



Board of Managers

Standing Rules

Standing Rules

Board of Managers

Responsibilities of the Board of Managers

The affairs of the Alaska PTA shall be managed by its Board of Managers. (Alaska PTA Bylaws Article X)

Board Privileges

Board privileges include the right to vote, have a budget and approved travel expenses.

Requirements and Responsibilities of Board of Managers Members

Each member of the Board of Managers shall:

1. be a member of a local PTA;
2. abide by the policies of the Alaska PTA;
3. not be employed by the Alaska PTA or any of its subsidiaries;
4. support action taken by the board;
5. accept committee assignments;
6. assist in carrying out programs at conventions and conferences;
7. cooperate with councils and local units;
8. answer all correspondence promptly;
9. serve as a representative of Alaska PTA to another organization only with the approval of the Alaska PTA President or the Executive Committee;
10. submit an annual Plan of Work to the Executive Committee for approval; and
11. submit in writing, midyear and annual reports to the Alaska PTA Board of Managers.

Orientation of Board Members

All members of the Board of Managers will receive a board orientation as they begin service on the board and at the beginning of each administration. All Board of Managers will be given materials to facilitate the business of the Board which include:

1. Alaska PTA Bylaws
2. National PTA Bylaws
3. Standing Rules and Procedures
4. Budget
5. Procedure Book for Position
6. Convention Handbook
7. Legislative Handbook
8. Office Handbook
9. Board Directory
10. Directory of units
11. Reimbursement Form, Financial Policies
12. Board Nomination Form
13. Job Description List
14. Program Handbook
15. National PTA Annual Resources
16. Local Unit Resource Handbook
17. Reflections Handbook
18. And other materials

Standing Rules

Meetings

A regular, face to face meeting of the Board of Managers shall be held in conjunction with the convention, and in the summer following the assumption of their positions, The President may call additional face to face meetings as required to accomplish the business of the association. Special meetings of the Board of Managers may be called by the President, or they may be called upon the request of five (5) members of the Board of Managers, five days' notice having been given. (Article X) The time and place of all meetings shall be determined by the Executive Committee. Teleconference meetings will be held in months when there is no face to face meeting. Only 10 meetings are required per year, additional meetings may be called at the discretion of the executive board.

Meeting Attendance

Board members, unless they are ill and/or excused by the President, are expected to attend all meetings. Reimbursement of expenses is contingent upon attendance for the full course of the meeting, unless the President has previously approved partial attendance.

Agenda and Board Packet

The President is responsible for developing the agenda. Board members wishing to have items placed on the agenda shall notify the President two (2) weeks prior to the scheduled meeting. The agenda and supporting documents will be sent to board members at least one (1) week prior to the meeting. Board members who do not meet this deadline will be responsible for the timely distribution of this material.

No action shall be taken by audio/teleconference unless the information has been sent to the Board of Managers members in advance or is of an emergency nature. Action will be taken on late items only with the consent of the board.

Publicity

All publicity concerned with Alaska PTA shall be released only through the Alaska PTA President and/or authorized personnel.

Projects

When a proposal for an Alaska PTA project is presented for board action, the following is required:

1. project must be presented first to the appropriate committee;
2. a plan of work must be thoroughly outlined;
3. a tentative budget must be prepared; and
4. responsibilities of the Board of Managers must be specified.

Plans of Work

All Board of Managers and Committee Chairpersons must annually submit a detailed Plan of Work to the Executive Committee for approval. The deadline for submitting the plan shall be determined by the Executive Committee.

The Plan of Work shall contain the following elements:

1. general statement of goals;
2. list of specific objectives or activities to be accomplished;
3. timetable with target dates for completion of objectives or activities; and
4. detailed budget, if any funds are to be expended.
5. No funds will be spent prior to the approval of the Plan of Work.

Correspondence and Publications

Standing Rules

All Board of Managers shall forward all draft correspondence and publications prepared on behalf of Alaska PTA to the President, President-Elect and Office Manager for review.

Representation at Meetings of Other Organizations

The purpose of representatives at meetings of other organizations is to promote awareness of the scope and significance of the PTA, to develop constructive relationships and to take part when invited to do so.

Board of Managers must have prior approval of the President or the Executive Committee to serve as an Alaska PTA representative.

Board of Managers who serve as Alaska PTA representatives to other organizations shall submit written reports to the Board of Managers within 30 days upon completion of each assignment unless otherwise instructed.

Reports

All Board of Managers shall submit monthly reports of activities; At least seven (7) days prior to each monthly meeting. Reports shall be submitted in writing to the Alaska PTA office.

A member of the Board of Managers representing Alaska PTA at any meeting, training or conference, shall submit a written report to the Alaska PTA President, President-Elect, and Office Manager within 30 days of attendance.

Resignations

All resignations shall be made in writing to the President. If the President is the resigning officer, the written resignation shall be delivered to the President-Elect, or the next officer in succession.

Removal from Office

Cause for Removal from Board of Managers

A member may be removed from the board for the following reasons:

1. Failure to attend three (3) Board of Managers meetings including teleconferences.
2. Failure to fulfill the duties of the position as outlined in the Alaska PTA Bylaws and the Standing Rules and Procedures.

A majority of the Executive Committee of the Alaska PTA shall make this determination.

Procedure for Removal

The Secretary, as directed by the President, following the second unexcused absence, shall make notification of pending removal. A majority of the Executive Committee may review and vote on the matter at the end of the third missed meeting. The Secretary shall notify, in writing, the person affected.

Filling Vacancies on the Board

Elections to fill a vacancy shall require the affirmative vote of a majority of the members of the Board of Managers present at the meeting at which such an election takes place, a notice having been served via mail or electronic communications at least ten (10) days prior to the election. If a vacancy occurs during the transition period following the convention to July 1, the incoming officer may immediately fill the position. Meeting by mail or electronic communications to vote shall constitute a valid election.

Standing Rules

Procedures for Election by Mail or Electronic Communications

The President shall be responsible for organizing the election. At least ten (10) days notice shall have been given. A mailing or electronic communication shall be sent to all eligible board members. It will include the following:

1. Notice of election;
2. Information about each candidate;
3. Ballot;
4. Voting procedure instructions;
5. Deadline for postmark;
6. Name of chairperson of teller committee;
7. Date teller committee will count the ballots; and
8. Description of procedures to count ballots.

The President shall select the chairperson of the teller committee. Election by mail or electronic communication will follow the procedures described in the most recent edition of Robert's Rules of Order Newly Revised.

Executive Committee

Executive Committee Members

The Executive Committee of the Alaska PTA shall consist of the President, President Elect, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Secretary and Treasurer. (Article XIII)

Executive Committee

The responsibilities of the Executive Committee include, but are not limited to the following:

1. transact business referred to it by the Board of Managers;
2. take action on emergency matters between meetings of the Board of Managers;
3. determine the time and place of all board meetings;
4. select time and place of the annual convention;
5. establish and serve on a committee for the annual convention;
6. approve the convention rules at least thirty (30) days prior to convention;
7. upon recommendation of the convention committee ~~for any change in the registration fee,~~ determine the amount of convention registration fee;
8. select delegates, other than the State President to the National PTA convention;
9. appoint committee chairpersons when a vacancy occurs;
10. approve the Plan of Work of each board member and Standing Committee;
11. authorize and direct the work of each committee;
12. may authorize board members to represent the Alaska PTA;
13. remove board members from the board if they fail to meet qualifications set out in the bylaws or fail to carry out their duties;
14. formulate and submit to the Board of Managers such recommendations as it may deem advisable;
15. determine the amount of, and authorize the payment of the Alaska PTA insurance coverage and/or if necessary, for fidelity bonds for the Treasurer and others authorized to handle funds;
16. propose amendments to the bylaws; and
17. take no action in conflict with any action of the Board of Managers.

Standing Rules

Committees

Committees of the Board of Managers

The following standing committees of the Board of Managers are specifically provided for in the Alaska PTA Bylaws. (Article XIV)

A. The Nominations Committee

-The Nominations Committee, consisting of five (5) members and two (2) alternates shall be elected by the Board of Managers from its membership at the summer board meeting held following the assumption of their duties. The committee shall serve until new officers are elected.

-The Nominations Committee is one of the most important committees on the Board of Managers, as it selects the future officers who guide the Alaska PTA. Great thought should be given in selecting participants of this committee. Each member should have an intelligent knowledge of nominees' abilities and potential and of job requirements.

1. The committee to nominate officers is elected according to the provisions of the Alaska PTA Bylaws.
2. Forms for recommendation of nominees will be mailed to local units, councils and Alaska PTA Board of Managers members in the November mailing (in even numbered years) and returned to the Alaska PTA office by March 1.
3. The Nominations Committee shall meet in March via teleconference.

-The proceedings of the Nominations Committee are confidential. No minutes are kept.

-Procedures for the Nominations Committee include:

1. Establish rules for considering recommendations for nomination. For example: candidates to be elected by ballot (if more than one), majority elects and no information about nominees shall be divulged until the official release.
2. Open nominations forms recommending candidates. These recommendations shall be kept on file for two (2) years and be available to future Nominating Committees.
3. Review duties of offices to be filled and qualifications of the candidates.
4. Discuss qualifications of the candidates. Discussion of nominees is confidential and voting is by ballot when possible.
5. Select at least one (1) nominee for each office.
6. The Nominations Committee Chairperson contacts the nominees, informs them of the duties of the office involved and verifies their consent to serve if elected.
7. All candidates shall submit the following documents to be considered by nominations committee: Resume, interest letter and references.

-All members who concur sign the report of the Nominations Committee. The report is to be sent to the Alaska PTA office at least thirty (30) days prior to the Alaska PTA Convention, held in odd numbered years.

B. The Elections Committee

- consisting of 5 members and 2 alternates, shall be chosen by the Executive Committee not less than 30 days prior to the date on which the annual convention is scheduled to convene. The Executive Committee from among its own members shall choose the chairman of the committee on elections.

Standing Rules

The Chairperson of the Committee shall:

1. Supervise the election of officers at the annual convention;
2. Meet with local committee members prior to the opening of the convention so that they may be instructed in voting procedures;
3. Have at least one committee member on duty during the voting period;
4. Notify the President prior to voting all candidates of the outcome of the election and then give the election report to the convention, announcing the name of each person and the number of votes received;
5. Have ballots or voting machines, ballot box and other needed supplies available;

6. Be responsible for the preparation of the ballots, which shall list in alphabetical order the names of all nominees for each office, with sufficient space for write in votes; and
7. Be responsible for making available comparable listing of qualifications for every committee nominee for office at the time of nomination.

The Committee shall:

1. Be responsible for verifying credentials for all persons before voting;
2. Present each delegate with the official ballot upon receipt of his/her official credential card.
3. Hear and determine any challenge or question arising in connection with the right vote;
4. Count and tabulate ballots; and
5. Not permit electioneering within the voting area.

The presiding officer shall declare who is elected.

C. The Budget Committee

- shall be composed of three (3) members of the Board of Managers, one of whom shall be the Treasurer of the Alaska PTA, who shall serve as the chairperson.

The Budget Committee shall prepare a proposed draft of the annual budget. The draft shall be completed by the annual meeting of each year. To the extent possible, this draft shall take into consideration of any directives or plans submitted by the Board of Managers or other officers and committees of the Alaska PTA and shall project expenses to accomplish these activities in a reasonable and economic manner.

Officers, Committee Chairpersons and Office Staff shall submit budget requests to the Treasurer by 45 days before convention for consideration in preparation of the annual budget.

The budget shall also include an estimate of income for the year in question, based on probable income from various sources. The Budget Committee shall distribute to all members of the Board of Managers a proposed budget prior to the pre-convention meeting of the Board for its approval.

The Budget Committee shall recommend annually, prior to the end of the fiscal year, an auditor or auditing committee to the Board of Managers for its approval.

The Budget Committee shall review financial policies when necessary and submit

Standing Rules

recommendations to the Executive Committee for approval.

Budget Development Timeline

Members of the Board of Managers shall submit budget requests to the Treasurer by March 15 for consideration in preparation of the annual budget.

Annual Report to Units

The Budget Committee shall prepare and distribute to all attendees at the Alaska PTA Convention a copy of the audited financial report to include a copy of the audit report summary. The audited financial report will be made available to all members who request a copy.

D. The Bylaws Committee - reviews the Alaska PTA state bylaws, the council bylaws and the local unit bylaws and makes suggestions for amendments. The Chair of the committee signs off on the council and local bylaws once they have been approved by the respective memberships.

The Bylaws Committee Chairperson shall:

1. Notify units of their bylaws status;
2. Notify units and councils when their bylaws are due for review;
3. Notify units and councils of changes to # items (required) in the bylaws and the requirement that they update their bylaws accordingly;
4. Keep record of approval with notations of units in need of help;
5. Provide bylaws help to any unit in need;
6. Review and approve unit and council bylaws according to the procedure for Review (see Local Units and Councils section);
7. Comply with notification action procedures when units fail to submit bylaws for review (see Local Units and Councils section); and
8. Report to the Board of Managers, at each board meeting, on the status of unit and council Bylaws, including those bylaws that have been approved since the last board meeting.

F. The State and Local Relationships Committee

- The President-Elect and Board of Managers Secretary and the Region Vice Presidents shall be the committee on local PTA or council relationships. The committee shall review any alleged violations by local PTAs or councils of these rules (or of their own Bylaws) or other practices or activities of local PTAs or Councils that may tend to defeat the Objects and basic policies of Alaska PTA. The committee shall report promptly to the Board of Managers the results of such a review and of its own recommendation for action. The Board of Managers shall give due consideration to the report of the committee and shall accord the local PTA or council to be heard and to respond to the report.

E. The Convention Committee

- is a standing committee created by the Board of Managers to assist the Executive Committee in preparing for the annual convention. Committee shall take no action that has not been authorized by the Executive Committee or the Board of Managers.

Standing Rules

Convention Chairperson

The Convention Chairperson shall:

1. Assist the Executive Board in the planning and preparation for the annual Alaska PTA Convention;
2. Act as Chairperson of the Convention Committee; and
3. Provide information for bi-weekly communications, the call to convention and the convention handbooks to inform parents, local units, councils and interested parties about convention.

Convention Program Committee

The Executive Board serves as the Program Committee as well as selects the time and place for the convention. The convention program is submitted to the delegates for adoption by the Secretary and becomes the order of business when it is approved. See the current edition of Robert's Rules of Order Newly Revised for details about the duties of the Convention Program Committee. The adoption of the convention program is the third order of business.

Convention Credentials Committee

The Treasurer is the Chairperson of the Convention Credentials Committee. The current edition of Robert's Rules of Order Newly Revised shall be utilized for details about the duties of the Convention Credentials Committee. The adoption of the convention credentials is the first order of business.

Convention Standing Rules Committee

The Executive Board shall approve proposed convention standing rules at least thirty (30) days prior to convention. The Secretary shall present the proposed rules to the convention body. See the current edition of Robert's Rules of Order Newly Revised for details about the duties of the Convention Standing Rules Committee. The adoption of the convention program is the second order of business.

Any additional standing committees shall be created or dispensed with by the Alaska PTA Board of Managers. (Article XIV)

Additional Committees

The additional committees, created by the Alaska PTA Board of Managers are as follows:

1. Alaska Public School Land Trust Committee and Historical Preservation Committee
 - Works to educate on the history of the public school land trust and serve as a representative of the original beneficiaries of the Alaska Public School Land Trust.
 - Works to preserve the history of Alaska PTA to pass on to future leaders.
2. Awards Committee

The Vice President for Programs and Committees (Third Vice President) shall chair this committee.

The Awards Committee shall:

1. Review and select award recipients in the following categories;
 - A. Alaska PTA Study Grant Program
 - B. Alaska PTA Program Recognition

Standing Rules

- C. Outstanding Student Leader
 - D. Outstanding Educator
 - E. Honor Unit w/Region VPs
 - F. Healthy Unit in Good Standing (HUGS) w/Region VPs
 - G. Membership Recognition w/1st VP of Membership
 - H. Excellence for Children Award
 - I. Commitment to Children Award
2. Arrange for the review and selection of applications in each award category; and
 3. Arrange for recipients of all awards or grants to be presented with the appropriate award, letter or certificate.
 4. Submit an annual Plan of Work to the Executive Committee for approval.
 5. Submit, in writing, an annual final report to the Alaska PTA Board of Managers.
3. Diversity Committee
- Identify and research statewide Diversity issues; Recommend positions on diversity issues and develop position statements and work with other committees and needed.; Work with the Parent Engagement Committee to develop and create programs that will allow both committees to come together and forward the mission of the Association. Work with local units to develop minority leaders.

Diversity Chairperson

The Diversity Chairperson shall:

1. Identify and research statewide Diversity issues;
 2. Recommend positions on diversity issues and develop position statements;
 3. Provide information for the biweekly communications.
 4. Work with the Parent Engagement Committee to facilitate Diversity and Parent Engagement programs.
 5. To reach out to local communities and engage potential minority leaders.
4. Health and Wellness Committee
- Works to identify and respond to statewide Health and Wellness issues and to promote National PTA Health and Wellness programs within the state. Suggests legislative priorities and resolutions for the Alaska PTA.

Health and Wellness Chairperson

The Health and Wellness Chairperson shall:

1. Identify and research statewide environmental, health and safety issues;
2. Promote PTA awareness of action regarding children's environmental, health and safety needs;
3. Work with the Legislative Advocacy Committee to promote PTA resolutions, positions and the Alaska PTA Legislative Program;
4. Recommend positions on environmental, health and safety issues and develop position statements;
5. Keep informed of trends affecting Environmental, Health and Safety issues, including pending legislation and attend related conferences, seminars and meetings;
6. Promote PTA policies, concerns and positions before appropriate policy makers as requested;
7. Provide information for the biweekly communications or informational brochures to inform parents about Environmental, Health and Safety concerns; and

Standing Rules

9. Advocacy Committee

-The Advocacy Committee is appointed by the President with the recommendation of the Second Vice President for Legislation. Members of this committee must be PTA members but not necessarily members of the Board of Managers. The Advocacy Committee is responsible for the legislative program, resolutions and other tasks as assigned by the Second Vice President for Legislation.

The Responsibilities of the Committee are as follows:

Legislative Program:

1. Review annually the state and national legislative platform. The legislative platform shall consist of general legislative position statements and specific legislative priorities;
2. Review convention resolutions that have legislative intent for possible inclusion in the Alaska PTA legislative program;
3. Review proposed legislative position statements; and
4. Present proposed legislative program to the Board of Managers 60 days prior to convention.
5. The Advocacy Committee shall prepare supporting information to be sent to units, councils, legislators, the governor, commissioners, the state board of education and other interested parties as appropriate.
6. Brief summaries of legislative bills and the Legislative Advocacy Committee's recommendation on support or non-support will be sent to local units.

Resolutions:

1. Approve resolutions to be submitted to the delegates of the Alaska PTA Convention and prepare for distribution;
2. Reject all resolutions that do not meet established criteria;
3. Combine two (2) or more resolutions if deemed appropriate by the committee;
4. Edit or adapt resolutions if necessary to make them appropriate for convention action;
5. Obtain consent of the submitting group for substantive changes
6. Inform submitting groups of the disposition of their resolutions and the committee's rationale for the action;
7. Present resolutions with a recommendation to approve or disapprove; resolutions may also be presented without recommendation;
8. Distribute in advance and present to the convention body all resolutions that meet the criteria and qualifications established;
9. Report to the Board of Managers and the state convention the disposition of the resolutions; and
10. Review Alaska PTA resolutions on all non-election years and recommend retirement if deemed appropriate.

Advocacy Chairperson

The Advocacy Chairperson shall:

1. Assist the Legislative Vice President in promoting the Alaska PTA advocacy efforts; Consult with the Legislative Vice President to develop an annual Plan of Work for each year; to be submitted to the Executive Committee for approval

10. Membership Committee

- is responsible for promoting the importance of PTA membership and following through with programs and other directives handed down by the Board of Managers and the 1st VP of Membership.

11. Office Committee

Standing Rules

- is composed of not less than three (3) members of the Board of Managers, who shall be appointed by the President, and at the President's discretion may appoint a non-board member as needed. It is responsible for recommending policy regarding the office and the employee(s), and for technology needs and requirements for the Association. The committee will also be responsible for assessing and recommending changes to the technology involved in the work of the association to include: hardware, software, training, web page design, web page updates, and new uses of technology. The Office Committee reports to the Executive Committee.

12. Parent Engagement Committee

- is to administer and coordinate Parent engagement Programs in Alaska PTA.

13. Reflections Program Committee

- administers the National PTA Reflections Program in the state.

Reflections Program Chairperson

The Reflections Program Chairperson shall:

1. Be Chairperson of the Reflections Program Committee;
2. Oversee the editing of the Reflections Handbook for annual distribution to the local units.
3. Prior to distribution of the Reflections Handbook present a draft to the Board of Managers for approval.
4. Arrange for the state judges;
5. Order all ribbons and awards.
6. Ensure appropriate access to the entries to the judges;
7. Send winning entries to National PTA;
8. Notify unit Presidents and council Presidents of winners;
9. Arrange the Reflections Program Display at the Alaska PTA Convention;
10. Arrange for corporate sponsor(s) of the Reflections reception at the Alaska PTA Convention and/or other funding sources as coordinated with the Ways and Means Chairperson.
11. Print region certificates as appropriate.
12. Oversee return of all entries and awards to students or local units as appropriate.

14. Ways and Means Committee

- works to increase the financial well-being of the association, this includes seeking out funding appropriate to the mission and goals of Alaska PTA. While the Ways and Means chairperson seeks donated funds, the Treasurer disburses all funds.

Ways and Means Chairperson

The Ways and Means Chairperson shall:

1. Review existing financial policies and sources of revenue;
2. Be an advisor to the budget committee;
3. Develop an annual Plan of Work for each year which includes a fundraising, grants and any other sources of income. Present it to the Executive Committee for approval;
4. Prior to undertaking a fundraising campaign, present a plan for obtaining donations to the Alaska PTA Board of Managers;
5. Be responsible for obtaining donated funds (other than Dues), materials or services to assist members of the Alaska PTA in carrying out their official duties;
6. Submit funds immediately to the Treasurer for deposit;
7. Bring to the attention of the Alaska PTA Board of Managers such funds for appropriate documentation and recognition of donors;

Standing Rules

Standing Committees

Standing Committees are ongoing committees, which develop and/or administer projects and/or programs to promote knowledge in specified areas relating to PTA objectives. (Selection of Standing Committee Chairpersons, Article XIV)

Special Committees

The Board of Managers or the President, to address specific areas may create Special Committees as are necessary for the purpose of promoting and carrying on the work of Alaska PTA. Committee Chairpersons may be appointed by the Board of Managers. A special committee is dissolved when it makes its final report to the Board of Managers.

Advisors/Honorary Chairpersons

The Alaska PTA President may appoint advisors or Honorary Chairpersons to the Board of Managers, subject to the request of the committee and approval of the board. Advisors or Honorary Chairpersons do not automatically have full Board privileges.

Advisors and Honorary Chairpersons will:

1. Offer advice and assist the President or Board of Managers as requested; and
2. Bring their expertise to the attention of the Board of Managers.

Requests for an Honorary Chairperson should be part of the appropriate committee's plan of work.

Parliamentarian

The Parliamentarian shall:

1. Study state and national bylaws, standing rules and accepted parliamentary procedures;
2. Interpret local, state and national bylaws, standing rules and accepted parliamentary procedures for state, council and local PTA units upon the request of the Alaska PTA President;
3. Be appointed by the President with the approval of the Board of Managers; and
4. Not be a voting member of the Alaska PTA Board of Managers.

Committee Meeting Procedures

Meetings of committees may be held only with the approval of the President. All committees that meet on PTA business shall: (Alaska PTA Bylaws Article XIV)

1. Select a Secretary;
2. Keep minutes, with the exception of the nominating committee, and submit a copy to the Alaska PTA office;
3. Give regular written reports to the Executive Committee, and/or Board of managers;
4. Be responsible for working toward the objectives outlined in the committees approved Plan of Work;
5. Be responsible for staying within the budget as approved by the Board of Managers;
6. Take no action in conflict with any action of the Board of Managers.

Committee Plan of Work and Required Reports

Chairpersons shall confer with the Third Vice President (Programs and Committees) regarding their duties and shall submit a Committee Plan of Work to the Alaska PTA office which contains the following elements:

Standing Rules

1. A general statement of goals
2. A list of specific objectives to be accomplished
3. A timetable with target dates for completion of the objectives
4. A detailed budget if any money is to be expended

No funds shall be spent prior to the approval of the Plan of Work.

Chairpersons shall submit budget requests for the next fiscal year to the Treasurer ~~by March 15~~ 45 days before convention for preparation of the annual budget.

Chairpersons shall submit monthly reports of activities at least seven (7) days prior to each monthly meeting

Unit Communications

The purpose of the communications (This update may be sent either electronically or via mail of which is at the discretion of the President.) is to extend Alaska PTA and National PTA programs to the communities of Alaska and to channel information from the Alaska PTA Board of Managers to members of the local associations across the state. All committees are responsible for generating information for the update. The E-News shall be sent out bi-weekly, this does not include any e-bursts which shall be sent out as needed to keep councils and local units notified of informed in a timely manner.

Finance

The Treasurer is the duly elected, legally responsible and authorized custodian of the PTA funds.

Financial Accountability

The proposed budget is approved by the membership at the Alaska PTA annual meeting. Any changes to the budget will require a budget amendment by the Board of Managers. Only expenses that are within budget will be authorized to be paid or reimbursed. The Board of Managers or the President will authorize all budgeted expenses before they are incurred. Those authorized to be check signers will also be those allowed to authorize all reimbursements or disbursement of monies.

Banking

Bank Accounts

The Alaska PTA Treasurer directs all funds to be deposited in financial institutions approved by the Board of Managers in the name of the Alaska Congress of Parents and Teachers.

Signatures

All disbursements may be made by check or electronically from Alaska PTA. All disbursements require two signatures or in the case of electronic transfer, approval of two authorized signatories. Debits removing funds from any Alaska PTA account will be signed by two (2) of four (4) authorized members of the Board of Managers. The Board of Managers should authorize these four (4) people as signers on all Alaska PTA accounts. The minutes should document this authorization. Two (2) of the four (4) shall be the Alaska PTA President and the Treasurer.

Statement

The statement will be sent to the Alaska PTA Office where copies are forwarded to the Treasurer and President.

Standing Rules

Reserve Account

A reserve account shall be maintained and funded as determined by the Board of Managers. Unless otherwise determined by the Board of Managers the reserve shall contain a minimum of 20% of the estimated annual operating budget. This will provide an operating reserve to cover expenses of the association during early months of the fiscal year and to provide for budgetary emergencies. The reserve account funds will be maintained in the Alaska PTA Money Market account.

Income

Grants and Donations

Funds accepted by the Alaska PTA through grants or other assistance are received and disbursed by the Alaska PTA according to its regular procedure.. The Alaska PTA President approves all project assignments that are financed by a grant. All requests for grants of financial assistance for the work of Alaska PTA must originate with the Alaska PTA. Any grant accepted must be consistent with the policies of the Alaska PTA and the National PTA. The Executive Committee or their designee may determine the projects for which grants might be requested. Periodically, the Executive Committee reviews all projects financed by grants or other assistance and determines whether they are to be renewed.

Membership Dues (see Local Units and Council section)

Expenses

Method of Expense Approval

Expenses may not exceed that allowed in the budget category without action by the Board of Managers to reallocate funds.

Requests for reimbursement shall be made within thirty (30) days of the purchase on the Alaska PTA reimbursement statement with receipts.

Authorization and Reimbursement Procedure

1. A purchase request must be used to authorize expenditures before they are made (expenses over \$250 require quotes from three (3) sources or a written explanation of why bids were not sought).
2. Travel advances or charges must be approved prior to payment.
3. An expense statement is used to report actual travel expenses (follow up to travel advance) and expenditures for reimbursement of purchases approved on purchase request.
4. A payment voucher is used for all expenses.

Board of Managers' Expenses

Travel Allowances

Alaska PTA shall pay the following expenses of the Alaska PTA Board of Managers members for attendance at meetings of the Executive Committee, Board of Managers, Alaska PTA conventions or conferences, and special meetings of committees other than teleconferences:

1. Transportation purchases must be made a minimum of twenty-one (21) days prior to date of travel for reimbursement or board member will be held responsible for the difference. (travel shall be at the coach or lowest class fare category available);
2. Allowance for travel by car will be at the current IRS business mileage rate for reimbursement.
3. Meals (if not provided during the event), including tips, at \$50 per day or \$12.00 breakfast,

Standing Rules

\$12.00 lunch, and \$26.00 dinner per diem rate. Reimbursement will not occur for meals that are provided at the function the traveler is attending.

4. Hotel room costs will be reimbursed on a double occupancy basis as follows:
 - the Alaska PTA President and out of town Board of Managers;
 - the room must be shared with another out of town BOM member or only half of the room will be reimbursed;
 - extra days will not be paid, except under specific circumstances requiring approval of the President;
 - Board of Managers attending National PTA conventions and conferences when such reimbursement has been authorized;
 - reimbursement is contingent upon attendance for the full course of the event and meeting, unless the Alaska PTA President approves partial attendance.

Reporting (Expense Report)

All persons authorized Alaska PTA funds for travel and attendance at meetings shall, **within** thirty (30) days after completion of the trip;

1. Send to the Alaska PTA office a statement of expenses, itemized daily on the Alaska PTA reimbursement statement.
2. Transportation receipts are required with the statement.
3. Statements must be submitted within thirty (30) days after completion of travel.
4. Event Report to be submitted within 30 days of event or expenses will not be paid by Alaska PTA or expenses will not be paid by Alaska PTA.

Only statements submitted following the above procedures will be paid.

President's Fund

The Alaska PTA President is allowed annually a special fund to be used to the benefit of the office and the organization (amount determined by budget) for which itemized accounting is required.

Officer/Chairperson Expenses

Officers and committees are allocated funds annually as budgeted for incidental expenses such as telephone calls, postage, etc. for which itemized accounting is required.

Requests for reimbursement shall be made within thirty (30) days of the purchase on the Alaska PTA reimbursement statement with receipts attached.

No expenses or requests for reimbursement shall be approved that are in excess of those set out in the adopted budget, unless voted on by the Board of Managers to reallocate funds.

Advances when deemed appropriate, and within budget, may be approved by the President and/or Treasurer.

Office Expenses

Office expenses and office equipment are budgeted yearly in accordance with needs assessments and available funds.

Standing Rules

Summary of Alaska PTA Financial Controls

1. The board approves the location and signers of all financial accounts.
2. Two (2) signatures are required for all disbursements.
3. The financial records are stored in the Alaska PTA office. Checks will be stored in a locked box with access limited to the President, Treasurer and Office manager.
4. The Office Manager, except for expense reimbursements, which are prepared by the Board Member, may prepare vouchers.
5. Vouchers and checks are then presented to the Treasurer for review.
6. The Treasurer sends checks and backup material for final approval, second signature, and mail out. (The Treasurer approves the President's expense report.)
7. Voided checks are marked void and kept in a binder. This binder is kept in numerical order.
8. PTA funds (dues, registrations, etc.) should be deposited immediately into the bank following the below procedures.

Controls put into place for safeguard include:

- a) Checks are to be immediately stamped for deposit only. Two (2) copies are made of each deposit ticket. One copy is filed in numerical order in a binder in the Alaska PTA office. The other is handled under b) below.
 - b) A copy of the checks deposited, deposit slip and deposit receipt from the bank are delivered to the office manager to be filed appropriately.
 - c) The First Vice President of Membership receives a copy of each membership remittance form and keeps a record of dues received. This record is compared monthly to dues received by the Treasurer. Monthly, the Membership Chairperson reviews dues received to past records for any discrepancies. Written reports are made to the Board of Managers at each board meeting detailing delinquent units and efforts made to contact these units.
 - d) Bank Statements are to be reconciled monthly by the Treasurer with reports presented at each board meeting and executive board meeting.
9. The Budget Committee is to meet periodically to review the financial records and develop budget recommendations prior to board meetings.

Audit Control Objectives met by Alaska PTA Procedures

1. Only authorized persons with no conflicting financial duties, have access to financial records and related computer programs.
2. Persons who prepare vouchers for payment are independent of the purchasing and check signing functions.
3. Vouchers and expense reimbursement requests are properly approved.
4. Responsibilities and procedures are established to approve purchases in excess of established limits.
5. Persons who sign checks are independent of those preparing vouchers for payment, purchasing, receiving and the accounting function.
6. Persons who sign checks are presented with approved supporting vouchers for comparison and inspection.
7. Checks are mailed directly after being signed by persons independent of preparing vouchers for payment and accounting functions.
8. Persons who prepare and maintain custody of the checks are independent of the voucher function and check signing function. (Two (2) signatures are required.)
9. Spoiled checks are properly marked "Void" to prevent use.
10. Bank accounts and checks; the Board of Managers properly authorizes signers.
11. Bank Statements are reconciled monthly and reconciliations are reviewed and approved by

Standing Rules

- responsible persons.
12. Stale checks are followed up on periodically and stop payment notices are issued and recorded if appropriate.
 13. Restrictive endorsements are placed on checks received and all receipts are controlled and deposited intact daily.
 14. A control listing of daily receipts is forwarded to a person independent of handling remittances.
 15. Entries to the accounting records are compared with the deposits per bank statements and the initial control listings by a person independent of the receipts and accounts receivable functions.
 16. Receipts data is processed completely and accurately in the proper accounting period and rejected entries are followed up on a timely basis.
 17. Responsibilities and procedures are established to review the past dues and to follow up on delinquent dues and unusual items on a timely basis.
 18. Reconciliation's of the accounts receivable record and bank statements are reviewed and approved by appropriate persons.

Above objectives adapted from Internal Control Questionnaire used by Peat Marwick in auditing organizations.

Legislative Affairs

The Vice President for Legislation shall be responsible for Alaska PTA Federal advocacy efforts, including legislation and regulation affecting Alaska's families and shall work with the Advocacy Committee. The committee shall be guided by the Second Vice President for Legislative Affairs and the Advocacy Committee.

Legislative Activities and Priorities

Legislative Program and Priorities

The Legislative Program will consist of priority items and position statements. The priority items can be requests for introduction, passage or defeat of specific legislation. Policy statements are broad based statements on general issues, which may be used to support a PTA position on specific legislation.

Legislative Platform

Prior to the beginning of the legislative session, the legislative program adopted at the prior year's convention and priority issues are sent to units, councils, legislators, the governor, commissioners, the state board of education and other interested parties as appropriate. Unit legislative chairs or contacts are urged to communicate with legislators on priority issues.

Alaska PTA Legislative Issues Conference

Alaska PTA will sponsor an Annual Alaska PTA Legislative Issues Conference in the fall. The Advocacy Committee will develop a proposal for the conference under the direction of the Second Vice President for Legislation and submit it to the Executive Committee for approval. Alaska PTA may charge fees for meals and materials.

Process for Developing Legislative Policy Statements

The Second Vice President for Legislation requests local units and councils to submit legislative policy statements for consideration at the next convention.

Statements for consideration are sent to the Legislative Advocacy Committee no later than sixty (60) days prior to convention.

Standing Rules

Criteria for Consideration

To be appropriate for consideration, a legislative policy statement shall:

1. Concern a field of interest of the Alaska PTA;
2. Be in harmony with the basic policies of the Alaska PTA;
3. Concern a matter which is statewide in scope and requires statewide action for solution;
4. Be written in language appropriate for statewide consideration;
5. Be accompanied by background material and a brief narrative summary of the material. The background material should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision. Reprints of newspaper editorials and articles are not necessarily adequate documentation.

Procedure for Submitting Legislative Policy Statements

Legislative Policy statements shall originate only from local units, councils or the Board of Managers. In each case, the President and the Secretary of the submitting group shall sign legislative policy statements. Legislative policy statements shall be submitted to the Legislative Vice-President and must be received at least sixty (60) days prior to convention.

Standing Rules

Procedure for Review

Proposed legislative policy statements shall be reviewed by the Second Vice President for Legislation and included in the proposed legislative platform if appropriate. The proposed legislative platform is prepared and presented to the Executive Committee not less than forty-five (45) days prior to convention.

The proposed legislative platform is mailed to units prior to convention. Units should evaluate the platform and, if they wish, instruct their delegates how to vote. Units are required to prepare and duplicate supporting documentation on issues for distribution to convention delegates.

Process for Adoption of Legislative Program

The Alaska PTA Legislative Platform is voted on by the delegates of the Alaska PTA Convention. Proposed policy statements are voted upon individually. Amendments to policy statements may be proposed at convention provided they meet the criteria for consideration and are accompanied by background information. A new or amended policy statement must be approved by two-thirds of the voting delegates to become part of the Alaska PTA Legislative Program.

Alaska PTA Legislative Issues Conference

Process for Determining Legislative Priorities

The registered delegates attending the Alaska PTA Legislative Issues Conference will set the priorities, procedures and conference rules to be approved by said delegates.

An issue for which Alaska PTA has no position could be recommended for inclusion on the priority list. Before it could be officially included on the list, a position would have to be developed either by adoption of a resolution at convention, by inclusion on the Legislative Platform at convention or by adoption of a Board of Managers position statement.

Resolutions

At each Alaska PTA convention, delegates take action on resolutions submitted by local units, councils and the Alaska PTA Board of Managers. Resolutions adopted by the convention body constitute positions of the Alaska PTA unless and until they are rescinded. The Alaska PTA Board of Managers may recommend that they be amended, reaffirmed or rescinded by the delegates of the Alaska PTA Convention.

Requirements for Submitting Resolutions

Resolutions should be received at least sixty (60) days prior to the convention to allow for consideration by the Advocacy Committee, and for mailing resolutions to units prior to convention. A copy of the "Resolutions Cover Sheet" should be attached to each resolution submitted. A copy of this form will be sent to each unit prior to convention and is available on the website. Background material shall be submitted with the resolution.

Standing Rules

Criteria for Consideration of Resolution

To be appropriate for consideration by the Alaska Resolutions Committee; a Resolution shall:

1. Concern a field of interest of the Alaska PTA;
2. Be in harmony with the basic policies of the Alaska PTA;
3. Concern a matter that is statewide in scope and requires statewide action for solution;
4. Be written in language appropriate for statewide consideration (i.e. "Be it resolved, Alaska PTA shall . . .");
5. State a position not previously adopted by the Alaska PTA (previous resolutions may be amended and/or reaffirmed); and
6. Be accompanied by background material and a brief narrative summary of the material. The background material should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision. Reprints of newspaper editorials and articles are not necessarily adequate documentation.

Procedure for Submitting Resolutions

Resolutions shall originate only from local units, councils or the Board of Managers. In each case, the President and the Secretary of the submitting group shall sign resolutions. Resolutions shall be submitted to the Advocacy Committee and must be received at least sixty (60) days prior to convention.

Procedure for Review

The Alaska PTA Advocacy Committee shall review resolutions. The proposed resolutions are mailed to units prior to convention. Units should evaluate the resolutions and, if they wish, instruct their delegates how to vote.

Emergency Resolutions

Emergency resolutions may be submitted only if they meet all of the following criteria:

1. The urgency of the subject shall have arisen after the deadline for submission of resolutions;
2. Emergency resolutions shall conform to all established criteria for all other resolutions;
3. Copies of emergency resolutions approved by the Legislative Advocacy Committee for presentation to the convention body shall be prepared for all delegates by the submitting group; and
4. Two-thirds affirmative vote of the delegate body is necessary before an emergency resolution shall be considered.

No resolution other than those submitted as emergency resolutions shall be introduced from the convention floor.

Periodic Review of Resolutions

The Advocacy Committee shall review all resolutions on non-election years and recommend to the Board of Managers those that should be retired to the historical record. Resolutions to be retired will be presented at the Alaska PTA Convention, at which time delegates will discuss and vote on their retirement. Notification of this process will be mailed out to the local units prior to the Annual Convention.

Alaska PTA Awards and Recognition

The Board of Managers shall adopt procedures for recognition of achievement of individuals and

Standing Rules

constituent organizations.

Alaska PTA Study Grants

Alaska PTA Study Grant applications are due into the Alaska PTA office by May 1; Alaska PTA Study Grants are financed by the Alaska PTA Scholarship Fund; Alaska PTA Study Grant recipients are to be selected by a Committee of at least three (3) Alaska PTA Board of Managers.

Deadlines for Applications

The deadline for submitting applications for Program Recognition, Membership Recognition, Honor Unit Award, Outstanding Student Leader and Alaska Outstanding Educator is March 15.

Alaska PTA Program Recognition

The purpose of the Alaska PTA Program Recognition, a non-competitive program, is to recognize outstanding PTA programs. Program recognition, at all levels, elementary, middle and secondary, may be given in the following categories: Advocacy in Action: local, state, national; Community Service; Education Support; Art, Math, Physical Education, Reading, Science, Environmental, Cultural; Family Support; Environmental, Health and Safety; Membership Campaign, biweekly mailing Publications; Parenting; Program Notebook; Volunteer Program. Units and Councils may submit as many program reports as they desire.

The Alaska PTA Program Recognition provides the opportunity for PTA/PTSA's to share projects and activities. All Program descriptions received will be included in a special PTA publication to be distributed at our annual convention. In addition, PTA's who submit descriptions may be asked to share their project with other units at Convention as time and space allow.

The Third Vice President develops proposals for program recognition and presents to the Board of Managers for their approval.

Outstanding Student Leader Recognition

The Outstanding Student Leader recognizes student participation, including contributions in service and leadership, in PTA/PTSA.

Alaska PTA Outstanding Educator

The Alaska Outstanding Educator recognizes six outstanding Alaskan educators; one from each region of Alaska PTA, who demonstrate professional excellence and commitment to the Mission and purposes of PTA, A local PTA unit recognizes an educator with a nomination for the award. From these nominations one individual is chosen from each region to win the Alaska PTA Outstanding Educator Award for the Region. One individual will be chosen from these six regional winners as recipient of the Alaska PTA Outstanding Educator Award.

The winner of the Alaska Outstanding Educator will receive a plaque at the Alaska PTA Convention. Additional educators may receive certificates in recognition of their achievements.

Each unit or council is limited to submitting one (1) application per year.

Honor Unit

The criteria of an Honor Unit in Good Standing require that a local PTA unit have well trained leaders, is responsive to its membership and focuses its activities on the needs of children. In addition, the unit demonstrates basic financial management practices, which help preserve the non-profit status of PTA.

Standing Rules

These practices help each unit maintain its status as a Unit in Good Standing, which is required by Alaska PTA bylaws.

The winners of the Alaska PTA Honor Unit Award will receive a certificate and will be acknowledged at the annual Alaska PTA Convention.

Alaska PTA/PTSA Membership Recognition

The Alaska PTA gives membership recognition for:

1. Improved membership (by percentage)
2. Sustained membership recognition;
3. Increased membership recognition (to all units with an increase.)
4. Initiating membership

Units do not need to submit an application for these since they are based on figures from regular membership reports. Only membership dues sent in by the deadlines established in the bylaws will be given credit.

Excellence for Children Recognition

The Alaska PTA Excellence for Children Recognition is given to persons in honor of their contributions to the welfare of children and youth. These awards have a special significance as enduring symbols of outstanding service. The recipient need not be a member of PTA.

The Alaska PTA Excellence for Children Recognition is an honor conferred upon an individual by the Alaska PTA, a PTA council, a local unit or another individual. An individual may not purchase the award for himself/herself.

The cost of the Alaska PTA Excellence for Children Recognition is \$35.00. The recipient will receive a certificate, pin, and a letter of congratulations from the Alaska PTA President. The money received from these awards is used to fund the Alaska PTA PreK-12 Study Grant Program.

Commitment to Children Recognition

The Alaska PTA Commitment to Children Recognition is given only to individuals who have already received an Excellence for Children Recognition or an Honorary Life Membership. This award is given in recognition of continuing contribution to children and youth. The award may be given to an individual more than once but not more often than once every five (5) years.

The Alaska PTA, a PTA Council, or a local unit PTA confers the commitment to Children Recognition. Individuals may not give the Commitment to Children Recognition. An individual may not purchase the award for himself/herself.

The cost of the Alaska PTA Commitment to Children Recognition is \$35.00. The recipient will receive a certificate, pin, and a letter of congratulations from the Alaska PTA President. The money received from these awards is used to fund the Alaska PTA PreK-12 Study Grant Fund.

Convention

Standing Rules

Call to Convention

An annual convention of the Alaska PTA shall be held at a time and place selected by the executive committee. Notice of the time and place shall be given not less than sixty days prior to the date for opening the convention. (Alaska PTA Bylaws Article XVI)

Alaska PTA Convention Procedures

Alaska PTA Convention Procedures may be found in the Alaska PTA Convention Handbook. It includes information on:

- Board members responsibilities,
- Evaluation,
- Exhibitors,
- National PTA representative to convention,
- Past state Presidents,
- Parliamentarian, and
- Registration procedures.

Alaska PTA Office

The Alaska PTA office shall be under the supervision of the President and/or his/her designee. A telephone with answering capabilities and a computer with email capabilities will be maintained at the office. Messages and email will be checked daily. All correspondence (including electronic, i.e. email and/or fax) shall be directed to the Alaska PTA office and will be disbursed from there. Please see Office Manual for more details.

Office Manager

The Alaska PTA will hire an individual to work in the office as an office manager. The office manager is responsible to the President or his/her designee. Board members wishing to have the office manager perform tasks for them should route their requests to the President or designee who will assign tasks to the office manager.

The duties of the office manager include but are not limited to the following:

1. Act as an aide to the President;
2. Handle mail, fax, email, and phone inquiries, direct and relay messages to the appropriate person.
3. Compile and mail information to the Board of Managers, board committees and to the units;
4. Check the Post Office Box at least twice weekly.
5. Maintain Local PTA Unit, Council and Alaska PTA records and files;
6. Process biweekly mailing and special mailings;
7. Operate or supervise operation of office machines (copy machine, phone, answering machine, fax, computers, printers, scanners, postage meter)
8. Attend Board of Managers meetings, trainings, Alaska PTA Convention and Alaska PTA Legislative Issues conference as requested.
9. Prepare correspondence for the President;
10. Make bank deposits as directed by the Treasurer;

The office manager should have the following skills:

Standing Rules

1. Basic understanding of PTA and related matters;
2. Experience working with volunteers and/or a non-profit organization.
3. Knowledge of basic computer skills;
4. Good communication skills, including written, telephone and interpersonal; and
5. Self-motivation.

Procedure for Employing an Office Manager

The Alaska PTA will advertise the vacancy and request that individuals submit an application. The President/office committee to screen for individual to be interviewed will review the applications. The Executive Committee will receive copies of the applications of the individuals being considered for interviews.

The President shall appoint an interview committee. The interview committee will interview candidates and make recommendations to the President. The President will make the final decision and hire the office manager.

Performance Review

The President is responsible for conducting the periodic performance review and other related matters. The President will conduct a survey of the Board of Managers prior to the final review.

Excellence for Children and Commitment to Children Recognition

1. Monitor all requests for these awards;
2. Correspond appropriately with people requesting awards;
3. Deposit all monies received into the Alaska PTA account or turn all monies received over to the Treasurer of the Alaska PTA without delay;
4. Arrange for appropriate certificates and pins;
5. Enter information about award recipients into permanent record; and arrange for publication of names of new award recipients in the biweekly mailing.

PTA Merchandise and Boutique

Boutique items shall be under the control of the Office Committee and the Office Manager. The ordering of items to be sold in the boutique shall be done only after approval of the Office Committee and if funding is approved as part of the Alaska PTA Budget.

Local Units and Councils

Membership Cards

Membership cards will be sent out in August; amount based on previous year's membership. The expiration date for Alaska PTA membership cards is September 30.

Membership Dues

(See Alaska PTA Bylaws for more specific information about membership dues)

All units shall send their dues with the current Treasurer's Remittance Form directly to the Alaska PTA office. Dues deadlines are the end of each month for the previous month. Membership lists should accompany the payment of dues as proof to the IRS of actual members, and should include names, addresses, phone numbers and email addresses.

Standing Rules

Units bylaws state who is responsible for the submission of dues.

The National PTA Membership year runs from January 1 to December 31. Alaska PTA membership records are kept according to this schedule. Therefore, dues submitted after March 31 will be included in the first quarter report of the next year. If a unit has not submitted membership dues during the Alaska PTA fiscal year, any membership dues postmarked after March 15 will not be included in determining membership awards.

Alaska PTA membership year runs from October 1 through September 30. These dates have been chosen to allow units to hold a membership drive in the fall and still have the membership needed to conduct business in a timely manner as the school year begins.

Unless otherwise stated in your bylaws the membership year of any unit organized and chartered by Alaska PTA is October 1 through September 30.

Payment of Dues

Alaska PTA and National PTA dues shall be held in reserve by the units until they are remitted to the Alaska PTA office. The unit President is responsible for remittance.

All local dues received in the Alaska PTA office by March 15 are due and payable to National PTA within fourteen (14) days. Such dues shall be counted in the membership year ending on that March 31. Unit dues must be postmarked by March 15 in order for that unit to be eligible for Alaska PTA awards or to participate in the National Reflections Program.

Notification/ Action Procedures for Healthy Units in Good Standing (HUGS) Compliance with Dues

Following the December and March dues deadline, the First Vice President (Membership) mails out letters to the Presidents of the units not in compliance. A list of non-compliant units will be sent to the Region Vice Presidents and/or Council President. The First Vice President will monitor the units until the dues are received.

Insurance

AIM will send an invoice to Local PTA Units and Councils for the required amount for the Alaska PTA Statewide Insurance Policy. Insurance payments shall be made by December 1 and are required for a unit to be considered as a Healthy Unit in Good Standing. Notice will be sent of a failure to comply, and reminders will be sent monthly to the person of record for that unit or council.

Responsibilities to the Internal Revenue Service

Every local unit and council shall have a letter of authorization on file with the IRS. A copy of the letter of authorization shall be sent to the Alaska PTA office for the permanent record.

Unit Presidents are responsible for filing IRS form 990 and then sending a copy of the IRS Form 990 as filed to the Alaska PTA office for the permanent record.

Alaska PTA Bylaws Committee

The Alaska PTA Bylaws Committee is responsible for reviewing and approving local unit and council bylaws. Units and councils are responsible for updating their bylaws whenever there are changes to the # items in the Alaska PTA Bylaws. The Alaska PTA Bylaws Committee also reviews unit and council bylaws every five (5) years. Any unit or council whose bylaws have not been updated in five (5) or more

Standing Rules

years must be reviewed and submitted to the Alaska PTA Bylaws Committee for approval.

Year 1 (2018-19) Regions 1 & 8

Year 2 (2019-20) Region 2

Year 3 (2020-21) Region 3

Year 4 (2016-17) Region 4

Year 5 (2017-18) Region 5 & 6

Procedure for Review of Unit and Council Bylaws

1. Units and councils are notified that their bylaws are due for review by the Alaska PTA.
2. Units and councils send two (2) hard copies and one electronic copy of updated bylaws to the Alaska PTA office. Electronic submission should be confirmed via email or phone.
3. Bylaws are logged in, copied and sent to Bylaws committee members for review and approval.
4. The Alaska PTA mails one (1) copy of the approved and signed bylaws back to the local unit with the appropriate letter and files the other signed copy in the local unit or council's file.

Local units or councils proposing bylaws changes should:

1. Notify the Alaska PTA office before the proposed bylaws are submitted to the membership. Proposed bylaws changes should be faxed or emailed to the Alaska PTA office.
2. When the office receives the notification, it is logged into the record, copied and submitted to the Alaska PTA Bylaws committee for review.
3. The local unit should be notified of any necessary changes within two (2) weeks of receipt.
4. After the bylaws are approved by the unit membership, the local unit mails two (2) signed copies of the approved bylaws, including the changes and the accompanying minutes to the Alaska PTA office. They are approved, signed and one copy is returned to the local unit and the other copy is placed in the local unit's file in the Alaska PTA office.

Standing Rules

Notification/Action for Healthy Unit in Good Standing (HUGS) Compliance with Bylaws

1. By October 1 the Bylaws Committee Chairperson sends out a form letter to any units (cc: councils and Region Vice Presidents) in jeopardy of losing their Healthy Unit in Good Standing status because their revised bylaws have not been received. The form letter should advise the unit of three (3) things:
 - A. Specific action the unit must take in order to bring their organization into compliance with state bylaws;
 - B. The specific consequences if they do not meet the compliance procedures; and
 - C. The timeline they need to follow.
2. By January 1, the Bylaws Committee Chairperson notifies the Councils and Regional Vice Presidents of those units and councils in their region in jeopardy of losing their Healthy Unit in Good Standing status because their revised or reviewed bylaws have not been approved by the Alaska PTA Bylaws Committee.
3. By March 15, the bylaws committee chairperson sends out a second form letter to any units (cc: councils and Region Vice President) in jeopardy of losing their Healthy Unit in Good Standing status because their bylaws have not been approved. The form letter should advise the unit of the three (3) things listed above.
4. By May 1, if no response has been received, the following action will be taken: the Alaska PTA President advises the Regional Vice President and then sends via certified mail a letter informing the unit (cc: councils and Region Vice President) that the organization is no longer in good standing.
5. By June 15th, if still no response has been received, the following action will be taken: via certified mail, the Alaska PTA President advises the President of the unit or council of the procedures that are to be followed in the dissolving of the organization, according to the Alaska PTA Bylaws and Standing Rules. The President sends a copy of the letter to each of the following: school superintendent, school principal, Regional Vice President, the Board Members of the organization and the Alaska PTA office.

Organizing a New Unit

The following procedures shall be utilized in organizing a new PTA Unit:

1. Form a planning group of people interested in organizing a PTA.
2. Notify the Alaska PTA that the unit is in the process of organizing a PTA.
3. Planning Committee sets the time and place for organizational meeting and sets up temporary committees.
4. Bylaws Committee: Planning Committee selects a committee to review suggested model bylaws and adapt them to local needs. An article or section in the bylaws that is preceded by # symbol is required as written. Any other sections can be changed to suit unit needs, as long as they do not conflict with Alaska PTA and National PTA Bylaws. Changes may be made to the model bylaws.
5. Nominations Committee: Planning Committee selects a Nominations Committee to determine a slate of officers.
6. Hold the organizational meeting and keep a list of charter members. Immediately after the meeting, send in to the Alaska PTA office:
 - membership dues
 - copy of membership list
 - one (1) electronic copy of bylaws
 - officer's list
 - insurance payment
 - EIN number and letter of authorization

Standing Rules

Upon receipt of information, the Alaska PTA will send the unit PTA membership cards, an Alaska PTA Leadership Book and other material to help get the PTA unit started.

Re-chartering PTA Units

The following procedures shall be utilized in combining PTAs in the event of redistricting or school closure:

The units shall inform Alaska PTA through the Regional Vice President and give the reason for change, in regions where councils exist; the council will be the liaison between affected units and Alaska PTA. Each unit is to give thirty (30) days notice to members that they may be combining. A transition team will be formed between member units in a manner described by unit membership after proper notice. Members of each unit proposing to combine shall vote whether to disband as individual units and recombine as a single unit. Treasuries will be combined subsequent to individual audits of each unit. The Executive Committee works with the Bylaws Committee to create new bylaws and works with the nomination committee. The combined group must then meet to reorganize, approve new bylaws and elect new officers. Charters from the old units must be returned and the new unit must notify Alaska PTA of the change of status and the status of their records.

Dissolution of a PTA

Dissolution of a PTA is a serious step that should not be made lightly. The authority of the Alaska PTA to dissolve a PTA is found in the Alaska PTA Bylaws. The IRS and the Alaska PTA require:

The status of this association as a local PTA shall be subject to the termination and its charter as a local PTA shall be subject to withdrawal, in the manner and under the circumstances provided for in the bylaws of the Alaska PTA. (Article VI)

Procedure for Voluntary Dissolution of a PTA

The following procedures shall be utilized in the voluntary disbanding of a PTA unit:

1. The unit shall notify the Alaska PTA President of its intent to dissolve at least ninety (90) days prior to the proposed action and shall work with a representative of Alaska PTA to attempt to reconcile differences. The Alaska PTA President shall appoint the representative.
2. If a reconciliation of differences is not possible, dissolution of the unit will be carried out under the direction of the Alaska PTA. All members of the affected PTA must be given sixty (60) days written notice of the dissolution of the PTA. The Alaska PTA or designated representative shall be allowed the privilege of thirty (30) minutes to speak to members at the meeting to dissolve. Action to disband a PTA unit requires a two thirds affirmative vote.
3. Action to disband a PTA unit requires a two thirds affirmative vote.
4. A final report must be made to the IRS in the form of a 990, 990N or 990EZ.
5. Upon dissolution, the unit will immediately yield up and surrender all assets, books, and records to the Alaska PTA and will cease using the PTA name.

Standing Rules

Organizing a Council

The following criteria shall be utilized in organizing a new PTA council:

1. A minimum of three (3) units must be within the region.
2. Alaska PTA must be notified of the intent to organize a council.
3. A member of the Alaska PTA Board of Managers designated by the Alaska PTA President will conduct a pre-organization meeting.

Units wishing to organize a council shall select a bylaws committee to develop proposed council bylaws and a nominating committee to present a slate of nominees. An organizational meeting shall be held.

Dissolution of a Council

The procedure to dissolve a council shall parallel that to dissolve a local unit.

Committee on State and Local Relationships

The President-Elect and Board of Managers Secretary and the Region Vice Presidents shall be the committee on local PTA or council relationships. The committee shall review any alleged violations by local PTAs or councils of these rules (or of their own Bylaws) or other practices or activities of local PTAs or Councils that may tend to defeat the Objects and basic policies of Alaska PTA. The committee shall report promptly to the Board of Managers the results of such a review and of its own recommendation for action. The Board of Managers shall give due consideration to the report of the committee and shall accord the local PTA or council to be heard and to respond to the report.

If, upon such consideration and hearing, the Board of Managers finds a violation by the local PTA or council, it may by two-thirds vote of all of its members then in office, require the local PTA or Council to take appropriate action within a period of time stipulated by the Board of Managers. When such requirement has been made by the Board of Managers and if the recommended action is not taken by the local PTA or Council within the allotted time, the Board of Managers may, by a two-thirds vote of all of its members then in office, grant the local PTA or council an extension of the in which to achieve satisfactory compliance with the action required by the Board of Managers. Failing such compliance, the Board of Managers may withdraw the charter of Local PTA or council and terminate its status as a PTA organization.

Alaska PTA Requirements for Standards of Affiliation with National PTA

General Organization and Business Standards for Chartered Congresses

PTA Affiliates are entitled to the following rights and benefits:

- Affiliation with National PTA – Status as a Chartered Congress
- Use of National PTA service marks (including PTA ® and PTSA ®) in conjunction with name of the PTA Affiliate
- Use of official PTA and PTSA logo
- Use of OMDR (Online Membership Data Reporting)
- Collection of membership dues
- Chartering of new units and other constituent organizations
- Sending voting delegates to National PTA's annual convention based on policy set by National PTA
- Access to exclusive National PTA resources, training, technical assistance and other services
- Bringing resolutions to National PTA for consideration
- Receiving funding to attend National PTA meetings, conferences and/or annual convention
- Receiving benefits from sponsored gifts or rewards and participation in sponsored activities
- Eligibility for grants or program participation funds
- National PTA representation at PTA Affiliate annual meetings/conventions or other events
- Participation in National PTA awards programs

**PTA Affiliates refers to the 54 Congresses chartered by National PTA*

Standing Rules

Job Descriptions

Alaska PTA Officers

The officers of the Alaska PTA shall be a President, President Elect, four (4) Vice Presidents, and Regional Vice Presidents from each region of Alaska, a Secretary, and a Treasurer. (Article XI)

President (Article XII)

The President shall:

1. Be the official spokesperson for the Alaska PTA;
2. Preside at all meetings of the Alaska PTA Convention, Alaska PTA Legislative Issues Conference, Alaska PTA Board of Managers and Alaska PTA Executive Committee;
3. Develop an agenda for those meetings;
4. Create and appoint committees as necessary;
5. Serve as ex-officio member of all committees except the Alaska PTA Nominations and Alaska PTA Elections committees;
6. Assign the duties of the Vice Presidents and the immediate past President and coordinate the work of the officers and the committees of the association;
7. Appoint the parliamentarian with the approval of the Alaska PTA Board of Managers;
8. Appoint advisors, with the approval of the Alaska PTA Board of Managers who will not have full board privileges;
9. Submit required reports to National PTA;
10. Designate as necessary a member of the Alaska PTA Board of Managers as an official representative of Alaska PTA;
11. coordinates information and biweekly updates;
12. Authorize the release of publicity;
13. Represent the Alaska PTA at the National PTA Conventions or send his selected designee;
14. Be responsible for chartering new units;
15. Submit an annual Plan of Work; and
16. Develop office procedures and administer the Alaska PTA office.

President Elect (Leadership) (Alaska PTA Bylaws Article XII)

The President Elect for Leadership shall:

1. In case of the absence or inability of the President to discharge the duties of the office shall perform such duties;
2. Assist the President;
3. Encourage and administer leadership training programs increasing communication with PTA members, school officials and other members of the community;
4. Implement resource materials and provide opportunities for learning that will promote growth and development of effective leadership at all levels of PTA;
5. Assist in planning opportunities for personal and professional growth and experience into Alaska PTA Board Meetings;
6. Act as a consultant to Alaska PTA Regional Vice Presidents and Council Presidents;
7. Submit an annual plan of work;
8. Serve as number one in the succession of President.
9. Represent the Alaska PTA at the request of the President; and
10. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers.

Standing Rules

Vice Presidents (Article XII)

First Vice President (Membership)

The First Vice President (Membership) is responsible for implementing statewide membership activities under the supervision of the President. The general areas of responsibility are the following:

1. Promote and coordinate the Alaska PTA membership program;
2. Develop and submit an annual plan of work for each year and present it to the Executive Committee for approval;
3. Formulate Alaska PTA Membership goals, theme and slogan;
4. Keep the Board of Managers apprised on membership progress by preparing a membership report monthly and present a written report at each Board of Managers meeting;
5. Promote PTA where there are no current units through mail campaigns to statewide educators requesting membership in VIP Alaska unit;
6. Work closely with the Treasurer and Regional Vice Presidents to ascertain the number of memberships paid and which units are outstanding and coordinate the notification of units so deadlines are met;
7. Contribute information on Membership to the biweekly communications;
8. Prepare and present a membership report for the Alaska PTA Convention;
9. Edit the membership handbook annually to disseminate to local units;
10. Take action to notify units of Healthy Units in Good Standing according to procedure outlined in these standing rules;
11. Arrange for membership awards and present awards and distribute certificates and prizes to those not in attendance at presentation;
12. Represent Alaska PTA at the request of the Alaska PTA President; and
13. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers.
14. Act as Chairperson on the Membership Committee.

Second Vice President (Legislative Affairs)

The Second Vice President (Legislative Affairs) is responsible for interpreting and carrying out the Legislative Program under the supervision of the Alaska PTA President. The general areas of responsibility are the following:

1. Promote and coordinate the Alaska PTA Legislative Program, including coordination of testimony by Alaska PTA Board of Managers members and other PTA members;
2. Submit an annual Plan of Work for each year and present it to the Executive Committee for approval;
3. Keep the local units, councils and Board of Managers informed of developments on National issues;
7. Work closely with Board of Managers committee chairpersons in regards to legislation and regulation in their areas of concern;
8. Prepare and present at each Board of Managers meeting a report on current issues and legislation;
9. Prepare a legislation report for the Alaska PTA convention;
10. Coordinate legislative speakers and workshops at Alaska PTA conventions and conferences;
11. Contribute articles on Legislative Advocacy to the biweekly mailing.
12. Edit the Alaska PTA Take Action section of the Alaska PTA Leadership Book annually for dissemination to local units and councils;

Standing Rules

13. Prepare the Legislative Platform for presentation and action at the Alaska PTA Convention;
14. Coordinate the annual Alaska PTA Legislative Issues Conference;
15. Represent Alaska PTA at the request of the Alaska PTA President;
16. Work with the National PTA Advocacy Coordinator to oversee advocacy efforts; and
17. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers.

Third Vice President (Programs and Committees)

The Third Vice President (Programs and Committees) shall:

1. Promote the use of National PTA and Alaska PTA programs;
2. Promote National PTA and Alaska PTA programs at the annual Alaska PTA Convention and coordinate program workshops;
3. Represent Alaska PTA at the request of the Alaska PTA President;
4. Contribute information on PTA Programs to the biweekly communications;
5. Be responsible for the Alaska PTA awards program, acting as chairperson of the Awards Committee; (see Awards Committee section)
6. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers;
7. Edit the Alaska PTA Program Handbook annually for publication and dissemination to local units; and
8. Submit an annual Plan of Work for each year and present it to the Executive Committee for approval.
9. Consult with Chairperson of Reflections Committee.

Fourth Vice President (Parent Engagement)

The Fourth Vice President (Parent Engagement) shall:

1. Promote Parent Engagement within the State and local PTAs.
2. Work with partner Agencies to promote Parent Engagement within the State of Alaska.
3. Contribute information on Parent Engagement for the biweekly update.
4. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers.
5. Submit an annual Plan of Work for each year and present it to the Executive Committee for approval.
6. Act as Chairperson of the Parent Engagement Committee.

Secretary (Article XII)

The Secretary shall:

1. Keep an accurate account of all meetings;
2. Be prepared to read the records of any previous meetings;
3. File all records;
4. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the executive committee.
5. Record minutes of convention, meetings of the Board of Managers and Executive Committee and special meetings;
6. Be in possession of the minutes books prior to all meetings;
7. Type minutes, attaching all reports and such other materials as necessary for the complete record, of all meetings and distribute to the Board of Managers within two (2) weeks of the meeting
8. Keep a Secretary's book of standing and special committee minutes in a separate file;

Standing Rules

9. Provide for the distribution of the approved Plans of Work for all Board of Managers members;
10. Notify Board of Managers members in writing of their pending removal from office as directed by the Alaska PTA President;
11. Supervise elections and voting, as necessary;
12. Perform such other or special duties as may be provided for by these bylaws, prescribed by the parliamentary authority or directed by the Alaska PTA President, the Alaska PTA Board of Managers or the Executive Committee; and
13. Submit an annual plan of work for each year and present it to the Executive Committee for approval.

Treasurer (Alaska PTA Bylaws Article XII)

The Treasurer shall:

1. Maintain a full account of the funds of the Alaska PTA;
2. Keep a full and accurate account of the receipts and disbursements in books belonging to the Alaska PTA;
3. Render a written financial report to the Board of Managers 7 days prior to each meeting;
4. Prepare or cause to be prepared an annual report for audit;
5. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the executive committee;
6. Have responsibility for the funds;
7. Prepare and present a financial report for each Board of Managers meeting;
8. Have a basic understanding of bookkeeping and accounting practices; and be able to supervise accounting procedures effectively;
9. Serve as chairperson of the budget committee;
10. Prepare and present credentials report at convention as requested;
11. Report at the post-convention Board of Managers meeting where funds of the Alaska PTA are deposited;
12. Submit, in cooperation with the First Vice President (Membership), National PTA portion of the dues and monthly membership report as required by National PTA;
13. Notify the First Vice President (Membership) and appropriate Regional Vice Presidents and Council Presidents of payment and non-payment of dues following the December and March Deadlines;
14. Submit information for biweekly communications;
15. Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of Managers; and
16. Submit an annual Plan of Work for each year and present it to the Executive Committee for approval.
17. The Treasurer shall be chairperson of the Budget Committee of the Board of Managers

Regional Vice Presidents

A Regional Vice President shall represent each designated region of the Alaska PTA. Each Regional Vice President shall be a member of the Alaska PTA Board of Managers.

Regional Vice Presidents shall:

1. Cooperate in projects and programs in conjunction with the Alaska PTA;
2. Increase the general effectiveness of PTA work statewide; and
3. Submit, in writing, a monthly report to the Alaska PTA Board of Managers.

Standing Rules

Regional Vice Presidents have the following responsibilities:

1. To serve as a resource person for the Alaska PTA President;
2. To build leadership to strengthen PTA programs;
3. To stimulate growth in PTA membership and participation;
4. To assist in the establishment and support of new local units;
5. To advise and assist local unit Presidents of required financial reports (audit, 990, membership reports) and resources available to help them improve their administrative efficiency;
6. To assist in planning regional conferences, training and Alaska PTA convention;
7. To prepare a program Plan of Work for each year and present it to the Executive Committee for approval;
8. To act as a liaison between the local unit and Alaska PTA;
9. To provide assistance in the resolution of conflict within or between local units if requested; and
10. To receive and appropriately disburse correspondence (reports, bylaws, inquires) from local units and from the public sector.
11. Serve on the State and Local Relationships Committee.

Council Presidents

Council Presidents are elected by the members of their respective council. Alaska PTA highly values the input of the Council Presidents and welcome their attendance at all Alaska PTA events.

Alaska PTA Committee Chairpersons

All Committee Chairpersons have the following responsibilities; additional duties for specific committees may be found below:

1. Supervise the work of their committee
2. Develop articles for communications as appropriate
3. Submit an annual Plan of Work for each year to the Executive Committee for approval.
4. Submit, in writing, a monthly report to the Alaska PTA Board of Managers.