

PTA Bylaws–At-A-Glance

What information will you find in your bylaws?

Article I – The Name of the Organization

Article II – Articles of the Organization

Article III – Purposes

Article IV – Basic Policies

Article V – Membership and dues:

- Who is eligible?
- When is membership enrollment?
- How much are dues?
- What is the deadline for dues to reach the State Office?

Article VI – Officers and their Election:

- What is the number of officers?
- What month is the election held?
- What is the length of office?
- When is the nominating committee elected/selected?
- How many people serve? Alternates?
- Who may server?
- When is the committee report presented?
- Are election ballots used?
- How is a vacancy filled?

Article VII – Duties of Officers:

- President
- Vice-Presidents
- Secretary
- Treasurer
- Annual Reports
- Month when budget presented

Article VIII – Membership Meetings:

- How often?
- When is he annual meeting?
- Who may vote?
- Quorum requirements?
- Special meeting notice?

Article IX – Board:

- Who does this include?
- Duties?
- When do they meet?
- Quorum requirements?
- Removal of members?

Article X – Committees:

- How are these appointed?
- What are their functions?
- To whom do they report?

Article XI – Fiscal Year and EIN Number:

- For all units covered under the blanket coverage Non-profit name of Alaska PTA the fiscal year must be July 1- June 30.

Article XII – Council Membership:

- Council name and dues
- Delegates number, election and term?

Article XIII - Annual Alaska PTA Convention

- Number of Voting and Non-Voting Delegates?

Article XIV – Alaska Annual Issues Conference

- Notification of Conference
- Number of Voting Delegates?

Article XV – Relationship to National PTA and Alaska PTA

Article XVI: Parliamentary Authority

- Roberts Rules of Order Newly Revised

Article XVII - Amendments