such state PTA. For purposes of this section, control means ownership by
- 194 vote or value of more than fifty percent of the organization, power to appoint
- 195 individuals to the governing body of the organization representing more than fifty
- 196 percent of the voting power, or ownership of more than fifty percent of the
- 197 beneficial interests in the organization. The state PTA shall cause the governing
- 198 documents of the Controlled Organization to reflect this obligation;
- 199 c. To cease and desist from the further use of any name that implies or connotes
- 200 association or affiliation with the National PTA or status as a branch or
- 201 constituent organization of the National PTA; and
- 202 d. To carry out promptly, under the supervision and direction of the National PTA, all
- 203 proceedings necessary or desirable for the purpose of dissolving the Alaska PTA.
- 204

205 Section 9. The Alaska PTA is responsible for compliance by the local, council, or

206 district or region PTAs within its area with the National PTA Bylaws and the bylaws of

207 the state PTA. The provisions of Alaska PTA bylaws relating to the withdrawal of the

208 charter of a local PTA (and the termination of its status as a local PTA) shall parallel the

209 provisions of the National PTA Bylaws relating to the withdrawal by the National PTA of

210 the charter of the Alaska PTA and the termination of the status of the Alaska PTA as a

211 branch of the National PTA.

212

213 Section 10. The Alaska PTA shall submit to the National PTA a report of its work and

214 activities for inclusion in the annual report of the National PTA.

215

216 Section 11. The Alaska PTA shall keep such permanent books of account and records

217 as shall be sufficient to establish the items of gross income, receipts, and

218 disbursements of the organization, including, specifically the number of local PTAs

219 within its area, the national portion of membership dues collected by such local PTAs,

220 the amounts of such dues received by the Alaska PTA, and the amounts of dues

221 remitted to the National PTA. Such books of account and records, including those of

222 controlled organizations, shall at all reasonable times be open to inspection by an

223 authorized representative of the National PTA.

224

## 225 ARTICLE VI: LOCAL PTAS/PTSAS

226

### 227 #Section 1.

228 A local PTA in good standing is one that:

- 229 a. Adheres to the Objects and basic policies of the National PTA;
- 230 b. Remits the national portion of the dues through state to reach the national office
- 231 by dates designated by the National PTA; and
- 232 c. Has on file at the Alaska PTA office:

- 233 a. an IRS Employer Identification Number (EIN);
- 234 b. a copy of the annual IRS document filing (Form 990/990EZ), if applicable;
- 235 c. a current officers list.
- 236 d. a current membership list
- 237 e. a copy of current annual audit
- 238 f. a copy of proof of liability insurance which is paid annually to the AK PTA no
- 239 later than December 1.
- 240 g. a copy of current bylaws which have been approved according to the
- 241 procedures of the Alaska PTA, and;
- 242 d. Meets other criteria as may be prescribed by the Alaska PTA.
- 243

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

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

256  
257 #Section 4. Each local PTA is obligated, upon withdrawal of its charter by the Alaska  
258 PTA:

- 259 a. To yield up and surrender all of its books and records and all of its assets and
- 260 property to the Alaska PTA or to such agency as may be designated by the
- 261 Alaska PTA or to another local PTA organized under the authority of the Alaska
- 262 PTA;
- 263 b. To cease and desist from the further use of any name that implies or connotes
- 264 association with the National PTA or the Alaska PTA or status as a constituent
- 265 organization of the National PTA; and
- 266 c. To carry out promptly, under the supervision and direction of the Alaska PTA, all
- 267 proceedings necessary or desirable for the purpose of dissolving such local PTA.
- 268

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

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

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

278  
279 #Section 8. Each local PTA shall include in its bylaws provisions corresponding to the

280 provisions of Alaska bylaws identified by the number symbol (#).

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

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

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

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

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

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

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

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

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ARTICLE VII: MEMBERSHIP AND DUES

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

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

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

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

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

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

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

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

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

ARTICLE VIII: REGIONS

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

377  
378 Section 2. The boundaries of the regions are determined by the Board of Managers.  
379

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

382  
383 Section 4. The regional vice-presidents are nominated by their respective regions.  
384

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

387  
388 Section 6. The regional vice-presidents shall serve for a term of two (2) years.  
389

## 390 ARTICLE IX: COUNCILS

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

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

- 402  
403 a. Adheres to the Objects and basic policies of the National PTA;  
404 b. Has on file at the Alaska PTA office:
- 405 a. an IRS Employer Identification Number (EIN); and
  - 406 b. a copy of the annual IRS document filing (Form 990/990EZ), if applicable; and
  - 407 c. a current officers list; and
  - 408 d. a current membership list; and
  - 409 e. a copy of current annual audit; and
  - 410 f. a copy of proof of liability insurance, which is paid annually to the Alaska PTA
  - 411 no later than December 1; and
  - 412 g. a copy of current council bylaws which have been approved according to the
  - 413 procedures of the Alaska PTA; and
- 414 c. Meets other criteria as may be prescribed by the Alaska PTA.  
415

416 #Section 3. Each council shall include in its bylaws provisions of such of these  
417 bylaws as are identified herein by a number symbol (#).  
418

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

421 bylaws of the councils.

422

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

427

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

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

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

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

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

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

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

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

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

450

## 451 ARTICLE X: BOARD OF MANAGERS

452

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

454

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

457

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

459 a. The president, president elect, the first vice-president, the second vice-  
460 president, the third vice-president, the fourth vice-president, the regional vice-  
461 presidents, the recording secretary, and the treasurer of the Alaska PTA;

462 b. The immediate past president of the Alaska PTA, who may serve as an ex-  
463 officio member;

464 c. The chairmen of standing committees;

465 d. The chairmen of special committees when specified by the Board of  
466 Managers, and

467

468 Section 4. Duties of the board shall be:  
469 a. Formulate all policies of the Alaska PTA;  
470 b. Oversee all financial matters affecting the Alaska PTA;  
471 c. Adopt policies and practices outlining responsibilities of members of the  
472 Board of Managers;  
473 d. Adopt procedures for recognition of achievement of individuals and  
474 constituent organizations;  
475 e. Transact business of the Alaska PTA between its annual conventions;  
476 f. Have the authority to divide Alaska into geographical divisions for the  
477 convenience of Alaska PTA work;  
478 g. Direct the initial organization of local units and councils in keeping with  
479 these bylaws and the bylaws of the National PTA, and  
480 h. Take no action that is in conflict with actions approved by the conventions  
481 of the Alaska PTA.  
482

483 Section 5. If any member of the board of managers shall at any time cease to meet the  
484 qualifications or fulfill the duties of the position, that person may be removed from the  
485 board by action adopted by the board of managers.  
486

487 Section 6. Regular meetings of the board shall be held at least ten [10] times during the  
488 fiscal year.  
489

490 Section 7. Notice of time and place of each regular meeting shall be given at least ten  
491 [10] days prior to the meeting.  
492

493 Section 8. Special meetings of the board may be called by the president or when  
494 requested by five [5] members upon three [3] days notice to each member of the board.  
495

496 Section 9. At all meetings of the board, a majority of the members of the board shall  
497 constitute a quorum for the transaction of business.  
498

499 Section 10. Upon the expiration of the term of office or when individuals cease to hold  
500 the position that entitles them to be a member of the board, they shall automatically  
501 cease to be a member of the board and shall be relieved of all duties and  
502 responsibilities incident to such membership. All records, books and other materials  
503 pertaining to the position shall be turned over to the president and all funds pertaining to  
504 the position shall be returned to the treasurer within fourteen days.  
505

#### 506 ARTICLE XI: OFFICERS

507 Section 1. The officers of the Alaska PTA shall be a president, president elect and  
508 four vice-presidents, and a regional vice-president from each region of Alaska, a  
509 secretary, and a treasurer.  
510

511 Section 2. The officers shall be elected at an annual convention held during odd  
512 numbered calendar years.  
513

514 Section 3. The vote shall be conducted by ballot. When there is but one candidate

515 for an office, the ballot for that office may be dispensed with and election held by  
516 voice vote. A majority vote shall be required for election.

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

- 520 a. Each officer shall be a member of a local PTA chartered by the Alaska PTA.  
521 b. No officer may be eligible to serve more than two [2] terms in the same office,  
522 with the exception of the president and president elect both of which are limited  
523 to one term.  
524 c. A person who has served in an office for more than one half of a full term shall be  
525 deemed to have served a full term in such office.

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

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

534  
535 ARTICLE XII: DUTIES OF OFFICERS  
536

- 537 Section 1. The president shall:  
538 a. preside at all meetings;  
539 b. serve as an ex officio member of all committees except the nominating  
540 committee;  
541 c. prepare and present an annual report of the financial condition of the  
542 organization;  
543 d. represent the Alaska PTA at National PTA Convention  
544 e. perform such other duties as may be provided for by these bylaws, prescribed by  
545 the parliamentary authority, or directed by the board of managers or executive  
546 committee.

- 547  
548 Section 2. The President-Elect shall:  
549 a. act as an aide to the president;  
550 b. perform the duties of the president in the president's absence or inability to  
551 serve;  
552 c. perform such other duties as may be provided for by these bylaws, prescribed by  
553 the parliamentary authority, or directed by the president, the board of managers,  
554 or the executive committee  
555 d. ascend to the presidency at the end of the previous president's term.

- 556  
557 Section 3. The vice president(s) shall:  
558 a. act as aides to the president;  
559 b. perform the duties of the president in the president's absence or inability to  
560 serve;  
561 c. perform such other duties as may be provided for by these bylaws, prescribed by

562 the parliamentary authority, or directed by the president, the board of managers,  
563 or the executive committee.

564  
565 Section 4. The secretary shall:

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

572  
573 Section 5. The treasurer shall:

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

## 582 583 ARTICLE XIII: EXECUTIVE COMMITTEE

584  
585 Section 1. There shall be an executive committee of the Alaska PTA, the members of  
586 which shall be:

587 A president, president-elect, first vice president, second vice president, third vice  
588 president, fourth vice president, recording secretary, and treasurer.

589  
590 Section 2. Special meetings of the executive committee may be called by the president  
591 or upon written request of three(3) members with three (3) days' notice to each member  
592 of the executive committee.

593  
594 Section 3. A majority of the executive committee shall constitute a quorum for the  
595 transaction of business.

596  
597 Section 4. The executive committee shall:

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

- 609 i. determine amount of convention registration fee;
- 610 j. propose amendments to the bylaws, and
- 611 k. authorize bylaws committee to submit a revised set of bylaws as a substitute for
- 612 the existing bylaws.

613

614 The executive committee shall take no action in conflict with any action taken by the  
615 board of managers

616

617 Section 5. Teleconference meetings may be held:

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

625

#### 626 ARTICLE XIV: COMMISSIONS/DEPARTMENTS/COMMITTEES

627

628 Section I. The following standing committees of the Board of Managers are specifically  
629 provided for in these bylaws.

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

637

638 Section 2. Any additional standing committees shall be created or dispensed with by  
639 the Board of Managers as deemed advisable to accomplish the work of the Alaska PTA.  
640 The standing committees shall endeavor to carry out their plans, working under the  
641 direction of the Executive Committee.

- 642 a. Nominations for chairmen of the standing committees shall be made by the
- 643 nominating committee and presented to the newly elected officers immediately
- 644 after the convention for their acceptance.
- 645 b. If a vacancy occurs in a standing chair, that chair shall be appointed by the
- 646 Executive Committee as provided for in these bylaws.

647

648 Section 3. Teleconference committee meetings may be held

- 649 a. after consultation with the president, at least ten (10) days' notice having
- 650 been given.
- 651 b. Materials pertinent to the meeting shall be received by all committee
- 652 members at least three (3) days in advance.
- 653 c. An oral roll call shall be taken at the beginning of the teleconference
- 654 meeting. A quorum must be established. All voting must be done by an
- 655 oral roll call vote, with the exception of any votes by unanimous consent.

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

658 ARTICLE XV: STATE AND LOCAL RELATIONSHIPS  
659

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

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

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

680 ARTICLE XVI: ANNUAL ALASKA PTA CONVENTION  
681

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

686 #Section 2. Each PTA in good standing shall be entitled to send its president or  
687 alternate and one voting delegate for up to the first fifty members. PTAs may send  
688 voting delegates for each additional fifty (50) members or major fraction thereof, as  
689 shown on the Alaska PTA treasurer's records on April 1 prior to the convention. A  
690 major fraction is defined as 51 percent of 50 members.  
691

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

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

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

703 Section 6. There shall be no proxy voting.

704

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

708

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

714

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

721

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

724

725 ARTICLE XVII: ANNUAL ALASKA PTA LEGISLATIVE ISSUES CONFERENCE

726

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

730

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

733

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

736

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

740

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

743

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

746

747 Section 7. Only the members who make up the voting body at the conference shall  
748 have the right to introduce motions or vote. Nonvoting delegates who are not part of  
749 the voting body shall be entitled to attend the annual conference and participate in

750 debate upon payment of a registration fee in an amount determined by the Executive  
751 Committee.

752  
753 Section 8. The Board of Managers, by a 2/3 vote, may cancel or defer the issues  
754 conference when it deems such action is required by the existence of an emergency,  
755 epidemic or other disaster. Such action may be taken by the president on his own  
756 responsibility after polling the members of the Board of Managers to the extent  
757 reasonably possible under the existing circumstances, should it be impossible to  
758 convene a meeting of the Board of Managers.

759  
760 Section 9. The quorum shall be a majority of the voting body present at such  
761 meeting.

762  
763 ARTICLE XVIII: NATIONAL CONVENTION  
764

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

- 767 a. The president of the Alaska PTA;  
768 b. One additional delegate from among the members of the Alaska PTA for each  
769 1,000 members, or major fraction thereof, of the Alaska PTA, as shown on the  
770 books of the treasurer of the National PTA as of March 31 preceding the annual  
771 convention.

772  
773 Section 2. The selection of the delegates, other than the president of Alaska PTA who  
774 shall be a delegate by virtue of office, shall be governed by the bylaws of the Alaska  
775 PTA.

776  
777 ARTICLE XIX: FISCAL YEAR  
778

779 The fiscal year of the Alaska PTA shall begin on July 1 and end on the following June  
780 30.

781  
782 #ARTICLE XX: PARLIAMENTARY AUTHORITY  
783

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

788  
789 ARTICLE XXI: AMENDMENTS  
790

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

795  
796 Section 2. The executive committee or the board of managers by a majority vote may

797 authorize the committee on bylaws to submit a revised set of bylaws as a substitute for  
798 the existing bylaws.

799

800

Appendix

801

802 1. State PTAs may require that certain provisions be included in local unit or council  
803 bylaws. Such requirements should be designated by the number symbol (#)

804

805 2. Regarding Article V, Section 1, state PTAs are responsible to research and to  
806 comply with state laws and regulations and to ensure that local units are aware of and in  
807 compliance with the bylaws of the state and National PTAs.

808

809 3. Nine copies of current bylaws should be mailed to the National PTA Committee  
810 on Bylaws at the national office. The Committee should also be notified of subsequent  
811 action taken by convention delegates.

812

813 4. Bylaws should state the process of delegate selection; this section may be  
814 written to reflect this process.

815

816 5. When a society or an assembly has adopted a particular parliamentary manual,  
817 such as Robert's Rules of Order Newly Revised, as its authority, the rules contained in  
818 that manual are binding upon it in all cases where they are not inconsistent with the  
819 bylaws or any special rules of order on the body, of any provisions of local, state or  
820 national law applying to the particular type of organization. It is acceptable to include  
821 any corporation law that is applicable to your state in this article.