

Date Adopted: _____



Bylaws Revision Checklist

Local Unit/Council Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Submitting a bylaw:

_____ Revision

_____ Amendment

We will be voting on our bylaws _____

___ 1. The # symbols are included in your bylaws. The #**Sections** are copied verbatim. They must be included in your bylaws.

___ 2. You may mail, fax or E-mail any proposed changes to the other sections to the Alaska PTA office for **review prior to being voted on**. Electronic submission is encouraged to expedite the process for all concerned. Your unit will receive a written response within two to four weeks.

___ 3. Remember all changes to bylaws require a notice to the membership. You must check the Article on Amendments to see how many days' notice it is. Bylaws require an approving vote of two-thirds.

___ 4. Mail **two** copies and one electronic version of the **final membership approved bylaws or amendments to the bylaws** to the Alaska PTA office. You must also include a copy of the unit meeting minutes that indicate a quorum was present when the bylaws or amendments were adopted and complete the signature information on the last page. The Alaska PTA office will then mail you the final copy for your records. This copy will have the signature of the State Bylaws Chair and/or State President.

Alaska PTA
P.O. Box 201496
Anchorage, Alaska 99520-1496
Phone: 907-279-9345 akpta@alaska.net

Date Adopted: _____

Council Model Bylaws
_____ (name)
Bylaws

Article I: Name

The name of this organization is the _____ (name) Council of Parent-Teacher Associations located in Region _____, organized under the authority of the Alaska Congress of Parents and Teachers (Alaska PTA), a branch of the National Congress of Parents and Teachers (National PTA).

#Article II: Articles of Organization¹

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Article III: Purposes (AKPTA Art. II)

Section 1. The Objects of this organization, in common with the Objects of the National PTA and the Alaska PTA, are:

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

Section 2. The Objects of this organization are promoted, in cooperation with the Alaska PTA and the National PTA, through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code

¹ See Footnote 1
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or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").²

#Article IV: Basic Policies (AKPTA Art. III)

The following are the basic policies of the National PTA, the Alaska PTA, and this organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. The organization or members in their official capacities shall not--directly or indirectly--participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Alaska PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article V: Membership and Dues

² See Footnote 2
Revised: 9/28/98

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#Section 1. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Section 2. Membership in this council shall consist only of PTAs/PTSAs chartered by the Alaska PTA as authorized by the National PTA in _____ (city or area), Region ____ (number) upon the payment of dues as provided.

Section 3. The annual dues for membership in this council shall be _____ for each local PTA/PTSA in membership and shall be payable by _____ (month or date).

Section 4. The membership year shall begin on _____ (date) and end on _____ (date).

Section 5. Additional PTAs/PTSAs may be accepted as members at any time.

Section 6. Delegates from PTAs/PTSAs whose dues to the council are in arrears shall not participate in membership meetings or receive council packet materials other than the council newsletter.

Section 7. All members of Alaska PTA units who are members of said council, whose state and individual dues are current and who qualify for the position, shall be eligible to serve in any of this council's elective or appointive positions, committees or as council delegates.

Article VI: Voting Body

Section 1. The voting body of this council shall consist of the officers of the council; the chairmen of standing committees; the president of each member unit or his alternate; accredited delegates of their alternates as specified in

Section 2. Of this article (the superintendent of schools or his designated representative, and the principals of schools having units in council membership or their representatives).

Section 2. Each member PTA/PTSA shall be represented by its president or alternate, (a unit principal or alternate) and by _____ (number) delegates or their alternates, chosen by the PTA/PTSA according to its own _____ (bylaws) (procedures).

Section 3. Members are entitled to one vote even though they may hold more than one position.

Article VII: Officers and Their Election

Section 1. a. The officers of this council shall be a president, _____ (number) vice-president(s), a secretary, and a treasurer.

b. These officers shall be elected by ballot at the membership meeting in _____ (month). However, if there is only one candidate for any office, the election for that office may be by voice vote.

Date Adopted: _____

c. Officers shall assume their official duties immediately following the close of the _____ (annual or membership) meeting in _____ (month) and shall serve for a term of ___ year(s) or until their successors are elected.

Section 2. A person shall not be eligible to serve more than ____ (number) consecutive terms in the same office. A person who has served more than one half of a term shall be credited with having served the full term.

Section 3. A person may not hold more than one office or appointed position at a time.

Section 4. Qualifications for the office of president shall include _____ (number) year(s) prior experience on the board and at least ____ year(s) of experience as a local PTA/PTSA officer.

Section 5. With the exception of the president a nominated officer must have served as an officer of a local PTA/PTSA for at least ____ year(s).

#Section 6. The members of the nominating committee for officers of a constituent organization shall be elected by membership, Board of Directors/Managers, Executive Board or Executive Committee (AKPTA Art. IV, Sect. 7)

Section 7. a. Nominations for officers shall be made by a nominating committee consisting of _____ (an odd number, but at least three) members of the voting body of the council, no two of whom shall be from the same member unit. The committee shall name its own chairman.

b. This committee shall be elected by ballot at a _____ (membership, board or executive committee) meeting not less than two months before the election meeting. Nominations for the committee members shall be made from the floor, unless a quorum is not present. If there is no quorum, the nominations shall be submitted to the president for presentation for election at the next (board or executive committee) meeting, at which a quorum has been established.

c. The nominating committee shall submit a slate of nominees for officer positions to the voting body of the council at the membership meeting (one month prior to the election or in _____ (month)). The committee shall make regular reports to the board, as nominees are being slated. The consent of each candidate must be obtained before his name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before his name is placed in nomination.

Article VIII: Duties of Officers

Section 1. The president:

a. shall preside at all meetings of the council, board and executive committee at which he may be present;

b. shall help to extend PTA work into all parts of the council territory, keeping it in harmony with the state plan;

Date Adopted: _____

- c. shall coordinate the work of the officers and committees, in order that the Objects may be promoted;
- d. shall be a member ex officio of all committees except the nominating committee;
- e. may appoint a corresponding secretary and/or parliamentarian subject to approval by the board;
- f. may delegate to the vice-presidents and committee chairmen certain administrative duties;
- g. shall request that each officer and standing committee chairman prepare a plan of work within sixty days of the election/appointment for adoption by the executive committee;
- h. shall act as the council's spokesman at meetings other than membership meetings, and
- i. shall call a meeting within _____ (number) days after the annual meeting as prescribed in Article VIII, Section 7.

Section 2. a. The vice-president(s) (in their designated order) shall preside in the absence of the president and shall serve as (an) aide(s) to the president.³

b. If there is a resignation or removal from the office of president, the (first) vice-president shall call for the election of the president, _____ (number) days' notice having been given.

Section 3. The secretary shall:

- a. call the meetings to order in the absence of the president or vice-president(s);
- b. record the minutes of all council, board and executive committee meetings and read or present typed minutes for approval at the next scheduled meeting;
- c. notify each committee chairman of his appointment;
- d. respond to correspondence delegated to him;
- e. keep an accurate roster of the names of the local PTAs/PTSAs in membership, the names and addresses of local PTA/PTSA officers and delegates, and the names, addresses and phone numbers of the members of the board;
- f. announce the presence of a quorum at all meetings;
- g. be the custodian of all past records, and
- h. count the rising vote, when requested by the presiding officer.

Section 4. The treasurer shall:

³ See Footnote 3
Revised: 9/28/98

Date Adopted: _____

- a. have custody of all funds of the council and ensure all checks are signed by two authorized signatories;
- b. collect and keep a full and accurate account of all receipts and expenditures in books belonging to the council;
- c. pay out funds only as authorized in the approved budget as requested by the president, board, or membership;
- d. present a written financial statement at each membership and board meeting of the council;
- e. Present an annual audit report at the annual membership meeting; and
- f. present all reports, books and other necessary documents to an auditor or an auditing committee, if the treasurer resigns or is removed from office before the term is complete, at the end of the fiscal year or before the successor treasurer takes office and assumes the duties;
- g. make a full report at the meeting at which new officers officially assume their duties;
- h. announce the presence of a quorum, if the secretary is absent;
- i. maintain an accurate roster of the PTA/PTSA units in council membership;
- j. chair the budget committee, which develops an annual budget for (introduction at the _____ (month) membership meeting and) adoption at the _____ (month) membership meeting, and
- k. call the meetings to order in the absence of the president, vice-president(s) and secretary.

Section 5. All officers shall:

- a. perform the duties outlined in these bylaws and those assigned by the board or membership;
- b. deliver to their successors all official materials pertaining to the office within _____ (number) of days following the meeting at which the successors assume office;
- c. with the exception of the president, represent the president upon request, and
- d. deliver to the president all official materials pertaining to the office within _____ (number) days, in the case of a resignation or removal from office according to Art. X, Sect. 6 and 8. If the president is the affected officer, all pertinent materials shall be delivered to the (first) vice-president within _____ (number days.

Section 6. At least _____ (number) officers shall be appointed as check signatories.

Date Adopted: _____

Section 7. The newly elected officers shall meet at the call of the president within _____ (number) days after taking office to (s)elect the chairmen of committees and recommend the regular meeting time of the board.

Section 8. Transitional meetings may occur between the outgoing and incoming officers at any time during a period of _____ (number) days after the election of officers (and annual meeting). The meetings are subject to the call of the incoming president or a majority of the incoming officers, _____ (number) days' notice having been given.

Article IX: Membership Meetings

Section 1. Membership meetings of the council shall be held in the months of _____ through _____ (months) unless otherwise provided for by the membership, board or executive committee. _____ (number) days' notice shall be given of a change of date.

Section 2. The annual meeting shall be in _____ (month) (and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise).

Section 3. Special meetings of the council may be called by the president, a majority of board members or a majority of the local PTAs/PTSAs in membership. At least _____ (number) days' notice of a special meeting shall be given.

Section 4. Meetings of this council shall be open to all members of PTAs/PTSAs holding membership in the council (and the public), but the privilege of introducing motions, participating in discussions and voting shall be limited to the voting body as outlined in Article VI.

Section 5. A quorum for the transaction of business shall consist of at least _____ (number) council officers and one delegate from a _____ (majority, percentage or fraction) of the member PTAs/PTSAs present at such meeting.

Article X: Board

Section 1. The board shall consist of the officers of the council, the chairmen of standing committees, (the superintendent or his representative,) (and) one principal representative, _____ (number) teacher representative(s) a student representative) from a school having a PTA/PTSA in the council membership (the immediate past council president) and (any appointed or elected) (a) liaison representative(s).

****Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state, or national level while serving as a paid employee of, or under contract to, that constituent organization. (AKPTA Art. IV, Sect. 5)

Section 3. The board shall:

Date Adopted: _____

- a. transact necessary business in the intervals between membership meetings and other business as may be referred to it by the membership, as long as the board's action does not conflict with action taken by the membership;
- b. acquire liability, bond and, if applicable, property insurance;
- c. act in emergencies between meetings of the membership;
- d. fill vacancies if an officer or committee chairman resigns, is removed, fails to qualify for the office or chairmanship or fails to carry out the duties of the office or chairmanship;
- e. create standing and special committees;
- f. approve of the membership of committees with the exception of the nomination committee;
- g. approve tentative budget to be presented to the membership for adoption;
- h. report at the membership meetings of the council;
- i. (s)elect an auditor or auditing committee of _____ (number - always odd) members to audit the books at the end of the fiscal year and at such times as required by the resignation, removal or request of the treasurer;
- j. assist the treasurer in the preparation of a budget to be submitted to the membership for adoption;
- k. approve of at least _____ (two or more) officers as check signatories, as long as they are not related to each other by marriage or any other relationship;
- l. file Form 990 with the IRS and submit a copy of the Form to Alaska PTA for its records, and
- m. ensure that any bylaw changes are attached to IRS Form 990 with a page of explanation of the changes.

Section 4. Regular meetings of the board shall be held as designated by the board at its first meeting. Special meetings of the board may be called by the president or a majority of members of the board, _____ (number) days' notice having been given.

Section 5. A (majority, _____ (number) percent or _____ (number) fraction) of the board members shall constitute a quorum. ⁴

#Section 6. Any member of the board who ceases to meet the qualifications of office as listed in the bylaws and standing rules, or fails to carry out the duties of office may be removed from office by two-thirds vote of the board providing that proper procedures have been followed.

⁴ See Footnote 4
Revised: 9/28/98

Date Adopted: _____

Section 7. A vacancy occurring in any board position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the board, at least _____ (number) days' notice of such election having been given by the president. If the vacancy occurs in the office of president, the (first) vice-president shall serve notice of the election. If notice is not served, then the election to fill the vacancy shall require a two-thirds vote. If there are no qualified candidates for the office of president, the (first) vice-president shall serve out the remainder of the term.

Section 8. Removal of a board member from a board position will follow these provisions.

- a. _____(number) consecutive unexcused absences shall be cause for removal.
- b. Inability to perform duties or ceasing to meet the qualifications of the board position shall be cause for removal.
- c. The (board or executive committee) shall meet in a special meeting with a quorum present to discuss and vote on the removal of a board member.
- d. All (board or executive committee) members shall receive notice of the meeting.
- e. The board member in question may be told of the vote in person but shall be informed about the vote by certified letter. If the vote is for removal, the certified letter shall request that all materials associated with the position be returned to the president, or in the case of the president being removed, to the (first) vice-president, within _____ (number) days of receipt of the letter.

Article XI: Executive Committee

Section 1. The executive committee shall consist of the elected officers.

Section 2. Meetings shall be held at the call of the president or a majority of the executive committee. _____ (number) days' notice shall have been given. A majority of the executive committee shall constitute a quorum.⁴ A report of the meeting shall be given at the next board meeting.

Section 3. The committee shall meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office and (s)electing chairmen of standing committees.

Section 4. The committee shall approve the work plans of standing (and special) committees and all officers.

Article XII: Committees

Section 1. The board may create such standing and special committees as it deems necessary to promote the Objects and carry on the work of the council.

⁴ See Footnote 4
Revised: 9/28/98

Date Adopted: _____

Section 2. The chairmen of the standing (and special) committees shall be selected by the executive committee with the exception of the nominations committee.

Section 3. Except for the nominations committee, the membership of committees shall be approved by the board.

Section 4. The term of each standing (and special) chairman shall be _____ year(s) or until the _____ (election) (selection) of his successor, or in the case of special committees, until the final report has been given.

Section 5. The chairman of each standing (and special) committee shall present a plan of work to the executive committee for approval within _____ (number) days of appointment. No committee work shall be undertaken without the consent of the executive committee.

Section 6. An auditing committee of not less than _____ (always an odd number) members shall be (s)ected by the board at least two weeks before the annual meeting. Persons authorized to sign checks are not eligible to serve on the auditing committee.

Section 7. The quorum of any committee shall be a majority of its members.⁴

Article XIII: Fiscal Year and IRS Number

Section 1. The fiscal year of this council shall begin on _____ (date) and on the following _____ (date).

Section 2. The Internal Revenue Service Employer Identification Number (EIN) for this council is _____.

Article XIV: Annual Alaska PTA Convention

#Section 1. Each council in good standing shall be entitled to send to the annual convention two (2) voting delegates, one of whom shall be the newly elected president or alternate. (AKPTA Art. XVI, Sect. 2)

Article XV: Annual Alaska PTA Legislative Issues Conference

Section 1. The Alaska PTA Executive Committee shall notify the council of the time and place for this conference not less that 30 days before the beginning of the conference.

Section 2. The council is entitled to send two voting delegates.

Article XVI: Relationship with National PTA and Alaska PTA

#Section 1. This PTA council shall be organized and chartered under the authority of the Alaska PTA in the area in which this council functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Alaska PTA may in its bylaws prescribe. The Alaska PTA shall issue to this council an appropriate charter evidencing the due organization and good standing of this council.

⁴ See Footnote 4
Revised: 9/28/98

Date Adopted: _____

As a condition of continued good standing a Council has on file at the Alaska PTA office:

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

#Section 2. Council's who do not comply with those items required to be a Council in good standing after notice of discrepancies, will be ineligible to participate in PTA programs at the State and National level until the discrepancies are corrected.

#Section 3. Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Alaska PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the Alaska PTA. (AKPTA Art. IV, Sec. 2)

#Section 4. Bylaws of each constituent organization shall include an article on amendments. (AKPTA Art. IV Sec. 3)

Section 5. The purposes of this council are:

- a. To unify and strengthen local PTAs/PTSAs comprising the council;
- b. To provide for the conference, leadership training and cooperation of the local PTAs/PTSAs in the council membership to create a public opinion favorable to the interests of child welfare;
- c. To encourage child welfare projects in the various local units;
- d. To assist in the formation of new PTAs/PTSAs according to the plan of the Alaska PTA, and
- e. To promote the interests of the National PTA and of the Alaska PTA within its area.

Date Adopted: _____

Section 6. Councils shall not legislate for local PTAs.

#Section 7. Each officer or board member of a constituent organization shall be a member of a local PTA within its area. (AKPTA Art. IV Sect. 4)

Section 8. This council shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the council, including, specifically, the number of its member PTAs/PTSAs and the dues collected from them. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Alaska PTA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

#Section 9. The charter of this council shall be subject to withdrawal and the status of such organization as a PTA council shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Alaska PTA.

#Section 10. This council is obligated, upon withdrawal of its charter by the Alaska PTA:

a. To yield up and surrender all its books and records and all of its assets and property to the Alaska PTA or to such agency as may be designated by the Alaska PTA or to another council organized under the authority of the Alaska PTA;

b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Alaska PTA or status as a constituent organization of the National PTA; and

c. To carry out promptly, under the supervision and direction of the Alaska PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA council. (AKPTA Art. IX, Sect. 5)

#Section 11. Each council shall include in its bylaws provisions of such of these bylaws as are identified herein by a number symbol (#). (AKPTA Art. IX, Sect. 2)

#Section 12. Bylaws of each constituent organization shall include a provision establishing a quorum. (AKPTA Art. IV, Sect. 3)

#Section 13. Councils whose dues are not current will be notified by April 1 of each year. If they are not brought current by June 30, they will be ineligible to participate in PTA programs at the State and National level until such discrepancies are corrected.

#Section 14. Councils whose bylaws are not current will be notified by October 1 of each year and again on March 15, if necessary. If they are not brought current by June 30, they will be ineligible to participate in PTA programs at the State and National level until such discrepancies are corrected.

#Section 15. The bylaws of all constituent organizations shall prohibit voting by proxy (unless proxy voting is specified by applicable state law.) (AKPTA Art. IV Sec. 8)

#Article XVII: Parliamentary Authority (AKPTA Art. XX)

Date Adopted: _____

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the National PTA, the bylaws of the Alaska PTA, the Articles of Incorporation, or the District of Columbia Nonprofit Corporation Act of 1962.⁵

#Article XVIII: Amendments

Section 1. a. These bylaws may be amended at any membership meeting of this council by a two-thirds vote of the members present and voting, provided that written notice of the proposed amendment shall have been given to each member PTA/PTSA and to each member of the board at least 30 days prior to the date of the meeting at which action is taken, a quorum is present and the amendment is not in conflict with the required articles prescribed in the bylaws of the Alaska PTA and the National PTA.

b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a membership meeting or by a two-thirds vote of the board. The action on the revision should follow the procedure in Section 1 (a).

c. Submission of amendments or revised bylaws for approval by the Alaska PTA shall be in accordance with the bylaws and procedures of the Alaska PTA.⁶

#Section 2. The adoption of an amendment to the articles and sections of the bylaws of the Alaska PTA that bear a number symbol (#) shall automatically amend the bylaws of the councils. (AKPTA Art. VI, Sect. 11)

Bylaws Review and Approval

I hereby certify that these Bylaws were adopted by the membership of the _____ Council of PTAs on this date, _____, 20.

⁵ See Footnote 5

⁶ See Footnote 6

Date Adopted: _____

Submitted by: _____
Signature of Council President

_____ daytime phone#

I have reviewed these Bylaws, find them to be in compliance with requirements of Alaska PTA and National PTA, and hereby approve them.

Approved by: _____
Signature ~ Alaska PTA Representative

_____ date

Footnotes

1. Key to number symbol (#). State PTAs may require that certain provisions be included in local unit bylaws. Such requirements are designated by the number symbol (#).
2. In 1977 the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by conventional delegates. The remainder of the article retains the word "Objects" for its historical significance.
3. Regarding Article VI, Section 2, vice-presidents may be designated certain specific duties, and this should show in the bylaws.
4. Regarding Article IX, Section 5 and Article X, Section 5, *Robert's Rules of Order Newly Revised* states: "The minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted is the *quorum* of the assembly. The requirement of a quorum is a protection against totally unrepresentative action in the name of the body by an unduly small number of persons." It is suggested that the quorum be set to reflect the number of people who could reasonably be expected at any business meeting.
5. Regarding Article XVII, the phrase "the District of Columbia Nonprofit Corporation Act of 1962" applies only to the National PTA.
6. To ensure the inclusion of the required (#) articles and sections of the Alaska PTA, council bylaws and amendments must be submitted to Alaska PTA for approval.

Revised - 6/30/2005