

Bylaws of the Alaska PTA

1 **Article I. NAME**

2 The name of this association is the Alaska Congress of Parents and Teachers, Inc. It is commonly known as
3 and will be referred to in these bylaws as the "Alaska PTA."
4

5 **#Article II. PURPOSES**

6 **Section 1.** The Purposes of this association, in common with the Purposes of the National PTA and
7 the Alaska PTA, are:
8

- 9 (a) To promote the welfare of children and youth in home, school, place of worship, and throughout the
10 community.
- 11 (b) To raise the standards of home life.
- 12 (c) To advocate for laws that further the education, physical and mental health, welfare, and safety of
13 children and youth;
- 14 (d) To promote collaboration and engagement of families and educators in the education of children and
15 youth;
- 16 (e) To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social
17 well-being of all children and youth;
- 18 (f) To advocate for fiscal responsibility regarding public tax dollars in public education funding.
19

20 **Section 2.** The purposes of this association are promoted, through an advocacy and educational
21 program directed towards parents, teachers, and the general public; developed through conferences,
22 committees, projects, and programs; and governed and qualified by the basic policies set forth in Article
23 III.
24

25 **Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational
26 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding
27 Section of any future Federal tax code (hereinafter "Internal Revenue Code").
28

29 **# ARTICLE III. BASIC POLICIES**

30 The following are basic policies of the Alaska PTA, in common with those of the National PTA:

- 31 (a) The association shall be noncommercial, nonsectarian, and nonpartisan.
- 32 (b) The association shall work with the schools and community to provide quality education for all children
33 and youth, and shall seek to participate in the decision-making process establishing school policy,
34 recognizing that the legal responsibility to make decisions has been delegate by the people to boards of
35 education, state education authorities, and local education authorities.
- 36 (c) The association shall work to promote the health and welfare of children and youth, and shall seek to
37 promote collaboration among parents, schools, and the community at large.
- 38 (d) No part of the net earnings of the association shall inure to the benefit of, or be distributable to its
39 members, directors, trustees, officers, or other private persons except that the association shall be
40 authorized and empowered to pay reasonable compensation for services rendered, and to make
41 payments and distributions in furtherance of the purposes set forth in Article III hereof.
- 42 (e) Notwithstanding any other provision of these articles, the association shall not carry on any other

Bylaws of the Alaska PTA

1 activities not permitted to be carried on (i) by an association exempt from federal income tax under
2 Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are
3 deductible under Section 170(c)(2) of the Internal Revenue Code.

4 (f) Upon the dissolution of the association, after paying or adequately providing for the debts and
5 obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds,
6 foundations, or associations which have established their tax exempt status under Section 501(c)(3) of
7 the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

8 (g) The association or members in their official capacities shall not, directly or indirectly, participate or
9 intervene (in any way, including the publishing or distributing of statements) in any political campaign
10 on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial
11 part of its activities to attempting to influence legislation by propaganda or otherwise.
12

13 **ARTICLE IV: CONSTITUENT ASSOCIATIONS**

14 **#Section 1.** The articles of organization of a constituent organization include (a) the bylaws of such
15 association and (b) the certificate of incorporation or articles of incorporation of such association, (in
16 cases in which the association is a corporation), or the articles of association by whatever name, (in
17 cases in which the organization exists as an unincorporated association).
18

19 **#Section 2.** Each constituent association shall adopt such bylaws for the government of the association as
20 may be approved by the Alaska PTA. Such bylaws shall not be in conflict with the National PTA Bylaws
21 or the bylaws of the state PTA.
22

23 **#Section 3.** Bylaws of each constituent association shall include an article on amendments.
24

25 **#Section 4.** Each officer or board member of a constituent association shall be a member of a local PTA within
26 its area.
27

28 **#Section 5.** A PTA member shall not serve as a voting member of a constituent association's board at the
29 local, council, or region level while serving as a paid employee of, or under contract to, that constituent
30 association.
31

32 **#Section 6.** Bylaws of each constituent association shall include a provision establishing a quorum.
33

34 **#Section 7.** The members of the nominating committee for officers of a constituent association shall be
35 elected by membership, Board of Managers, executive board, or executive committee.
36

37 **# Section 8.** The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy voting is
38 specified by applicable state law).
39

Bylaws of the Alaska PTA

#ARTICLE V: STATE PTAS/PTSAS

Section 1. The Alaska PTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Objects of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Objects of the National PTA and its obligation to comply with the National PTA Bylaws, the Alaska PTA is a self-governing association with independent legal existence.

Section 2. The relationship of the Alaska PTA with the National PTA and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by the National PTA to the Alaska PTA.

Section 3. The Alaska PTA shall adopt such bylaws and other articles of organization as are in conformity with the National PTA Bylaws.

Section 4. The bylaws of the Alaska PTA and all amendments hereto shall be subject to approval by the Committee on Bylaws of the board of directors of the National PTA.

Section 5. The Alaska PTA shall provide appropriate procedures for the organization of local PTAs within its area. The Alaska PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

Section 6. The Alaska PTA may create or establish subsidiary associations, regions, within its area to facilitate the administration of the affairs of the Alaska PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such regions.

Section 7. The Alaska PTA may create or establish councils in municipalities, cities, or other areas designated by its Board of Managers for the purpose of conference, leadership training, and coordination of the efforts of local PTAs and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTAs that shall be eligible for membership and participation in the work of any council shall be determined by the Alaska PTA. Councils shall not legislate for local PTAs.

Section 8. In the event of surrender or withdrawal of its charter by the National PTA, in the manner provided in Article IV, Section 2, of the National PTA Bylaws, the Alaska PTA is obligated:

- (a)** To yield up and surrender all of its books and records and all of its assets and property to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch association established by the National PTA for the area of the state PTA;
- (b)** To yield up all of the books and records and all of the assets and property of any Controlled Association and surrender them to the National PTA or to such agency as may be designated by the National PTA to be held for the benefit of another branch association established by the National PTA for the area of such state PTA. A Controlled Association shall mean any corporation or other entity, whether nonprofit or for-profit, incorporated or unincorporated, that is controlled by such state PTA. For purposes of this section, control means ownership by vote or value of more than fifty percent of the association, power

Bylaws of the Alaska PTA

1 to appoint individuals to the governing body of the association representing more than fifty percent of
2 the voting power, or ownership of more than fifty percent of the beneficial interests in the association.
3 The state PTA shall cause the governing documents of the Controlled Association to reflect this
4 obligation;

- 5 (c) To cease and desist from the further use of any name that implies or connotes association or affiliation
6 with the National PTA or status as a branch or constituent association of the National PTA; and
- 7 (d) To carry out promptly, under the supervision and direction of the National PTA, all proceedings
8 necessary or desirable for the purpose of dissolving the Alaska PTA.

9
10 **Section 9.** The Alaska PTA is responsible for compliance by the local, council, or region PTAs within its
11 area with the National PTA Bylaws and the bylaws of the state PTA. The provisions of Alaska PTA
12 bylaws relating to the withdrawal of the charter of a local PTA, (and the termination of its status as a
13 local PTA), shall parallel the provisions of the National PTA Bylaws relating to the withdrawal by the
14 National PTA of the charter of the Alaska PTA and the termination of the status of the Alaska PTA as
15 a branch of the National PTA.

16
17 **Section 10.** The Alaska PTA shall submit to the National PTA a report of its work and activities for inclusion
18 in the annual report of the National PTA.

19
20 **Section 11.** The Alaska PTA shall keep such permanent books of account and records as shall be sufficient to
21 establish the items of gross income, receipts, and disbursements of the association, including,
22 specifically the number of local PTAs within its area, the national portion of membership dues collected
23 by such local PTAs, the amounts of such dues received by the Alaska PTA, and the amounts of dues
24 remitted to the National PTA. Such books of account and records, including those of controlled
25 association, shall at all reasonable times be open to inspection by an authorized representative of the
26 National PTA.

27 28 **ARTICLE VI: LOCAL PTAS/PTSAS**

29 **#Section 1.** A local PTA in good standing is one that:

- 30 (a) Adheres to the Objects and basic policies of the National and State PTA;
- 31 (b) Remits the national portion of the dues through the state to reach the national office by dates
32 designated by the National PTA; and
- 33 (c) Has on file at the Alaska PTA office:
 - 34 1) An IRS Employer Identification Number (EIN);
 - 35 2) A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable;
 - 36 3) A current officers list.
 - 37 4) A current membership list
 - 38 5) A copy of current annual audit
 - 39 6) A copy of proof of liability insurance meeting the Alaska PTA guidelines, which is paid annually.
 - 40 7) A copy of current bylaws which have been approved according to the procedures of the Alaska PTA,
41 and;
- 42 (d) Meets other criteria as may be prescribed by the Alaska PTA.

Bylaws of the Alaska PTA

1 **#Section 2.** Each local PTA shall keep such permanent books of account and records as shall be sufficient
2 to establish the items of gross income, receipts, and disbursements of the association, including,
3 specifically, the number of its members, the dues collected from its members, and the amounts of
4 dues remitted to the Alaska PTA. Such books of account and records shall at all reasonable
5 times be open to inspection by an authorized representative of the Alaska PTA or, where directed by
6 the committee on state and national relationships, by a duly authorized representative of the National
7 PTA.

8
9 **#Section 3.** The charter of a local PTA shall be subject to withdrawal and the status of such association as
10 a local PTA shall be subject to termination, in the manner and under the circumstances provided by
11 the bylaws of the Alaska PTA.

12
13 **#Section 4.** Each local PTA is obligated, upon withdrawal of its charter by the Alaska PTA:

- 14 (a) To yield up and surrender all of its books and records and all of its assets and property to the
15 Alaska PTA or to such agency as may be designated by the Alaska PTA or to another local PTA
16 organized under the authority of the Alaska PTA;
17 (b) To cease and desist from the further use of any name that implies or connotes association with the
18 National PTA, the Alaska PTA, or status as a constituent association of the National PTA; and
19 (c) To carry out promptly, under the supervision and direction of the Alaska PTA, all proceedings
20 necessary or desirable for the purpose of dissolving such local PTA.

21
22 **#Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

23
24 **#Section 6.** Only members of a local PTA who have paid dues for the current membership year may
25 participate in the business of the local PTA.

26
27 **#Section 7.** Each local PTA shall collect dues from its members and shall remit a portion of such dues to
28 the Alaska PTA as provided in Article VII hereof.

29
30 **#Section 8.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of Alaska
31 bylaws identified by the number symbol (#).

32
33 **#Section 9.** PTAs whose State and National dues are not current will be notified by April 1st of each year. If
34 they are not brought current by June 30th, they will be ineligible to participate in PTA programs at the
35 State and National level until the discrepancies are corrected.

36
37 **#Section 10.** PTAs whose bylaws are not current will be notified by October 1st of each year and again on
38 May 15th, if necessary. If they are not brought current by June 30th, they may be ineligible to
39 participate in PTA programs at the State and National level until the discrepancies are corrected.

40
41 **Section 11.** Local unit bylaws are considered current if they have been amended or revised within the last 5
42 years and then approved by Alaska PTA. For the purpose of participation in Alaska PTA programs and
43 business, submittal of five year bylaws amendments or revisions for approval will be considered

Bylaws of the Alaska PTA

1 tentatively current until approved. The local unit must provide timely response to Alaska PTA for
2 information during this process or be considered non current.

3
4 **#Section 12.** The adoption of an amendment to the articles and sections of the bylaws of the Alaska PTA that
5 bear a number symbol (#), shall automatically amend the bylaws of the local PTA units.

6
7 **Section 13.** A local unit wanting to voluntarily dissolve shall adhere to the following policy.

- 8 (a) The Alaska PTA President shall be notified at least 90 days prior to the meeting to vote on dissolution.
9 The notification shall be in the form of a resolution.
- 10 (b) The Alaska PTA President shall appoint a PTA representative to work with the unit in an attempt to
11 determine if dissolution is the only corrective action available to the unit.
- 12 (c) The resolution shall be sent to all unit members at least 60 days prior to the meeting to vote on the
13 dissolution.
- 14 (d) During the meeting and prior to the vote on the resolution, an Alaska PTA representative may speak to
15 the resolution for a period of time not to exceed 30 minutes.
- 16 (e) Approval of the dissolution resolution requires a 2/3 positive vote. A quorum must be established. Only
17 those unit members, whose dues are current, are allowed to vote.
- 18 (f) If the dissolution resolution passes:
- 19 1) Immediately surrender all of its financial books, records and property to Alaska PTA
 - 20 2) Cease from using any name that implies an association with National PTA or Alaska PTA.
- 21

22 **ARTICLE VII: MEMBERSHIP AND DUES**

23 **#Section 1.** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the
24 National PTA and of the Alaska PTA by which such local PTA is chartered, and is entitled to all the
25 benefits of such membership.

26
27 **#Section 2.** Membership in each local PTA shall be made available by such local PTA, without regard to race,
28 color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of
29 the National PTA Bylaws, as may be prescribed in the bylaws of the local PTA, to any individual who
30 subscribes to the Objects and basic policies of the National PTA.

31
32 **#Section 3.** Each local PTA shall conduct an annual enrollment of members but may admit individuals to
33 membership at any time.

34
35 **#Section 4.** Each member of a local PTA shall pay such annual dues to said association as may be
36 prescribed by the association. The amount of such dues shall include the portion payable to the
37 Alaska PTA the "state portion" and the portion payable to the National PTA the "national portion."

38
39 **#Section 5.** The amount of the state portion of each member's dues shall be determined by the Alaska PTA.
40 The national portion of each member's dues shall be two dollars and twenty five cents (\$2.25), annually.

41
42 **#Section 6.** The Alaska PTA portion of each member's dues shall be four dollars, (\$4.00), annually.

Bylaws of the Alaska PTA

1 **#Section 7.** The state and national portions of the dues paid by each member of a local PTA shall be set
2 aside by the local PTA and remitted to the Alaska PTA through such channels and at such times as
3 the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the
4 national portion of dues paid by all members of local PTAs in its area.
5

6 **#Section 8.** The Alaska PTA shall make remittances, on a monthly basis, to the National PTA of the amounts
7 due to the National PTA. Each remittance shall be accompanied by a statement of the dues received
8 by the Alaska PTA from all local PTAs within its area for the month covered by the report. Such
9 statement shall show the name and location of each local PTA, the amount paid by it to the Alaska
10 PTA, and the number of new members in each local PTA.
11

12 **Section 9.** Alaska PTA will mail membership cards to local units in August, based on last year's membership
13 totals. The expiration date for Alaska PTA Membership cards is September 30th.
14

15 **ARTICLE VIII: REGIONS**

16 **Section 1.** The Alaska PTA shall establish regions along geographic or regional lines to facilitate the
17 administration of the affairs of the Alaska PTA and the carrying out of its program.
18

19 **Section 2.** The Board of Managers shall determine the boundaries of the regions.
20

21 **Section 3.** The Regional Vice-Presidents serve as Alaska PTA representatives for their respective regions.
22

23 **Section 4.** The respective regions shall nominate the Regional Vice-Presidents. If the nominations committee
24 received no nominations sixty (60) days before convention, the position will be filled in accordance with
25 the Alaska PTA Standing Rules.
26

27 **Section 5.** The Regional Vice-Presidents shall be elected, along with the other officers, at the bi-annual
28 convention during odd numbered years.
29

30 **Section 6.** The Regional Vice-Presidents shall serve for a term of two (2) years.
31

32 **ARTICLE IX: COUNCILS**

33 **#Section 1.** The Alaska PTA may create or establish Councils in municipalities, cities, or other areas
34 designated by its Board of Managers/directors for the purpose of conference, leadership training, and
35 coordination of the efforts of local PTA units, and may prescribe the form and content of the bylaws or
36 other articles of association of such Councils. The local PTA units that shall be eligible for membership
37 and participation in the work of any Council shall be determined by the state PTA. Councils shall not
38 legislate for local units.
39

40 **Section 2.** As a condition of continued good standing a Council has on file at the Alaska PTA office:

41 (a) Adheres to the Objects and basic policies of the National and State PTA;

42 (b) Has on file at the Alaska PTA office:

43 1) An IRS Employer Identification Number (EIN);

Bylaws of the Alaska PTA

- 2) A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable;
 - 3) A current officers list.
 - 4) A current membership list
 - 5) A copy of current annual audit
 - 6) A copy of proof of liability insurance meeting the Alaska PTA guidelines, which is paid annually.
 - 7) A copy of current bylaws which have been approved according to the procedures of the Alaska PTA, and;
- (c) Meets other criteria as may be prescribed by the Alaska PTA.

#Section 3. Each Council shall include in its bylaws provisions of such of these bylaws as are identified herein by a number symbol (#).

#Section 4. The adoption of an amendment to the articles and sections of the bylaws of the Alaska PTA that bear a number symbol (#) shall automatically amend the bylaws of the councils.

#Section 5. Councils whose bylaws are not current will be notified by October 1st of each year and again on March 15th, if necessary. If they are not brought current by June 30th, they may be ineligible to participate in PTA programs at the State and National level until such discrepancies are corrected.

Section 6. Council bylaws are considered current if they have been amended or revised within the last 5 years and then approved by Alaska PTA. For the purpose of participation in Alaska PTA programs and business, submittal of five year bylaws amendments or revisions for approval will be considered tentatively current until approved. The council must provide timely response to Alaska PTA for information during this process or be considered non current.

Section 7. Councils wanting to voluntarily dissolve shall adhere to the following policy.

- (a) The Alaska PTA President shall be notified at least 90 days prior to the meeting to vote on dissolution. The notification shall be in the form of a resolution.
- (b) The Alaska PTA President shall appoint a PTA representative to work with the council in an attempt to determine if dissolution is the only corrective action available to the council.
- (c) The resolution shall be sent to all board members and council delegates at least 60 days prior to the meeting to vote on the dissolution.
- (d) During the meeting and prior to the vote on the resolution, an Alaska PTA representative may speak to the resolution for a period of time not to exceed 30 minutes.
- (e) Approval of the dissolution resolution requires a 2/3 positive vote. A quorum must be established. Only board members and those delegates representing units with current council membership are allowed to vote.
- (f) If the dissolution resolution passes, the Council shall:
 - 1) Immediately surrender all of its financial books, records and property to Alaska PTA, to a PTA or PTSA organized in Alaska as designated by Alaska PTA or to another Council under the authority of Alaska PTA, and
 - 2) Cease from using any name that implies an association with National PTA or Alaska PTA.

Bylaws of the Alaska PTA

1 **ARTICLE X: BOARD OF MANAGERS**

2 **Section 1.** The Board of Manager shall manage the affairs of the Alaska PTA.

3
4 **Section 2.** Each board member shall be a member of a local PTA chartered by Alaska PTA.

5
6 **Section 3.** The members of the board shall be:

- 7 (a) The President, President-Elect, the First Vice-President of Membership, the Second Vice-President of
8 Legislation, the Third Vice-President of Programs, the Fourth Vice-President of Parental Engagement,
9 the Regional Vice-Presidents, the Secretary, and the Treasurer of the Alaska PTA;
10 (b) The immediate Past President of the Alaska PTA, who may serve as an ex-officio member;
11 (c) The Chairmen of standing committees;
12 (d) The Chairmen of special committees when specified by the Board of Managers, and
13

14 **Section 4.** Duties of the Board shall be:

- 15 (a) To formulate all policies of the Alaska PTA;
16 (b) To oversee all financial matters affecting the Alaska PTA;
17 (c) To adopt Alaska PTA Standing Rules outlining responsibilities of members of the Board of Managers;
18 (d) To adopt procedures for recognition of achievement of individuals and constituent organizations;
19 (e) To transact business of the Alaska PTA between its annual conventions;
20 (f) To have the authority to divide Alaska into geographical divisions for the convenience of Alaska PTA
21 work;
22 (g) To direct the initial organization of local units and councils in keeping with these bylaws and the bylaws
23 of the National PTA, and
24 (h) To take no action that is in conflict with actions approved by the conventions of the Alaska PTA.
25

26 **Section 5.** If any member of the Board of Managers shall at any time cease to meet the qualifications or fulfill
27 the duties of the position, that person may be removed from the Board by action adopted by the Board
28 of Managers.
29

30 **Section 6.** Regular meetings of the Board shall be held at least 9 times during the fiscal year.

31
32 **Section 7.** Notice of time and place of each regular meeting shall be given at least 10 days prior to the
33 meeting.
34

35 **Section 8.** Special meetings of the board may be called by the President or when requested by five [5]
36 members upon three [3] days' notice to each member of the board.
37

38 **Section 9.** At all meetings of the Board, a majority of the members of the board shall constitute a quorum
39 for the transaction of business.
40

41 **Section 10.** Upon the expiration of the term of office or when individuals cease to hold the position that
42 entitles them to be a member of the board, they shall automatically cease to be a member of the
43 board and shall be relieved of all duties and responsibilities incident to such membership. All

Bylaws of the Alaska PTA

1 records, books and other materials pertaining to the position shall be turned over to the President and
2 all funds pertaining to the position shall be returned to the Treasurer within fourteen days.
3

4 **ARTICLE XI: OFFICERS**

5 **Section 1.** The officers of the Alaska PTA shall be a President, President-Elect and four Vice-Presidents, and a
6 Regional Vice-President from each region of Alaska, a Secretary, and a Treasurer.
7

8 **Section 2.** The officers shall be elected at an annual convention held during odd numbered calendar years.
9

10 **Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for
11 that office may be dispensed with and election held by voice vote. A majority vote shall be required for
12 election.
13

14 **Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be
15 officers of the Alaska PTA:

- 16 (a) Each officer shall be a member of a local PTA chartered by the Alaska PTA.
- 17 (b) No officer may be eligible to serve more than two [2] terms in the same office, with the exception of the
18 President and President-Elect, both of which are limited to one term.
- 19 (c) A person who has served in an office for more than one half of a full term shall be deemed to have
20 served a full term in such office.
- 21 (d) Unless no other qualified candidate becomes available, a two-thirds vote by the Board of Managers will
22 approve continuation of the current officer to stay until a successor is found.
23

24 **Section 5.** Each officer elected at an annual convention shall take office July 1st; following the close of the
25 annual convention and shall serve for a term of two (2) years or until a successor is elected.
26

27 **Section 6.** A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term
28 by the President-elect. A vacancy in any office other than President shall be filled by the Board of
29 Managers.
30

31 **ARTICLE XII: DUTIES OF OFFICERS**

32 **Section 1.** The *President* shall:

- 33 (a) Preside at all meetings;
- 34 (b) Serve as an ex-officio member of all committees except the nominating committee;
- 35 (c) Prepare and present an annual report of the financial condition of the association;
- 36 (d) Represent the Alaska PTA at National PTA Convention
- 37 (e) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
38 prescribed by the parliamentary authority, or directed by the Board of Managers or executive
39 committee.
40

41 **Section 2.** The *President-Elect* shall:

- 42 (a) Act as an aide to the President;
- 43 (b) Perform the duties of the President in the President's absence or inability to serve;

Bylaws of the Alaska PTA

- (c) 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
- (d) Ascend to the presidency at the end of the previous President's term.

Section 3. The **First Vice-President of Membership** shall be responsible for implementing statewide membership activities under the supervision of the President. The general areas of responsibility are the following:

- (a) Promote and coordinate the Alaska PTA membership program
- (b) Develop and submit an annual plan of work and present it to the Executive Committee for approval
- (c) Formulate Alaska PTA membership goals, theme, and slogan
- (d) 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.
- (e) Promote PTA where there are no current units through mail campaigns to statewide educators requesting membership in VIP Alaska unit;
- (f) Work closely with the Treasurer and Regional Vice-Presidents to ascertain the number of memberships paid; which units are outstanding in dues; and coordinate the notification of units so deadlines are met;
- (g) Contribute information on Membership to the monthly communications;
- (h) Prepare and present a membership report for the Alaska PTA Convention;
- (i) Edit the membership handbook annually to disseminate to local units;
- (j) Take action to notify units of Healthy Units in Good Standing according to procedure outlined in these standing rules;
- (k) Arrange for membership awards and present awards and distribute certificates and prizes (consider word incentives or awards) to those not in attendance at the time of presentation;
- (l) Represent Alaska PTA at the request of the Alaska PTA President; and
- (m) Act as an aide to the President;
- (n) Perform the duties of the President in the President's or President-Elect's absence or inability to serve; and
- (o) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules prescribed by, the parliamentary authority, or directed by the President, the Board of Managers, or the Executive Committee.

Section 4. The **Second Vice-President of Legislative Affairs** shall be 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:

- (a) Promote and coordinate the Alaska PTA Legislative Program, including coordination of
- (b) Testimony by Alaska PTA Board of Managers members and other PTA members;
- (c) Chair the Legislative Advocacy Committee;
- (d) Submit an annual Plan of Work and present it to the Executive Committee for approval;
- (e) Coordinate the National PTA member-to-member network within Alaska;
- (f) Keep the local units, Councils and the Board of Managers informed of developments on National issues;
- (g) Work closely with the Board of Managers Committee Chairpersons in regards to legislation and regulation in their areas of concern;

Bylaws of the Alaska PTA

- 1 (h) Prepare and present at each Board of Managers meeting a report on current issues and legislation;
- 2 (i) Prepare a legislation report for the Alaska PTA Convention;
- 3 (j) Coordinate legislative speakers and workshops at Alaska PTA conventions and conferences;
- 4 (k) Contribute articles on Legislative Advocacy to the monthly mailing.
- 5 (l) Edit the Alaska PTA Take Action section of the Alaska PTA Leadership Book annually for dissemination
- 6 to local units and councils;
- 7 (m) Prepare the Legislative Platform for presentation and action at the Alaska PTA Convention;
- 8 (n) Coordinate the annual Alaska PTA Legislative Issues Conference;
- 9 (o) Represent Alaska PTA at the request of the Alaska PTA President;
- 10 (p) Work with the National PTA Advocacy Coordinator to oversee advocacy efforts; and
- 11 (q) Act as an aide to the President;
- 12 (r) Perform the duties of the President in the President's, President-Elect's, or First Vice-President's
- 13 absence or inability to serve; and
- 14 (s) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
- 15 prescribed by, the parliamentary authority, or directed by the President, the Board of Managers, or the
- 16 Executive Committee.
- 17

18 **Section 5.** The *Third Vice-President of Programs* shall be responsible for interpreting and carrying out the

19 Programs and Committees under the supervision of the Alaska PTA President. The general areas of

20 responsibility are the following:

- 21 (a) Promote the use of National PTA and Alaska PTA programs;
- 22 (b) Promote National PTA and Alaska PTA programs at the annual Alaska PTA Convention and coordinate
- 23 program workshops;
- 24 (c) Represent Alaska PTA at the request of the Alaska PTA President;
- 25 (d) Contribute information on PTA Programs to the monthly communications;
- 26 (e) Be responsible for the Alaska PTA Awards program, acting as Chairperson of the Awards Committee;
- 27 (see Awards Committee section)
- 28 (f) Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of
- 29 Managers;
- 30 (g) Edit the Alaska PTA Program Handbook annually for publication and dissemination to local units; and
- 31 (h) Submit an annual Plan of Work and present it to the Executive Committee for approval;
- 32 (i) Act as an aide to the President;
- 33 (j) Perform the duties of the President in the President's, President-Elect's, First, or Second Vice-
- 34 President's absence or inability to serve; and
- 35 (k) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
- 36 prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the
- 37 Executive Committee.
- 38

39 **Section 6.** The *Fourth Vice-President of Parent Engagement* shall be responsible for interpreting and

40 carrying out the Parent Engagement Program under the supervision of the Alaska PTA President. The

41 general areas of responsibility are the following:

- 42 (a) Promote Parent Engagement within the State and local PTAs.
- 43 (b) Work with partner Agencies to promote Parent Engagement within the State of Alaska.

Bylaws of the Alaska PTA

- 1 (c) Contribute information on Parent Engagement for the monthly update.
- 2 (d) Perform such special duties as assigned by the Alaska PTA President or the Alaska PTA Board of
- 3 Managers.
- 4 (e) Submit an annual Plan of Work and present it to the Executive Committee for approval.
- 5 (f) Act as an aide to the President;
- 6 (g) Perform the duties of the President in the President's, President-Elect's, First Vice- President's, Second
- 7 Vice-President's, or Third Vice-President's absence or inability to serve; and
- 8 (h) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
- 9 prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the
- 10 Executive Committee.

11 **Section 7. The *Regional Vice Presidents* shall:**

- 12 (a) Cooperate in projects and programs in conjunction with the Alaska PTA;
- 13 (b) Increase the general effectiveness of PTA work statewide; and
- 14 (c) Regional Vice Presidents have the following responsibilities:
- 15 (d) To serve as a resource person for the Alaska PTA President;
- 16 (e) To build leadership to strengthen PTA programs;
- 17 (f) To stimulate growth in PTA membership and participation;
- 18 (g) To assist in the establishment and support of new local units;
- 19 (h) To advise and assist local unit Presidents of required financial reports (audit, 990, membership reports)
- 20 and resources available to help them improve their administrative efficiency;
- 21 (i) To assist in planning regional conferences, training and Alaska PTA convention;
- 22 (j) To prepare a program Plan of Work for each year and present it to the Executive Committee for
- 23 approval;
- 24 (k) To act as a liaison between the local unit and Alaska PTA;
- 25 (l) To provide assistance in the resolution of conflict within or between local units if requested; and
- 26 (m) To receive and appropriately disburse correspondence (reports, bylaws, inquires) from local units and
- 27 from the public sector.
- 28 (n) Submit, in writing, an annual final report to the Alaska PTA Board of Managers.
- 29 (o) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
- 30 prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the
- 31 Executive Committee.
- 32
- 33

34 **Section 8. The *Secretary* shall:**

- 35 (a) Keep an accurate account of all meetings;
- 36 (b) Be prepared to read the records of any previous meetings;
- 37 (c) File all records;
- 38 (d) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
- 39 prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the
- 40 executive committee.

41 **Section 9. The *Treasurer* shall:**

- 42 (a) Maintain a full account of the funds of the Alaska PTA;
- 43

Bylaws of the Alaska PTA

- 1 (b) Cause to be kept a full and accurate account of the receipts and disbursements in books belonging to
2 the Alaska PTA;
3 (c) Render a written statement to the Board of Managers at each meeting;
4 (d) Prepare or cause to be prepared an annual report for audit;
5 (e) Perform such other duties as may be provided for by these bylaws, Alaska PTA Standing Rules,
6 prescribed by the parliamentary authority, or directed by the President, the Board of Managers, or the
7 executive committee.
8

9 **ARTICLE XIII: EXECUTIVE COMMITTEE**

10 **Section 1.** There shall be an executive committee of the Alaska PTA, the members of which shall be: The
11 President, President-Elect, the First Vice-President of Membership, the Second Vice-President of
12 Legislation, the Third Vice-President of Programs, the Fourth Vice-President of Parental Engagement,
13 the Secretary, and the Treasurer of the Alaska PTA.
14

15 **Section 2.** Special meetings of the executive committee may be called by the President or upon written
16 request of three, (3), members with three, (3), days' notice to each member of the executive committee.
17

18 **Section 3.** A majority of the executive committee shall constitute a quorum for the transaction of
19 business.
20

21 **Section 4.** The executive committee shall:

- 22 (a) Transact business referred to it by the board;
23 (b) Act in emergencies between meetings of the board;
24 (c) Make a report at each board meeting;
25 (d) Establish and serve on a program committee for the convention;
26 (e) Pass upon the plan of work of each standing committee, and authorize and direct the work of each
27 committee;
28 (f) Formulate and submit to the Board of Managers such recommendations as it may deem advisable;
29 (g) Determine the amount of, and authorize payment for, fidelity bonds of the Treasurer and other persons
30 authorized to handle funds of the Alaska PTA;
31 (h) Select committee on elections no less than 30 days prior to convention;
32 (i) Determine amount of convention registration fee;
33 (j) Propose amendments to the bylaws in accordance with Article XXI; and
34 (k) Authorize the bylaws committee to submit a proposed revised set of bylaws to replace existing bylaws
35 in accordance with Article XXI; and
36 (l) The executive committee shall take no action in conflict with any action taken by the Board of Managers
37

38 **Section 5.** Teleconference meetings may be held:

- 39 (a) At least 10 days' notice having been given.
40 (b) Materials pertinent to the meeting shall be received by all Executive Committee members at least three,
41 (3), days in advance.
42 (c) An oral roll call shall be taken at the beginning of the teleconference meeting. A quorum must be
43 established. All voting must be done by an oral roll call vote, with the exception of any votes by

Bylaws of the Alaska PTA

1 unanimous consent.

2 (d) Approved minutes will be on file at the Alaska PTA office.

3 4 **ARTICLE XIV: COMMITTEES**

5 **Section 1.** The following standing committees of the Board of Managers are specifically provided for in these
6 bylaws.

7 (a) The Executive Committee

8 (b) The Budget Committee

9 (c) The Bylaws Committee

10 (d) The Convention Committee

11
12 **Section 2.** Any additional standing committees shall be created or dispensed with by the Board of Managers
13 as deemed advisable to accomplish the work of the Alaska PTA. The standing committees shall
14 endeavor to carry out their plans, working under the direction of the Executive Committee.

15 (a) Nominations for chairmen of the standing committees shall be made by the nominating committee and
16 presented to the newly elected officers immediately after the convention for their acceptance.

17 (b) If a vacancy occurs in a standing chair, that chair shall be appointed by the Executive Committee as
18 provided for in these bylaws.

19
20 **Section 3.** Teleconference committee meetings may be held

21 (a) After consultation with the President, at least ten days' notice having been given;

22 (b) Materials pertinent to the meeting shall be received by all committee members at least three (3) days in
23 advance.

24 (c) An oral roll call shall be taken at the beginning of the teleconference meeting, a quorum must be
25 established. All voting must be done by an oral roll call vote, with the exception of any votes by
26 unanimous consent.

27 (d) Approved minutes will be on file at the Alaska PTA office.

28 29 **ARTICLE XV: STATE AND LOCAL RELATIONSHIPS**

30 **Section 1.** There shall be a committee on state and local relationships consisting of the Alaska PTA President,
31 President-Elect and the eight regions including the secretary of Region 7.

32
33 **Section 2.** This committee shall review any alleged violations by local PTAs of the National PTA Bylaws,
34 Alaska PTA bylaws, or their own bylaws or other practices or activities of local PTAs that may tend to
35 defeat the Objects and basic policies of the Alaska PTA and shall promptly report to the Alaska
36 Board of Managers the results of such review and its recommendations for action.

37
38 **Section 3.** The Alaska PTA Board of Managers shall give due consideration to the report of the committee
39 and shall provide the local PTA the opportunity to be heard and to respond to the report. If, upon
40 such consideration and hearing, the Alaska PTA Board of Managers finds a violation by a local PTA, it
41 may, by a two-thirds vote of all its members then in office, require the local PTA to take appropriate
42 action within a period of time stipulated by the Alaska PTA Board of Managers. When such a
43 requirement has been made by the Alaska PTA Board of Managers and if the recommended action is

Bylaws of the Alaska PTA

1 not taken by the local PTA within the allotted time, the Alaska PTA Board of Managers may, by a two-
2 thirds vote of all its members then in office, withdraw the charter of the local PTA and terminate its
3 status as a local PTA.
4

5 **ARTICLE XVI: ANNUAL ALASKA PTA CONVENTION**

6 **Section 1.** An annual convention of the Alaska PTA shall be held at a time and place selected by the executive
7 committee. Notice of the time and place shall be given not less than 60 days prior to the date for
8 opening the convention.
9

10 **Section 2.** Each PTA in good standing shall be entitled to send its President or alternate and one voting
11 delegate for up to the first 50 members. PTAs may send voting delegates for each additional 50
12 members or major fraction thereof, as shown on the Alaska PTA Treasurer's records as of thirty (30) days
13 prior to the convention. A major fraction is defined as 51 percent of 50 members.
14

15 **Section 3.** Each council in good standing shall be entitled to send to the annual convention two, (2), voting
16 delegates, one of whom shall be the newly elected President or his alternate.
17

18 **Section 4.** The voting body of the annual convention shall consist of all members of the Board of Managers and
19 accredited delegates from the local units and councils as covered in Sections 2 and 3 above.
20

21 **Section 5.** A voting member may have but one vote, although entitled to vote in more than one capacity.
22

23 **Section 6.** There shall be no proxy voting.
24

25 **Section 7.** The annual convention shall elect officers in accordance with these bylaws, adopt resolutions,
26 approve changes to the legislative program and transact such other business as may properly come
27 before the convention.
28

29 **Section 8.** Only the members who make up the voting body at the convention shall have the right to introduce
30 motions, participate in debate, or vote. Members who are not part of the voting body shall be entitled to
31 attend the annual convention as observers upon payment of a registration fee in an amount determined
32 by the Executive Committee.
33

34 **Section 9.** The Board of Managers, by a 2/3 vote, may cancel or defer any convention when it deems such
35 action is required by the existence of an emergency, epidemic or other disaster. Such action may be
36 taken by the President on his own responsibility after polling the members of the Board of Managers to
37 the extent reasonably possible under the existing circumstances, should it be impossible to convene a
38 meeting of the Board of Managers.
39

40 **Section 10.** The quorum shall be a majority of the voting body present at such meeting.
41

42 **ARTICLE XVII: ANNUAL ALASKA PTA LEGISLATIVE ISSUES CONFERENCE**

43 **Section 1.** There shall be an annual issues conference of the Alaska PTA at a time and place selected by the

Bylaws of the Alaska PTA

1 Executive Committee. Notice of time and place shall be given not less than 30 days prior to the date for
2 opening the conference.

3
4 **Section 2.** Each local unit in good standing shall be entitled to send as voting delegates to the annual issues
5 conference two (2) representatives.

6
7 **Section 3.** Each council in good standing shall be entitled to send to the annual issues conference two (2)
8 voting delegates.

9
10 **Section 4.** The voting body of the annual conference shall consist of all members of the Board of Managers and
11 accredited delegates from the local units and councils as covered in Sections 2 and 3 above.

12
13 **Section 5.** A voting member may have but one vote, although entitled to vote in more than one capacity.

14
15 **Section 6.** The annual issues conference shall set the Alaska PTA legislative priorities for the coming year.

16
17 **Section 7.** Only the members who make up the voting body at the conference shall have the right to introduce
18 motions or vote. Nonvoting delegates who are not part of the voting body shall be entitled to attend the
19 annual conference and participate in debate upon payment of a registration fee in an amount determined
20 by the Executive Committee.

21
22 **Section 8.** The Board of Managers, by a 2/3 vote, may cancel or defer the issues conference when it deems
23 such action is required by the existence of an emergency, epidemic or other disaster. Such action may
24 be taken by the President on his own responsibility after polling the members of the Board of Managers
25 to the extent reasonably possible under the existing circumstances, should it be impossible to convene a
26 meeting of the Board of Managers.

27
28 **Section 9.** The quorum shall be a majority of the voting body present at such meeting.

30 **ARTICLE XVIII: NATIONAL CONVENTION**

31 **#Section 1.** The Alaska PTA shall be entitled to accredit to the annual convention as its delegates: The
32 President of the Alaska PTA; One additional delegate from among the members of the Alaska PTA for
33 each 1,000 members, or major fraction thereof, of the Alaska PTA, as shown on the books of the
34 Treasurer of the National PTA as of March 31st preceding the annual convention.

35
36 **Section 2.** The selection of the delegates, other than the President of Alaska PTA who shall be a delegate
37 by virtue of office, shall be governed by the bylaws of the Alaska PTA.

39 **Article XIX: FISCAL YEAR ARTICLE**

40 The fiscal year of the Alaska PTA shall begin on July 1st and end on the following June 30th.

42 **#ARTICLE XX: PARLIAMENTARY AUTHORITY**

43 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the

Bylaws of the Alaska PTA

1 Alaska PTA and its constituent associations in all cases in which they are applicable and in which they
2 are not in conflict with these bylaws, the National PTA Bylaws or the articles of incorporation.
3

4 **ARTICLE XXI: AMENDMENTS**

5 **Section 1.** These bylaws may be amended at an annual convention by a two-thirds vote of those present and
6 voting, provided the amendments have been approved by the Board of Managers and notice of
7 proposed amendments has been provided to constituent association sixty (60) days prior to the
8 opening of convention.
9

10 **Section 2.** The executive committee or the Board of Managers by a majority vote may authorize the Bylaws
11 Committee to submit a proposed revised set of bylaws to replace existing bylaws in accordance with
12 Article XXI. These bylaws may be replaced at an annual convention by a two thirds vote of those
13 present and voting, provided notice of the proposed revised set of bylaws has been provided to
14 constituent associations sixty (60) days prior to the opening of Convention.
15

Bylaws of the Alaska PTA

APPENDIX

- 1
- 2
- 3
- 4 1. State PTAs may require that certain provisions be included in local unit or council bylaws. Such
- 5 requirements should be designated by the number symbol (#)
- 6
- 7 2. Regarding Article V, Section 1, state PTAs are responsible to research and to comply with state laws
- 8 and regulations and to ensure that local units are aware of and in compliance with the bylaws of the
- 9 state and National PTAs.
- 10
- 11 3. Nine, (9), copies of current bylaws should be mailed to the National PTA Committee on Bylaws at the
- 12 national office. The Committee should also be notified of subsequent action taken by convention
- 13 delegates.
- 14
- 15 4. Bylaws should state the process of delegate selection; this section may be written to reflect this process.
- 16
- 17 5. When a society or an assembly has adopted a particular parliamentary manual, such as Robert's Rules
- 18 of Order Newly Revised, as its authority, the rules contained in that manual are binding upon it in all
- 19 cases where they are not inconsistent with the bylaws or any special rules of order on the body, of any
- 20 provisions of local, state or national law applying to the particular type of organization. It is acceptable to
- 21 include any corporation law that is applicable to your state in this artic
- 22