

Bylaws Revision & Update Checklist



- Obtain the bylaws your PTA operates under now. If you don't have them already, contact us to have them sent to you (akpta@alaska.net).
- Download a copy of the appropriate Model Unit Bylaws.
 - Only Region 2 (Interior Alaska), will download the version that includes Councils.
 - Units in every other region will download the version "Model Unit Bylaws without a Council."
- Form a Bylaws Committee, and review old bylaws and compare them to the new Model Unit Bylaws.
- Update your bylaws with the new wording in the Model Bylaws. (This is wording that National PTA or Alaska PTA has mandated.)
 - The # symbols are included in the Model Bylaws to indicate articles or sections that can not be changed.
- Review the local unit bylaws and make changes where appropriate, in the sections that are not preceded by a #.
- For every change you make to your bylaws, provide a rationale. This allows your PTA members to understand why you are making the change.
- [OPTIONAL] Before the membership votes on them, the new bylaws may be submitted electronically to AKPTA for a review to make sure everything looks good. Since Alaska PTA has to approve the final bylaws, it's a good idea to have the Bylaws Chair check them for errors at this stage.
- Post the new bylaws for 30 days to your membership and set the date of the general membership meeting when you will vote on the bylaws. Make a good faith effort to notify every member (via email, mail or telephone) to inform members that the bylaws are up for review, and where they can find or get a copy. You can send members the bylaws, you can tell them that you have posted the new bylaws at the school on a bulletin board, or you can tell them that they can request a copy of the bylaws. (Only paid PTA members can request a copy of the bylaws.)
- After the bylaws have been posted for 30 days, hold a membership meeting. The membership votes on the new bylaws. **A quorum must be present to approve the bylaws, and the bylaws require an approving vote of two-thirds.** (A quorum is the minimum number of people required to conduct business and is defined in your unit's current bylaws.)
- After your membership approves the bylaws, forward them to the AKPTA office. Mail **two** copies and one electronic version of the **final membership approved bylaws or amendments to the bylaws.** 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.
- If the Alaska PTA Bylaws Committee has recommendations and/or corrections, your local unit Bylaws Committee will need to review the recommendations and take the necessary action(s) for your local unit bylaws to be approved by your membership.
- If there are no recommendations or corrections, the Alaska PTA Bylaws Committee will sign and return an approved copy of your local unit bylaws.