



Bylaws Revision Checklist

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Local Unit/Council Name: _____
Contact Person: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Submitting a bylaw:
_____ Revision
_____ Amendment

We will be voting on our bylaws _____

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

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

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

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

Alaska PTA
P.O. Box 201496
Anchorage, Alaska 99520-1496
Phone: 907-279-9345
office.akpta@gmail.com

Bylaws

Article I: Name

The name of this association is the _____ Parent-Teacher-Student Association (PTSA) located in (town) _____, Alaska. It is a local unit in the _____ Council, Region _____, organized under the authority of the Alaska Congress of Parents and Teachers (Alaska PTA), a branch of the National Congress of Parents and Teachers (National PTA).

#Article II: Articles of Association

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

#Article III: Purposes

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

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

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

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

1 **#Article IV: Basic Policies**

2
3 The following are the basic policies of the National PTA, the Alaska PTA, and this association:

- 4
5 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
6
7 b. The association shall work with the schools and community to provide quality education for
8 all children and youth, and shall seek to participate in the decision-making process
9 establishing school policy, recognizing that the legal responsibility to make decisions has
10 been delegate by the people to boards of education, state education authorities, and local
11 education authorities.
12
13 c. The association shall work to promote the health and welfare of children and youth, and
14 shall seek to promote collaboration among parents, schools, and the community at large.
15
16 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable
17 to its members, directors, trustees, officers, or other private persons except that the
18 association shall be authorized and empowered to pay reasonable compensation for
19 services rendered, and to make payments and distributions in furtherance of the purposes
20 set forth in Article III hereof.
21
22 e. Notwithstanding any other provision of these articles, the association shall not carry on any
23 other activities not permitted to be carried on (i) by an association exempt from federal
24 income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association,
25 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
26
27 f. Upon the dissolution of the association, after paying or adequately providing for the debts
28 and obligations of the association, the remaining assets shall be distributed to one or more
29 nonprofit funds, foundations, or associations which have established their tax-exempt status
30 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in
31 accordance with those of National PTA.
32
33 g. The association or members in their official capacities shall not, directly or indirectly,
34 participate or intervene (in any way, including the publishing or distributing of statements) in
35 any political campaign on behalf of, or in opposition to, any candidate for public office, or
36 devote more than an insubstantial part of its activities to attempting to influence legislation
37 by propaganda or otherwise.
38

39 **Article V: Membership and Dues**

40
41 **#Section 1.** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the
42 National PTA and the Alaska PTA by which such local PTA is chartered, and is entitled to all benefits of
43 such membership.
44

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

1
2 **#Section 3.** Each local PTA shall conduct an annual enrollment of members, but may admit persons to
3 membership at any time.

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

8
9 **#Section 5.** The amount of the state portion of each member's dues shall be determined by the Alaska
10 PTA. The national portion of each member's dues shall be two dollars twenty-five cents (\$2.25) per
11 annum.

12
13 **#Section 6.** The amount of the state portion of each member's dues shall be four dollars (\$4.00) per
14 annum. **(Alaska PTA Article VII, Section 6)**

15
16 **Section 7.** The annual dues for membership in this PTSA shall be \$_____ per annum which
17 includes the national portion of \$2.25 and state portion of \$4.00 per annum.

18
19 **#Section 8.** The state and national portions of the dues paid by each member of a local PTA shall be
20 set aside by the local PTA and remitted monthly to the Alaska PTA. Alaska PTA shall pay to the
21 National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

22
23 **#Section 9.** The remittance to the Alaska PTA shall be accompanied by a report, in such form as may
24 be required by the Alaska PTA, showing the name and address of the president of the association, the
25 amount of dues collected during the period covered by the report, the number of members of the
26 association, and a copy of the names, addresses, phone numbers and email addresses of the
27 members of the association (membership list).

28
29 **#Section 10.** Only members of a local PTA who have paid dues for the current membership year may
30 participate in the business of that association.

31
32 **Section 11.** With the exception of during the (annual) membership drive(s) (and through the month of
33 _____), a person must have been a member for _____ days prior to voting on items presented to
34 the membership.

35
36 **#Section 12.** Alaska PTA will mail membership cards to local units in August, based on the previous
37 year's membership totals. The expiration date for Alaska PTA Membership cards is September 30th.

38 39 **Article VI: Officers and Their Election**

40
41 **Section 1.** The number and election of officers are based on the following provisions:

- 42
43 a. The officers of this PTSA shall consist of a President, _____(number) Vice-President(s), a
44 Secretary and a Treasurer.

- 1 b. Officers shall be elected by ballot or be voted on by mail in the month of _____.
2 However, if there is but one nominee for any office, election for that office may be by voice
3 vote.
4
5 c. Officers shall assume their official duties following the close of the meeting in
6 _____(month) and shall serve for a term of _____ year(s) or until their
7 successors are elected.
8
9 d. No member shall hold more than one office at a time, and no member shall be eligible to
10 serve more than two consecutive terms in the same office.
11
12 e. A person who serves in an office for more than one-half of a full term shall be deemed to
13 have served a full term in that office.
14

15 **Section 2.** Nominating committee provisions are:

- 16
17 #a. The members of the nominating committee for officers of a constituent association shall be
18 elected by membership, Board of Directors/Managers, Executive Board, or Executive
19 Committee.
20
21 #b. The Nominating committee is composed of ____ (number) members, (at least three and
22 always an uneven number). The members shall be elected by the _____ (Board or
23 Membership) at a _____(Board or Membership) meeting at least one month prior to the
24 election of officers. The committee shall name its own chairman.
25
26 #c. The Nominating committee shall nominate eligible candidates for the offices to be filled and
27 report its nominees at the membership meeting in _____ (month), at which time
28 additional nominations may be made from the floor.
29
30 #d. Only those persons who have signified their consent to serve if elected shall be nominated
31 for or elected to such office.
32

33 **Article VII: Duties of Officers**

34
35 **Section 1.** The President:

- 36
37 a. Shall preside at all meetings of the membership and of the Board;
38
39 b. May appoint a parliamentarian, subject to the approval of the (Officers or Board);
40
41 c. Shall perform such other duties as may be prescribed in these bylaws or assigned by the
42 membership, and
43
44 d. Shall be a member ex-officio of all committees except the Nominating committee.
45

1 **Section 2.** The Vice-President(s) shall act as (an) aide(s) to the President. In the absence of the
2 president, the (First) Vice-President shall assume the duties of the President. The order and duties of
3 the Vice-President(s) shall be determined by the Board. **(The specific duties of various vice-**
4 **presidents shall be included here with a section devoted to each Vice-President.)**
5

6 **Section 3.** The Secretary shall:
7

- 8 a. Call the meetings to order in the absence of the President or Vice-President(s);
9
- 10 b. Record the minutes of all membership and Board meetings and read or present typed
11 minutes for approval at the next scheduled meeting;
12
- 13 c. File all records, including a current copy of the bylaws and a current membership list, which
14 includes names, addresses and phone numbers;
15
- 16 d. Announce how many people are in attendance and that a quorum is present;
17
- 18 e. Notify each committee chairman of his appointment;
19
- 20 f. Respond to correspondence delegated to him; and
21
- 22 g. Perform other duties as may be delegated.
23

24 **Section 4.** The Treasurer shall:
25

- 26 a. Be the custodian for all the funds of the PTSA and ensure all checks are signed by two (2)
27 authorized signatories;
28
- 29 b. Collect and keep a full and accurate account of receipts and expenditures in books
30 belonging to the PTSA;
31
- 32 c. Present a written financial report at every membership meeting of the PTSA, as well as at
33 every meeting of the Board;
34
- 35 d. Present an annual audit report to the PTSA at the annual membership meeting; and
36
- 37 e. Present all reports, books and other necessary documents to an auditor or the auditing
38 committee if the treasurer resigns or is removed from office before the term is complete, or
39 before the successor treasurer takes office and assumes the duties.
40

41 **Section 5.** The Officers shall appoint the chairmen of all standing and special committees (and
42 delegates to the _____ Council of PTAs that are not already identified in the Council bylaws).
43

44 **Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned from time
45 to time. Upon resignation or removal from office, each officer shall turn over to the president, (without
46 delay or within _____(days) of the resignation or termination), all records, books and other materials

1 pertaining to the office, and shall return to the Treasurer, (without delay or within ____ (days)), all funds
2 pertaining to the office. In the case of the President materials shall be delivered to the (First) Vice-
3 President within ____ (number) days.
4

5 **Section 7.** All officers shall deliver to their successors in office all books, records and documents held
6 in their possession no later than ____ days of their successors taking office.
7

8 **Section 8.** Transitional meeting(s) may occur between the outgoing and incoming officers at any time
9 during a period of ____ (number) days after the election of officers. The meeting(s) (is or are) subject
10 to the call of the incoming president or a majority of the incoming officers, ____ (number) days' notice
11 having been given.
12

13 **Article VIII: Membership Meetings**

14
15 **Section 1.** At least ____ membership meetings of this PTSA shall be held during the school year.
16 Dates of the meetings shall be determined by the Board and announced at the first membership
17 meeting of the year. Changes to meeting dates require ____ (number) days' notice.
18

19 **Section 2.** Special meetings of the membership may be called by the President, a majority of the
20 Board or a majority of the membership, ____ (number) days' notice having been given.
21

22 **Section 3.** The election meeting shall be held in _____ (month). The annual (and
23 installation) meeting shall be held in _____ (month).
24

25 **#Section 4.** ____ (number) members present, but not less than 10% of the membership, shall
26 constitute a quorum for the transaction of business in any membership meeting or for a vote by mail.
27

28 **Section 5.** Each member is entitled to 1 (one) vote.
29

30 **Section 6.** Membership voting by mail-in ballots or electronic means shall be allowed, but only
31 according to the following procedures
32

33 a. Voting by mail or electronic means shall be allowed for the subject(s) of (election of officers,
34 adoption of the budget or amendment of the bylaws,) only if the board votes to do so for a
35 particular vote.
36

37 #b. Voting by mail or electronic means shall follow the procedures outlined in *Robert's Rules of*
38 *Order*.
39

40 c. No votes on the above particular matter(s) shall be taken in person at a membership
41 meeting if the same matter is to be voted on by mail.
42

43 d. Unless so designated, the Secretary will be the conductor of the vote. If the Secretary
44 declines because he is an incumbent or chooses not to participate, the President shall
45 appoint another member, (the substitute, with all the Secretary's duties), to conduct the vote.
46

- e. The Secretary shall send out to the address of record for each member listed on the most PTSA current paid mailing roster a complete package that includes a ballot stating the subject of the vote and an explanation. Appropriate detail shall be provided along with a voting section, a signature line for each member and return address instructions.
- f. Appropriate detail includes a copy of proposed bylaw changes with rationale, a list of candidates and brief resume of each or a proposed budget with an explanation of changes from the past year to the upcoming year.
- g. The Secretary shall tabulate all returned ballots and present the results at the next board meeting, and the results shall be recorded into the minutes of the next membership meeting.

Article IX: Board

Section 1. The Board shall consist of the officers of this PTSA. (The chairmen of standing committees, the Principal of the school or a representative appointed by him _____ (number) of teachers and _____ (number) of students – may also be added to your board).

#Section 2. A PTA member shall not serve as a voting member of a constituent association's board on the local, Council, district, region, State, or National level while serving as a paid employee of, or under contract to, that constituent association.

Section 3. The duties of the Board shall be the following:

- a. To transact necessary business in the intervals between membership meetings and such other business as may be referred to it by the membership. No action taken by the Board shall conflict with action taken by the membership;
- b. To create standing and special committees and approve of the membership of each committee;
- c. To approve the plans of work of the standing (and special) committees;
- d. To present a report at the membership meetings;
- #e. To prepare and submit to the membership a budget for adoption for the year;
- #f. To approve expenditures within the limits of the budget;
- g. To act in an emergency between meetings of the membership;
- #h. To approve at least two (2) board members as check signatories. Individuals authorized to sign checks should not be related to each other by marriage or any other relationship;
- #i. To acquire liability insurance meeting the Alaska PTA guidelines no later than December 1st;

1 #j. (s)elect an auditor or Auditing committee;

2
3 #k. To file Form 990/990EZ/990N, as applicable, and submit a copy of this form to Alaska PTA
4 for its records; and

5
6 #l. To ensure that any bylaws amendments are attached to IRS Form 990 along with a page of
7 explanation of the changes.
8

9 **#Section 4.** Regular meetings of the Board shall be held during the school year, the time to be fixed by
10 the Board at its first meeting of the year. A majority of the board members shall constitute a quorum.
11 Special meetings of the Board may be called by the President or by a majority of the members of the
12 Board, ____ (number) days' notice having been given.
13

14 **Section 5.** A vacancy occurring in any Board position shall be filled for the unexpired term by a person
15 elected by a majority vote of the Board, ____ (number) days' notice of such election having been given.
16 In case a vacancy occurs in the office of President, the (First) Vice-President shall serve notice of the
17 election. If notice is not given, the election to fill the vacancy shall require a two-thirds vote. If there are
18 no qualified candidates for President, the (First) Vice-President shall serve out the remainder of the
19 term.
20

21 **#Section 6.** Any member of the Board who ceases to meet the qualifications of office as listed in the
22 bylaws or standing rules, or fails to carry out the duties of office may be removed from office by two-
23 thirds vote of the Board providing that proper procedures have been followed.
24

25 **Section 7.** Removal from office of any board member will follow these provisions.
26

27 a. ____ (number) consecutive unexcused absences shall be cause for removal from the
28 Board.
29

30 b. Inability to perform duties or ceasing to meet the qualifications of office of this PTSA shall be
31 cause for removal.
32

33 c. The Board shall meet in a special meeting with a quorum present to discuss and vote on the
34 removal of a board member. All Board members shall be given notice according to Art. IX,
35 Section 4.
36

37 d. The Board member in question may be told of the vote in person but shall be informed about
38 the vote by certified letter. If the vote is for removal, the certified letter shall request that all
39 materials associated with the position be returned to the President, or in the case of the
40 President being removed, to the (First) Vice-President, within ____ (number) days of receipt
41 of the letter.
42

43 **Article X: Committees** 44

45 **Section 1.** Only members of the PTSA shall be eligible to serve in any elective or appointive positions.
46

1 **Section 2.** The Board may create any standing committees as it may deem necessary to promote the
2 Purposes and carry on the work of the membership. The chairmen of the standing (and special)
3 committees shall be (s)elected by the officers of the PTSA. The term of each chairman shall be _____
4 year(s) or until the selection of his successor.

5
6 **Section 3.** The chairman of each standing committee shall present a plan of work to the Board for
7 approval within _____ (number) days. No committee work shall be undertaken without the consent of
8 the board.

9
10 **Section 4.** An auditing committee of not less than three (3) members may be (s)elected by the Board
11 at least two (2) weeks before the annual meeting. Persons authorized to sign checks **during the year**
12 **under review** are not eligible to serve on the auditing committee.

13
14 **Section 5.** The quorum of any committee shall be the majority of its membership.

15
16 **#Article XI: Fiscal Year and IRS EIN**

17
18 **Section 1.** The fiscal year of this association shall begin on the 1st of July and end on 30th of June.

19
20 **Section 2.** The Internal Revenue Service Employer Identification Number (EIN) for this PTSA is
21 _____.

22
23 **Article XII. Council Membership**

24 (Must correspond to Council bylaws.)

25
26 **Section 1.**

- 27 a. This PTSA shall be represented at meetings of the _____ Council of PTAs by
28 _____. (**NOTE:** Representatives must be chosen as specified in Council bylaws.)
29
30 b. Delegates and their alternates shall be (elected or appointed) by the Officers
31 in _____(month).
32
33 c. Delegates to the _____ Council of PTAs shall serve for a term of _____ year(s) or
34 until their successors are (elected or appointed).
35

36 **Section 2.** This PTSA shall pay annual dues to the _____ Council of PTAs, as provided in
37 the Council bylaws.

38
39 **Article XIII - Annual Alaska PTA Convention**

40
41 **#Section 1.** The Alaska PTA shall notify this PTA of the time and place for the annual convention not
42 less than sixty (60) days prior to the date for the opening of the convention.

43
44 **#Section 2.** Each local unit in good standing shall be entitled to send its President or alternate and one
45 voting delegate for up to the first 50 members. Local unit may send voting delegates for each additional
46 50 members or major fraction thereof, as shown on the Alaska PTA Treasurer's records as of thirty (30)

1 days prior to the convention. A major fraction is defined as 51 percent of 50 members. **(AKPTA Article**
2 **XXII, Sect. 2)**

3
4 **Section 3.** This PTA may send as many non-voting delegates as it wants.

5
6 **Article XIV: Annual Alaska PTA Legislative Issues Conference**

7
8 **Section 1.** The Alaska PTA Executive Committee shall notify this PTA of the time and place for this
9 conference not less than 30 days before the beginning of the conference.

10
11 **Section 2.** This PTSA is entitled to send two voting delegates.

12
13 **Article XV: Relationship with National PTA and Alaska PTA**

14
15 **#Section 1.** Local PTAs shall be organized and chartered under the authority of the Alaska PTA in the
16 area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with
17 the Bylaws of the National PTA, as the Alaska PTA may in its bylaws prescribe. The Alaska PTA shall
18 issue to the local PTA in its area an appropriate charter evidencing the due association and good
19 standing of the local PTA. **(NPTA Article VI, Sect. 1)**

20
21 A PTA in good standing is one which:

- 22
23 a. Adheres to the Objects and basic policies of the National PTA;
- 24
25 b. Remits the national portion of the dues through the Alaska PTA to reach the National office
26 by dates designated by the National PTA; and
- 27
28 c. Has on file at the Alaska PTA office:
- 29
30 1. An IRS Employer Identification Number (EIN); and
- 31 2. A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable;
- 32 and
- 33 3. A current officers list; and
- 34 4. A current membership list; and
- 35 5. A copy of current annual audit; and
- 36 6. A copy of proof of liability insurance meeting the Alaska PTA guidelines, which is paid
37 annually; and
- 38 7. A copy of current bylaws which have been approved according to the procedures of the
39 Alaska PTA
- 40
41 d. Meets other criteria as may be prescribed by the Alaska PTA.

42
43 **#Section 2.** In addition to the criteria listed above in Section 1, a PTA in good standing has an IRS
44 Employer Identification Number on file in the state office. **(AKPTA Article X. Sect. 16)**

1 **#Section 3.** Each local PTA shall adopt such bylaws for the government of the association as may be
2 approved by the Alaska PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA
3 or the bylaws of the Alaska PTA.
4

5 **#Section 4.** Bylaws of each constituent association shall include an article on amendments.
6

7 **#Section 5.** Each local PTA shall keep such permanent books of account and records as shall be
8 sufficient to establish the items of gross income, receipts, and disbursements of the association,
9 including specifically, the number of its members, the dues collected from its members, and the
10 amounts of dues remitted to the Alaska PTA. Such books of account and records shall at all
11 reasonable times be open to inspection by an authorized representative of the Alaska PTA or, where
12 directed by the Committee on State and National Relationships, by a duly authorized representative of
13 the National PTA.
14

15 **#Section 6.** The charter of a local PTA shall be subject to withdrawal and the status of such
16 association as a PTA unit shall be subject to termination, in the manner and under the circumstances
17 provided in the bylaws of the Alaska PTA.
18

19 **#Section 7.** Each local PTA is obligated, upon withdrawal of its charter by the Alaska PTA:
20

- 21 a. To yield up and surrender all its books and records and all of its assets and property to the
22 Alaska PTA or to such agency as may be designated by the Alaska PTA or to another local PTA
23 organized under the authority of the Alaska PTA;
24
- 25 b. To cease and desist from the further use of any name that implies or connotes association with
26 the National PTA or the Alaska PTA or status as a constituent association of the National PTA;
27 and
- 28 a. To carry out promptly, under the supervision and direction of the Alaska PTA, all proceedings
29 necessary or desirable for the purpose of dissolving such local PTA.
30

31
32 **#Section 8.** Each Officer or Board member of a local PTA shall be a member of such local PTA.
33

34 **#Section 9.** Each local PTA shall collect dues from its members and shall remit a portion of such dues
35 to the Alaska PTA as provided in Article V hereof.
36

37 **#Section 10.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of
38 such of these bylaws as are identified by the state symbol #.
39

40 **#Section 11.** PTAs whose State and National dues are not current will be notified by April 1st of each
41 year. If they are not brought current by June 30th, they will be ineligible to participate in PTA programs
42 at the State and National level until the discrepancies are corrected.
43

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

1
2 **#Section 13.** PTAs that do not comply with those items required to be a unit in good standing, after
3 notice of discrepancies, will be ineligible to participate in PTA programs at the State and National level
4 until the discrepancies are corrected.

5
6 **#Section 14.** Bylaws of each constituent association shall include a provision establishing a quorum.

7
8 **#Section 15.** The bylaws of all constituent associations shall prohibit voting by proxy.

9
10 **#Article XVI: Parliamentary Authority**

11
12 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
13 National PTA and its constituent associations in all cases in which they are applicable and in which they
14 are not in conflict with these bylaws, the bylaws of the Alaska PTA, and the Bylaws of the National PTA.

15
16 **#Article XVII: Amendments**

17
18 **Section 1.** The procedures for amending these bylaws are as listed below.

- 19
20 a. These bylaws maybe amended at any regular meeting of the PTSA or voted upon by mail,
21 provided that notice of the proposed amendment shall have been given at least 30 days prior to
22 the meeting at which the amendment is voted upon or the vote is being taken by mail; that a
23 quorum has been established; and that the amendment shall be subject to the approval of the
24 Alaska PTA. Bylaws amendments require a two-thirds positive vote of the members present and
25 voting or voting by mail.
26
27 b. A committee may be appointed to submit a revised set of bylaws as a replacement for the
28 existing bylaws only by a majority vote at a membership meeting of the PTSA, or by a two-thirds
29 vote of the Board. The requirements for adoption of a revised set of bylaws shall be the same as
30 in the case of an amendment.
31
32 c. Submission of amendments or revised bylaws for approval by the Alaska PTA shall be in
33 accordance with the bylaws and procedures of the Alaska PTA.
34

35 **#Section 2.** Adoption of an amendment to the articles and sections of the bylaws of the Alaska PTA
36 that bear a number symbol (#) shall automatically amend the bylaws of this PTA. **(AKPTA Article VI**
37 **Section 10)**
38

Bylaws Review and Approval

I hereby certify that these Bylaws were adopted by the membership of the _____ PTSA on this date, _____, 201_____

Submitted by: _____
Signature of Unit President date

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

Approved by: _____
Signature Alaska PTA Representative date

Footnotes

1. Key to numbers/pound signs. Alaska PTA may require that certain provisions be included in local unit bylaws. Such requirements are designated by the number symbol (#).
2. In 1977 the title of Article III was changed to conform to the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates.
3. The total amount of local unit annual dues is obtained by adding the two dollars twenty-five cents per member National PTA portion, the four dollars per member state portion, and the per member portion desired for local use.
4. The remittance to the state PTA shall be accompanied by a report on the form required by Alaska PTA showing the name and address of the president of the PTA, the amount of dues collected during the period covered by the report, and the number of members of the PTA.
5. According to parliamentary procedure it is customary that only one person shall be elected to serve in any one office.
6. The association shall designate such Vice-Presidents as First Vice-President, Second Vice-President, and so on. Vice-Presidents may be designated certain specific duties, and this should show in the bylaws.
7. An audit of the Treasurer's accounts is for the protection of the Treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in the case of fraud. The auditors' report is adopted by a majority vote. See the current edition of *Robert's Rules of Order Newly Revised* for more information.
8. *Robert's Rules of Order Newly Revised* states: "The minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted is the *quorum* of the assembly. The requirement of a quorum is a protection against totally unrepresentative action in the name of the body by an unduly small number of persons." It is suggested that the quorum be set to reflect the number of people who could reasonably be expected at any membership meeting.
9. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.
10. To ensure the inclusion of the required (#) articles and sections of the Alaska PTA, local unit and Council bylaws and proposed amendments must be submitted to Alaska PTA for approval.

Revised – 04/17/2015