

Alaska PTA Bylaws

“Bylaws are our friend!”

Bylaws are defined as the specific operating rules for an organization adopted by the vote of the members. These rules are the legal documents of your PTA. All PTA bylaws have specified section in common, those marked by the # sign are required by Alaska PTA. Each unit is free to make adjustments to all other sections.

Each year the new PTA board should review the bylaws. The bylaws will lists such things as job descriptions, meeting notification, deadlines, number of meeting required, quorum requirements, authority given to the board, reporting dates, fiscal year and much more.

Bylaws are rules that cannot be changed without a previous notice to members and a two-thirds vote. Bylaws can never be suspended. Bylaws should never hinder a unit; they are designed to protect the board.

A copy of the bylaws should be in the materials of each board member. Bylaws should always be available for members of the organization upon their request.

When your bylaws no longer work for you

Generally bylaws can be amended at any regular meeting of the general membership provided that: Notice of the meeting was distributed according to the bylaws. Second, that it was passed by a two-third vote of the members present and voting. Remember the quorum requirements. Third, Alaska PTA must be notified of all proposed amendments.

The executive board may vote to establish a committee to revise the bylaws. The requirements for the adoption of these revised bylaws are the same as in the case of an amendment.

Periodically Alaska PTA reviews unit bylaws. The region vice president or council president will advise units when these should be submitted. Numbered items should be automatically updated when the unit is notified of changes. These changes do not require membership approval.

Bylaws Contain:

- ❖ The exact name of the organization
- ❖ The Objects, purposes and policies
- ❖ The membership dues, rights, and limitations
- ❖ The number of officers required
 - whether elected or appointed
 - procedures for nominations and election
 - term of office
 - duties of officers
 - how vacancies in office are filled
- ❖ The meetings
 - day and month of regular meetings
 - notification deadlines for special meetings
 - month of annual meeting (for elections of officers and for annual reports)
- ❖ The executive board
 - who serves on it
 - how often it meets
 - what authority it has
- ❖ Committees
 - determine the selection of chair - people
 - term of office
 - reporting responsibilities
- ❖ Parliamentary authority
 - Robert’s Rules of Order, Newly revised (when applicable and not in conflict with the bylaws)
- ❖ Amendments
 - bylaw amendment procedures
- ❖ Additional articles explaining
 - fiscal year
 - internal revenue number
 - numbered items required by Alaska PTA