



Bylaws Revision Checklist

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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.

Bylaws

Article I: Name

The name of this organization is the _____ (Parent-Teacher Association (PTA) or Parent-Teacher-Student Association (PTSA)) located in (town) _____, Alaska. It is a local unit in (the _____ Council,) 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 Organization

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

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.

1 Section 3. The organization is organized exclusively for the charitable, scientific,
2 literary, or educational purposes within the meaning of Section 501(c)(3) of the
3 Internal Revenue Code or corresponding Section of any future Federal tax code
4 (hereinafter "Internal Revenue Code").
5
6

7 #Article IV: Basic Policies
8

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

11
12 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
13

14 b. The name of the organization or the names of any members in their official
15 capacities shall not be used to endorse or promote a commercial concern or in
16 connection with any partisan interest or for any purpose not appropriately related to
17 promotion of the Objects of the organization.
18

19 c. The organization shall not--directly or indirectly--participate or intervene (in any
20 way, including the publishing or distributing of statements) in any political campaign
21 on behalf of, or in opposition to, any candidate for public office; or devote more than
22 an insubstantial part of its activities to attempting to influence legislation by
23 propaganda or otherwise.
24

25 d. The organization shall work with the schools to provide quality education for all
26 children and youth, and shall seek to participate in the decision-making process
27 establishing school policy, recognizing that the legal responsibility to make decisions
28 has been delegated by the people to boards of education, state education authorities,
29 and local education authorities.
30

31 e. The organization shall not enter into membership with other organizations
32 except such international or national organizations as may be approved by the
33 National PTA Board of Directors. The Alaska PTA or any of its divisions may
34 cooperate with other organizations and agencies concerned with child welfare,
35 but a PTA representative shall make no commitments that bind the group he
36 represents.
37

38 f. No part of the net earnings of the organization shall inure to the benefit of, or
39 be distributable to its members, directors, trustees, officers, or other private
40 persons except that the organization shall be authorized and empowered to pay
41 reasonable compensation for services rendered and to make payments and
42 distributions in furtherance of the purposes set forth in Article III hereof.
43

44 g. Notwithstanding any other provision of these articles, the organization shall not
45 carry on any other activities not permitted to be carried on (i) by an
46 organization exempt from Federal income tax under Section 501(c)(3) of the
47 Internal Revenue Code.
48

49 h. Upon the dissolution of the organization, after paying or adequately providing
50 for the debts and obligations of the organization, the remaining assets shall
51 be distributed to one or more nonprofit funds, foundations, or organizations

1 which have established their tax exempt status under Section 501(c)(3) of the
2 Internal Revenue Code

3
4 Article V: Membership and Dues

5
6 #Section 1. Every individual who is a member of a local PTA is, by virtue of that fact,
7 a member of the National PTA and the Alaska PTA by which such local PTA is
8 chartered, and is entitled to all benefits of such membership.

9
10 #Section 2. Membership in PTA shall be open, without discrimination, to anyone who
11 believes in and supports the Mission and Purposes of National PTA.

12
13 #Section 3. Each local PTA shall conduct an annual enrollment of members, but may
14 admit persons to membership at any time.

15
16 #Section 4. Each member of a local PTA shall pay such annual dues to said
17 organization as may be prescribed by the organization. The amount of such dues
18 shall include the portion payable to the Alaska PTA (the "state portion") and the
19 portion payable to the National PTA (the "national portion").

20
21 #Section 5. The amount of the state portion of each member's dues shall be
22 determined by the Alaska PTA. The national portion of each member's dues shall be
23 one (1) dollar seventy-five cents per annum.

24
25 #Section 6. The amount of the state portion of each member's dues shall be \$4.00
26 per annum. (Alaska PTA Article VII, Section 6)

27
28 Section 7. The annual dues for membership in this PTA shall be \$_____ per
29 annum which includes the national portion of \$2.25 and state portion of \$4.00 per
30 annum.

31
32 #Section 8. The state and national portions of the dues paid by each member of a
33 local PTA shall be set aside by the local PTA and remitted monthly to the Alaska PTA.
34 Alaska PTA shall pay to the National PTA the amount of the national portion of dues
35 paid by all members of local PTAs in its area.

36
37 #Section 9. The remittance to the Alaska PTA shall be accompanied by a report, in
38 such form as may be required by the Alaska PTA, showing the name and address of
39 the president of the organization, the amount of dues collected during the period
40 covered by the report, the number of members of the organization, and a copy of the
41 names, addresses, phone numbers and email addresses of the members of the
42 organization (membership list).

43
44 #Section 10. Only members of a local PTA who have paid dues for the current
45 membership year may participate in the business of that association.
46

1 Section 11. With the exception of during the (annual) membership drive(s) (and
2 through the month of _____), a person must have been a member for _____
3 days prior to voting on items presented to the membership.
4

5 #Section 12. Alaska PTA will mail membership cards to local units in August, based
6 on the previous years membership totals. The expiration date for Alaska PTA
7 Membership cards is September 30.
8

9 Article VI: Officers and Their Election

10 Section 1. The number and election of officers are based on the following provisions:

11 a. The officers of this (PTA or PTSA) shall consist of a president, _____(number)
12 vice-president(s), a secretary and a treasurer.

13 b. Officers shall be elected by ballot or be voted on by mail in the month of
14 _____ . However, if there is but one nominee for any office, election for
15 that office may be by voice vote.
16

17 c. Officers shall assume their official duties following the close of the meeting in
18 _____(month) and shall serve for a term of _____ year(s) or until
19 their successors are elected.
20

21 d. No member shall hold more than one office at a time, and no member shall be
22 eligible to serve more than two consecutive terms in the same office.
23

24 e. A person who serves in an office for more than one-half of a full term shall be
25 deemed to have served a full term in that office.
26

27 Section 2. Nominating committee provisions are:

28 #a. The members of the nominating committee for officers of a constituent
29 organization shall be elected by membership, Board of Directors/Managers, Executive
30 Board, or Executive Committee.
31

32 #b. The nominating committee composed of ____ (number) members (at least
33 three and always an uneven number). The members shall be elected by the _____
34 (board or membership) at a _____(board or membership) meeting at least one
35 month prior to the election of officers. The committee shall name its own chairman.
36

37 c. The nominating committee shall nominate eligible candidates for the offices to
38 be filled and report its nominees at the membership meeting in _____
39 (month), at which time additional nominations may be made from the floor.
40

41 d. Only those persons who have signified their consent to serve if elected shall be
42 nominated for or elected to such office.
43

44 Article VII: Duties of Officers

45
46
47
48

1
2 Section 1. The president:
3

- 4 a. Shall preside at all meetings of the membership and of the board;
- 5
- 6 b. May appoint a parliamentarian, subject to the approval of the (officers or
7 board);
- 8
- 9 c. Shall perform such other duties as may be prescribed in these bylaws or
10 assigned by the membership, and
- 11
- 12 d. Shall be a member ex officio of all committees except the nominating
13 committee.
- 14

15 Section 2. The vice-president(s) shall act as (an) aide(s) to the president. In the
16 absence of the president, the (first) vice-president shall assume the duties of the
17 president. The order and duties of the vice-president(s) shall be determined by the
18 board. (The specific duties of various vice-presidents shall be included here with a
19 section devoted to each vice-president.)
20

21 Section 3. The secretary shall:
22

- 23 a. Call the meetings to order in the absence of the president or vice-president(s);
- 24
- 25 b. Record the minutes of all membership and board meetings and read or present
26 typed minutes for approval at the next scheduled meeting;
- 27
- 28 c. File all records, including a current copy of the bylaws and a current
29 membership list, which includes names, addresses and phone numbers;
- 30
- 31 d. Announce how many people are in attendance and that a quorum is present;
- 32
- 33 e. Notify each committee chairman of his appointment;
- 34
- 35 f. Respond to correspondence delegated to him, and
- 36
- 37 g. Perform other duties as may be delegated.
- 38

39 Section 4. The treasurer shall:
40

- 41 a. Be the custodian for all the funds of the (PTA or PTSA) and ensure all checks
42 are signed by two authorized signatories;
- 43
- 44 b. Collect and keep a full and accurate account of receipts and expenditures in
45 books belonging to the (PTA or PTSA);
- 46
- 47 c. Present a written financial report at every membership meeting of the (PTA or
48 PTSA), as well as at every meeting of the board;

1
2 d. Present an annual audit report to the (PTA or PTSA) at the annual membership
3 meeting, and
4

5 e. Present all reports, books and other necessary documents to an auditor or the
6 auditing committee if the treasurer resigns or is removed from office before the term
7 is complete, or before the successor treasurer takes office and assumes the duties.
8

9 Section 5. The officers shall appoint the chairmen of all standing and special
10 committees (and delegates to the _____ Council of PTAs that are not already
11 identified in the Council bylaws).
12

13 Section 6. All officers shall perform the duties outlined in these bylaws and those
14 assigned from time to time. Upon resignation or removal from office, each officer
15 shall turn over to the president, (without delay or within _____(days) of the
16 resignation or termination), all records, books and other materials pertaining to the
17 office, and shall return to the treasurer, (without delay or within _____ (days)), all
18 funds pertaining to the office. In the case of the president a;; materials shall be
19 delivered to the (first) vice-president within _____ (number) days.
20

21 Section 7. All officers shall deliver to their successors in office all books, records and
22 documents held in their possession no later than _____ days of their successors
23 taking office.
24

25 Section 8. Transitional meeting(s) may occur between the outgoing and incoming
26 officers at any time during a period of _____ (number) days after the election of
27 officers. The meeting(s) (is or are) subject to the call of the incoming president or a
28 majority of the incoming officers, _____ (number) day's notice having been given.
29
30

31 Article VIII: Membership Meetings 32

33 Section 1. At least _____ membership meetings of this (PTA or PTSA) shall be held
34 during the school year. Dates of the meetings shall be determined by the board and
35 announced at the first membership meeting of the year. Changes to meeting dates
36 require _____(number) day's notice.
37

38 Section 2. Special meetings of the membership may be called by the president, a
39 majority of the board or a majority of the membership, _____(number) days' notice
40 having been given.
41

42 Section 3. The election meeting shall be held in _____(month). The
43 annual (and installation) meeting shall be held in _____(month).
44

45 #Section 4. _____(number) members present, but not less than 10% of the
46 membership, shall constitute a quorum for the transaction of business in any
47 membership meeting or for a vote by mail.
48

1 Section 5. Each member is entitled to 1 (one) vote.

2
3 Section 6. Membership voting by mail-in ballots or electronic means shall be allowed,
4 but only according to the following procedures

5
6 a. Voting by mail or electronic means shall be allowed for the subject(s) of
7 (election of officers, adoption of the budget or amendment of the bylaws,) only if the
8 board votes to do so for a particular vote.

9
10 #b. Voting by mail or electronic means shall follow the procedures outlined in
11 *Robert's Rules of Order*.

12
13 c. No votes on the above particular matter(s) shall be taken in person at a
14 membership meeting if the same matter is to be voted on by mail.

15
16 d. Unless so designated, the secretary will be the conductor of the vote. If the
17 secretary declines because he is an incumbent or chooses not to participate, the
18 president shall appoint another member (the substitute, with all the secretary's
19 duties) to conduct the vote.

20
21 e. The secretary shall send out to the address of record for each member listed on
22 the most PTA current paid mailing roster a complete package that includes a ballot
23 stating the subject of the vote and an explanation. Appropriate detail shall be
24 provided along with a voting section, a signature line for each member and return
25 address instructions.

26
27 f. Appropriate detail includes a copy of proposed bylaw changes with rationale, a list
28 of candidates and brief resume of each or a proposed budget with an explanation of
29 changes from the past year to the upcoming year.

30
31 g. The secretary shall tabulate all returned ballots and present the results at the
32 next board meeting, and the results shall be recorded into the minutes of the next
33 membership meeting.

34
35 Article IX: Board

36
37 Section 1. The board shall consist of the officers of this PTA. (The chairmen of
38 standing committees, the principal of the school or a representative appointed by him
39 _____ (number) of teachers and _____ (number) of students - may also be added to
40 your board).

41
42 #Section 2. A PTA member shall not serve as a voting member of a constituent
43 organization's board on the local, council, district, region, state, or national level while
44 serving as a paid employee of, or under contract to, that constituent organization.

45
46 Section 3. The duties of the board shall be the following:
47

1 a. To transact necessary business in the intervals between membership meetings
2 and such other business as may be referred to it by the membership. No action taken
3 by the board shall conflict with action taken by the membership;

4
5 b. To create standing and special committees and approve of the membership;

6
7 c. To approve the plans of work of the standing (and special) committees;

8
9 d. To present a report at the membership meetings;

10
11 #e. To prepare and submit to the membership a budget for adoption for the year;

12
13 #f. To approve expenditures within the limits of the budget;

14
15 g. To act in an emergency between meetings of the membership;

16
17 #h. To approve at least two board members as check signatory. Individuals
18 authorized to sign checks should not be related to each other by marriage or any
19 other relationship;

20
21 #i. To acquire liability insurance which is paid annually to the Alaska PTA no later
22 than December 1;

23
24 #j. (s)elect and auditor or auditing committee

25
26 #k. To file Form 990 with the IRS and submit a copy of this Form to Alaska PTA
27 for its records, and

28
29 #l. To ensure that any bylaw amendments are attached to IRS Form 990 along
30 with a page of explanation of the changes.

31
32 #Section 4. Regular meetings of the board shall be held during the school year, the
33 time to be fixed by the board at its first meeting of the year. A majority of the board
34 members shall constitute a quorum. Special meetings of the board may be called by
35 the president or by a majority of the members of the board, _____ (number) day's
36 notice having been given.

37
38 Section 5. A vacancy occurring in any board position shall be filled for the unexpired
39 term by a person elected by a majority vote of the board, _____ (number) day's
40 notice of such election having been given. In case a vacancy occurs in the office of
41 president, the (first) vice-president shall serve notice of the election. If notice is not
42 given, the election to fill the vacancy shall require a two-thirds vote. If there are no
43 qualified candidates for president, the (first) vice-president shall serve out the
44 remainder of the term.

45
46 #Section 6. Any member of the board who ceases to meet the qualifications of
47 office as listed in the bylaws or standing rules, or fails to carry out the duties of office

1 may be removed from office by two-thirds vote of the board providing that proper
2 procedures have been followed.

3
4 Section 7. Removal from office of any board member will follow these provisions.

5
6 a. _____ (number) consecutive unexcused absences shall be cause for removal
7 from the board.

8
9 b. Inability to perform duties or ceasing to meet the qualifications of office of this
10 PTA shall be cause for removal.

11
12 c. The board shall meet in a special meeting with a quorum present to discuss and
13 vote on the removal of a board member. All board members shall be given notice
14 according to Art. IX, Section 4.

15
16 d. The board member in question may be told of the vote in person but shall be
17 informed about the vote by certified letter. If the vote is for removal, the certified
18 letter shall request that all materials associated with the position be returned to the
19 president, or in the case of the president being removed, to the (first) vice-president,
20 within _____ (number) days of receipt of the letter.

21
22 Article X: Committees

23
24 Section 1. Only members of the (PTA or PTSA) shall be eligible to serve in any
25 elective or appointive positions.

26
27 Section 2. The board may create any standing committees as it may deem necessary
28 to promote the Objects and carry on the work of the membership. The chairmen of
29 the standing (and special) committees shall be (s)elected by the officers of the (PTA
30 or PTSA). The term of each chairman shall be _____ year(s) or until the selection of
31 his successor.

32
33 Section 3. The chairman of each standing committee shall present a plan of work to
34 the board for approval within _____ (number) days. No committee work shall be
35 undertaken without the consent of the board.

36
37 Section 4. An auditing committee of not less than three (3) members may be
38 (s)elected by the board at least two (2) weeks before the annual meeting. Persons
39 authorized to sign checks are not eligible to serve on the auditing committee.

40
41 Section 5. The quorum of any committee shall be the majority of its membership.

42
43 #Article XI: Fiscal Year and IRS EIN

44
45 Section 1. The fiscal year of this organization shall begin on _____
46 (month) and end on the following _____ (month).
47

1 Section 2. The Internal Revenue Service Employer Identification Number (EIN) for this
2 PTA/PTSA is _____.

3
4 Article XII. Council Membership
5 (Applies only to local PTAs holding membership in a Council of PTAs, and must
6 correspond to council bylaws.)

7
8 Section 1. a. This (PTA or PTSA) shall be represented at meetings of the
9 _____ Council of PTAs by _____. (NOTE: Representatives must be
10 chosen as specified in council bylaws.)

11
12 b. Delegates and their alternates shall be (elected or appointed) by the officers
13 in _____(month).

14
15 c. Delegates to the _____ Council of PTAs shall serve for a term of
16 _____ year(s) or until their successors are (elected or appointed).

17
18 Section 2. This (PTA or PTSA) shall pay annual dues to the _____
19 Council of PTAs, as provided in the Council bylaws.

20
21
22 Article XIII - Annual Alaska PTA Convention

23
24 # Section 1. Each local unit shall be entitled to send as voting delegates to the
25 annual convention its president or alternate, one representative for the first fifty (50)
26 members or fraction thereof, and one (1) additional delegate for each additional fifty
27 (50) members or major fraction thereof as shown on the records of the treasurer of
28 Alaska PTA as of April 1 preceding such convention, provided appropriate dues have
29 been paid. (AKPTA Art. XXII, Sect. 2)

30
31 Section 2. This (PTA or PTSA) may send as many nonvoting delegates as it wants.

32
33 Article XIV: Annual Alaska PTA Legislative Issues Conference

34
35 Section 1. The Alaska PTA Executive Committee shall notify this (PTA or PTSA) of
36 the time and place for this conference not less than 30 days before the beginning of
37 the conference.

38
39 Section 2. This (PTA or PTSA) is entitled to send two voting delegates.

40
41 Article XV: Relationship with National PTA and Alaska PTA

42
43 #Section 1. Local PTAs shall be organized and chartered under the authority of the
44 Alaska PTA in the area in which the local PTA functions, in conformity with such rules
45 and regulations, not in conflict with the Bylaws of the National PTA, as the Alaska PTA
46 may in its bylaws prescribe. The Alaska PTA shall issue to the local PTA in its area an
47 appropriate charter evidencing the due organization and good standing of the local
48 PTA. (NPTA Art. VI, Sect. 1)

1
2 A PTA in good standing is one which:
3

- 4 a. Adheres to the Objects and basic policies of the National PTA;
- 5
- 6 b. Remits the national portion of the dues through the Alaska PTA to reach the
7 national office by dates designated by the National PTA; and
8
- 9 c. Has on file at the Alaska PTA office:
 - 10 a. An IRS Employer Identification Number (EIN); and
 - 11
 - 12 b. A copy of the annual IRS document filing (Form 990/990EZ), if applicable;
13 and
14
 - 15
 - 16 c. A current officers list; and
 - 17
 - 18 d. A current membership list; and
 - 19
 - 20 e. A copy of current annual audit; and
 - 21
 - 22 f. A copy of proof of liability insurance which is paid annually to the Alaska PTA
23 no later than December 1; and
24
 - 25 g. A copy of current unit bylaws which have been approved according to the
26 procedures of the Alaska PTA: and
27
- 28 d. Meets other criteria as may be prescribed by the Alaska PTA.
29

30 #Section 2. In addition to the criteria listed above in Section 1, a PTA in good
31 standing has an IRS Employer Identification Number on file in the state office. (AKPTA
32 Art. X. Sect. 16)
33

34 #Section 3. Each local PTA shall adopt such bylaws for the government of the
35 organization as may be approved by the Alaska PTA. Such bylaws shall not be in
36 conflict with the Bylaws of the National PTA or the bylaws of the Alaska PTA.
37

38 #Section 4. Bylaws of each constituent organization shall include an article on
39 amendments.
40

41 #Section 5. Each local PTA shall keep such permanent books of account and records
42 as shall be sufficient to establish the items of gross income, receipts, and
43 disbursements of the organization, including, specifically, the number of its members,
44 the dues collected from its members, and the amounts of dues remitted to the Alaska
45 PTA. Such books of account and records shall at all reasonable times be open to
46 inspection by an authorized representative of the Alaska PTA or, where directed by
47 the Committee on State and National Relationships, by a duly authorized
48 representative of the National PTA.

1
2 #Section 6. The charter of a local PTA shall be subject to withdrawal and the status
3 of such organization as a PTA unit shall be subject to termination, in the manner and
4 under the circumstances provided in the bylaws of the Alaska PTA.

5
6 #Section 7. Each local PTA is obligated, upon withdrawal of its charter by the Alaska
7 PTA:

8
9 a. To yield up and surrender all its books and records and all of its assets and
10 property to the Alaska PTA or to such agency as may be designated by the Alaska
11 PTA or to another local PTA organized under the authority of the Alaska PTA;

12
13 b. To cease and desist from the further use of any name that implies or connotes
14 association with the National PTA or the Alaska PTA or status as a constituent
15 organization of the National PTA; and

16
17 c. To carry out promptly, under the supervision and direction of the Alaska PTA, all
18 proceedings necessary or desirable for the purpose of dissolving such local PTA.
19

20 #Section 8. Each officer or board member of a local PTA shall be a member of such
21 local PTA.
22

23 #Section 9. Each local PTA shall collect dues from its members and shall remit a
24 portion of such dues to the Alaska PTA as provided in Article V hereof.
25

26 #Section 10. Each local PTA shall include in its bylaws provisions corresponding to
27 the provisions of such of these bylaws as are identified by the state symbol #.
28

29 #Section 11. PTAs whose State and National dues are not current will be notified by
30 April 1 of each year. If they are not brought current by June 30, they will be ineligible
31 to participate in PTA programs at the State and National level until the discrepancies
32 are corrected.
33

34 #Section 12. PTAs whose bylaws are not current will be notified by October 1 of
35 each year and again on March 15, if necessary. If they are not brought current by
36 June 30, they will be ineligible to participate in PTA programs at the State and
37 National level until the discrepancies are corrected.
38

39 #Section 13.

40 PTA's who do not comply with those items required to be a unit in good standing,
41 after notice of discrepancies, will be ineligible to participate in PTA programs at the
42 State and National level until the discrepancies are corrected.
43

44 #Section 14. Bylaws of each constituent organization shall include a provision
45 establishing a quorum.
46

47 #Section 15. The bylaws of all constituent organizations shall prohibit voting by
48 proxy (unless proxy voting is specified by applicable state law).

1
2 #Article XVI: Parliamentary Authority
3

4 The rules contained in the current edition of *Robert's Rules of Order Newly Revised*
5 shall govern the National PTA and its constituent organizations in all cases in which
6 they are applicable and in which they are not in conflict with these bylaws, the bylaws
7 of the Alaska PTA, and the Bylaws of the National PTA.
8

9
10 #Article XVII: Amendments
11

12 Section 1. The procedures for amending these bylaws are as listed below.
13

14 a. These bylaws may be amended at any regular meeting of the (PTA or PTSA) or
15 voted upon by mail, provided that notice of the proposed amendment shall have been
16 given at least 30 days prior to the meeting at which the amendment is voted upon or
17 the vote is being taken by mail; that a quorum has been established; and that the
18 amendment shall be subject to the approval of the Alaska PTA. Bylaws amendments
19 require a two-thirds positive vote of the members present and voting or voting by
20 mail.
21

22 b. A committee may be appointed to submit a revised set of bylaws as a
23 substitute for the existing bylaws only by a majority vote at a membership meeting of
24 the (PTA or PTSA), or by a two-thirds vote of the board. The requirements for
25 adoption of a revised set of bylaws shall be the same as in the case of an
26 amendment.
27

28 c. Submission of amendments or revised bylaws for approval by the Alaska PTA
29 shall be in accordance with the bylaws and procedures of the Alaska PTA.
30

31 #Section 2 The adoption of an amendment to the articles and sections of the bylaws
32 of the Alaska PTA that bear a number symbol (#) shall automatically amend the
33 bylaws of this PTA. (AKPTA Article VI Section 10)
34
35
36

37 Bylaws Review and Approval
38

39 *I hereby certify that these Bylaws were adopted by the membership of the*
40 _____ *PTA/PTSA on this date,*
41 _____, 200____
42

43 Submitted by: _____
44 Signature of Unit President date
45
46
47

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

1
2 Approved by: _____
3 Signature Alaska PTA Representative _____ date _____
4
5
6
7

8 Footnotes

- 9
- 10 1. Key to numbers/pound signs. Alaska PTA may require that certain provisions be included in
11 local unit bylaws. Such requirements are designated by the number symbol (#).
 - 12
 - 13 2. In 1977 the title of Article III was changed to conform with the District of Columbia corporation
14 laws that govern the National PTA. This change was recommended by an attorney and
15 approved by convention delegates. The remainder of the article retains the word "Objects" for
16 its historical significance.
 - 17
 - 18 3. The total amount of local unit annual dues is obtained by adding the one dollar seventy-five
19 cents per member National PTA portion, the four dollars per member state portion, and the per
20 member portion desired for local use.
 - 21
 - 22 4. The remittance to the state PTA shall be accompanied by a report on the form required by
23 Alaska PTA showing the name and address of the president of the PTA, the amount of dues
24 collected during the period covered by the report, and the number of members of the PTA.
 - 25
 - 26 5. According to parliamentary procedure it is customary that only one person shall be elected to
27 serve in any one office.
 - 28
 - 29 6. The association shall designate such vice-presidents as first vice-president, second vice-
30 president, and so on. Vice-presidents may be designated certain specific duties, and this should
31 show in the bylaws.
 - 32
 - 33 7. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means
34 of assuring everyone that the accounts are accurate, and it relieves the treasurer of
35 responsibility except in the case of fraud. The auditors' report is adopted by a majority vote.
36 See the current edition of *Robert's Rules of Order Newly Revised* for more information.
 - 37
 - 38 8. *Robert's Rules of Order Newly Revised* states: "The minimum number of members who must
39 be present at the meeting of a deliberative assembly for business to be legally transacted is
40 the *quorum* of the assembly. The requirement of a quorum is a protection against totally
41 unrepresentative action in the name of the body by an unduly small number of persons." It is
42 suggested that the quorum be set to reflect the number of people who could reasonably be
43 expected at any membership meeting.
 - 44
 - 45 9. As a special committee is created and appointed for a specific purpose, it automatically goes
46 out of existence when its work is done and its final report is received.
 - 47
 - 48 10. To ensure the inclusion of the required (#) articles and sections of the Alaska PTA, local unit
49 and council bylaws and proposed amendments must be submitted to Alaska PTA for approval.
 - 50

51 Revised - 9/8/05
52
53