

# Northwood ABC Elementary PTA Bylaws

## Article I: Name

The name of this association is the **Northwood ABC Elementary Parent-Teacher Association** (PTA) located in Anchorage, Alaska. It is a local unit in Region IV, 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").

## #Article IV: Basic Policies

1  
2 The following are the basic policies of the National PTA, the Alaska PTA, and this association:  
3

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

### 38 **Article V: Membership and Dues**

39  
40 **#Section 1.** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the  
41 National PTA and the Alaska PTA by which such local PTA is chartered, and is entitled to all benefits of  
42 such membership.  
43

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

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

3  
4 **#Section 4.** Each member of a local PTA shall pay such annual dues to said association as may be  
5 prescribed by the association. The amount of such dues shall include the portion payable to the Alaska  
6 PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

7  
8 **#Section 5.** The amount of the state portion of each member's dues shall be determined by the Alaska  
9 PTA. The national portion of each member's dues shall be two dollars twenty-five cents (\$2.25) per  
10 annum.

11  
12 **#Section 6.** The amount of the state portion of each member's dues shall be four dollars (\$4.00) per  
13 annum. **(Alaska PTA Article VII, Section 6)**

14  
15 **Section 7.** The annual dues for membership in this PTA shall be \$ 10.00 per annum which includes  
16 the national portion of \$2.25 and state portion of \$4.00 per annum.

17  
18 **#Section 8.** The state and national portions of the dues paid by each member of a local PTA shall be  
19 set aside by the local PTA and remitted monthly to the Alaska PTA. Alaska PTA shall pay to the  
20 National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

21  
22 **#Section 9.** The remittance to the Alaska PTA shall be accompanied by a report, in such form as may  
23 be required by the Alaska PTA, showing the name and address of the president of the association, the  
24 amount of dues collected during the period covered by the report, the number of members of the  
25 association, and a copy of the names, addresses, phone numbers and email addresses of the  
26 members of the association (membership list).

27  
28 **#Section 10.** Only members of a local PTA who have paid dues for the current membership year may  
29 participate in the business of that association.

30  
31 **Section 11.** With the exception of during the annual membership drive and through the month of  
32 September), a person must have been a member for ten (10) days prior to voting on items presented to  
33 the membership.

34  
35 **#Section 12.** Alaska PTA will mail membership cards to local units in August, based on the previous  
36 year's membership totals. The expiration date for Alaska PTA Membership cards is September 30<sup>th</sup>.

### 37 38 **Article VI: Officers and Their Election**

39  
40 **Section 1.** The number and election of officers are based on the following provisions:

- 41
- 42 a. The officers of this PTA shall consist of a President, a Vice-President, a Secretary and a  
43 Treasurer.
  - 44
  - 45 b. Officers shall be elected by ballot or be voted on by mail in the month of May. However, if  
46 there is but one nominee for any office, election for that office may be by voice vote.

- c. Officers shall assume their official duties following the close of the meeting in July and shall serve for a term of one year or until their successors are elected.
- d. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- e. A person who serves in an office for more than one-half of a full term shall be deemed to have served a full term in that office.

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

- #a. The members of the nominating committee for officers of a constituent association shall be elected by membership, Board of Directors/Managers, Executive Board, or Executive Committee.
- #b. The Nominating committee is composed of three (3) members, at least three and always an uneven number. The members shall be elected by the Board at a Board meeting at least one month prior to the election of officers. The committee shall name its own chairman.
- #c. The Nominating committee shall nominate eligible candidates for the offices to be filled and report its nominees at the membership meeting in May, at which time additional nominations may be made from the floor.
- #d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Article VII: Duties of Officers**

**Section 1.** The President:

- a. Shall preside at all meetings of the membership and of the Board;
- b. May appoint a parliamentarian, subject to the approval of the Officers;
- c. Shall perform such other duties as may be prescribed in these bylaws or assigned by the membership, and
- d. Shall be a member ex-officio of all committees except the Nominating committee.

**Section 2.** The Vice-President:

- a. Shall act as an aide to the President.
- b. In the absence of the president, the Vice-President shall assume the duties of the President.

1 c. The order and duties of the Vice-President shall be determined by the Board.

2  
3 **Section 3.** The Secretary shall:

- 4  
5 a. Call the meetings to order in the absence of the President or Vice-President;
- 6  
7 b. Record the minutes of all membership and Board meetings and read or present typed  
8 minutes for approval at the next scheduled meeting;
- 9  
10 c. File all records, including a current copy of the bylaws and a current membership list, which  
11 includes names, addresses and phone numbers;
- 12  
13 d. Announce how many people are in attendance and that a quorum is present;
- 14  
15 e. Notify each committee chairman of his appointment;
- 16  
17 f. Respond to correspondence delegated to him; and
- 18  
19 g. Perform other duties as may be delegated.

20  
21 **Section 4.** The Treasurer shall:

- 22  
23 a. Be the custodian for all the funds of the PTA and ensure all checks are signed by two (2)  
24 authorized signatories;
- 25  
26 b. Collect and keep a full and accurate account of receipts and expenditures in books  
27 belonging to the PTA;
- 28  
29 c. Present a written financial report at every membership meeting of the PTA, as well as at  
30 every meeting of the Board;
- 31  
32 d. Present an annual audit report to the PTA at the annual membership meeting; and
- 33  
34 e. Present all reports, books and other necessary documents to an auditor or the auditing  
35 committee if the treasurer resigns or is removed from office before the term is complete, or  
36 before the successor treasurer takes office and assumes the duties.

37  
38 **Section 5.** The Officers shall appoint the chairmen of all standing and special committees.

39  
40 **Section 6.** All officers shall perform the duties outlined in these bylaws and those assigned from time  
41 to time. Upon resignation or removal from office, each officer shall turn over to the president, without  
42 delay or within three (3) days of the resignation or termination, all records, books and other materials  
43 pertaining to the office, and shall return to the Treasurer, without delay or within three (3) days, all funds  
44 pertaining to the office. In the case of the President materials shall be delivered to the Vice-President  
45 within three (3) days.

1 **Section 7.** All officers shall deliver to their successors in office all books, records and documents held  
2 in their possession no later than thirty (30) days of their successors taking office.

3  
4 **Section 8.** Transitional meeting(s) may occur between the outgoing and incoming officers at any time  
5 during a period of thirty (30) days after the election of officers. The meeting(s) are subject to the call of  
6 the incoming president or a majority of the incoming officers, ten (10) days' notice having been given.

7  
8 **Article VIII: Membership Meetings**

9  
10 **Section 1.** At least two (2) membership meetings of this PTA shall be held during the school year.  
11 Dates of the meetings shall be determined by the Board and announced at the first membership  
12 meeting of the year. Changes to meeting dates require ten (10) days' notice.

13  
14 **Section 2.** Special meetings of the membership may be called by the President, a majority of the  
15 Board or a majority of the membership, ten (10) days' notice having been given.

16  
17 **Section 3.** The election meeting shall be held in May. The annual (and installation) meeting shall be  
18 held in May.

19  
20 **#Section 4.** Five (5) members present, but not less than 10% of the membership, shall constitute a  
21 quorum for the transaction of business in any membership meeting or for a vote by mail.

22  
23 **Section 5.** Each member is entitled to 1 (one) vote.

24  
25 **Section 6.** Membership voting by mail-in ballots or electronic means shall be allowed, but only  
26 according to the following procedures

- 27  
28 a. Voting by mail or electronic means shall be allowed for the subjects of election of officers,  
29 adoption of the budget or amendment of the bylaws, only if the board votes to do so for a  
30 particular vote.  
31  
32 #b. Voting by mail or electronic means shall follow the procedures outlined in *Robert's Rules of*  
33 *Order*.  
34  
35 c. No votes on the above particular matters shall be taken in person at a membership meeting  
36 if the same matter is to be voted on by mail.  
37  
38 d. Unless so designated, the Secretary will be the conductor of the vote. If the Secretary  
39 declines because he is an incumbent or chooses not to participate, the President shall  
40 appoint another member, (the substitute, with all the Secretary's duties), to conduct the vote.  
41  
42 e. The Secretary shall send out to the address of record for each member listed on the most  
43 PTA current paid mailing roster a complete package that includes a ballot stating the subject  
44 of the vote and an explanation. Appropriate detail shall be provided along with a voting  
45 section, a signature line for each member and return address instructions.  
46

- 1 f. Appropriate detail includes a copy of proposed bylaw changes with rationale, a list of  
2 candidates and brief resume of each or a proposed budget with an explanation of changes  
3 from the past year to the upcoming year.  
4  
5 g. The Secretary shall tabulate all returned ballots and present the results at the next board  
6 meeting, and the results shall be recorded into the minutes of the next membership meeting.  
7

## 8 **Article IX: Board**

9  
10 **Section 1.** The Board shall consist of the officers of this PTA.

- 11  
12 a. The Board will invite the Principal, a teacher, and committee chairs to participate any time;  
13 however, their participation is not needed to constitute a quorum for the board.  
14

15 **#Section 2.** A PTA member shall not serve as a voting member of a constituent association's board on  
16 the local, Council, district, region, State, or National level while serving as a paid employee of, or under  
17 contract to, that constituent association.  
18

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

- 20  
21 a. To transact necessary business in the intervals between membership meetings and such  
22 other business as may be referred to it by the membership. No action taken by the Board  
23 shall conflict with action taken by the membership;  
24  
25 b. To create standing and special committees and approve of the membership of each  
26 committee;  
27  
28 c. To approve the plans of work of the standing (and special) committees;  
29  
30 d. To present a report at the membership meetings;  
31  
32 #e. To prepare and submit to the membership a budget for adoption for the year;  
33  
34 #f. To approve expenditures within the limits of the budget;  
35  
36 g. To act in an emergency between meetings of the membership;  
37  
38 #h. To approve at least two (2) board members as check signatories. Individuals authorized to  
39 sign checks should not be related to each other by marriage or any other relationship;  
40  
41 #i. To acquire liability insurance meeting the Alaska PTA guidelines no later than December 1<sup>st</sup>;  
42  
43 #j. (s)elect an auditor or Auditing committee;  
44  
45 #k. To file Form 990/990EZ/990N, as applicable, and submit a copy of this form to Alaska PTA  
46 for its records; and

1  
2 #l. To ensure that any bylaws amendments are attached to IRS Form 990 along with a page of  
3 explanation of the changes.  
4

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

10 **Section 5.** A vacancy occurring in any Board position shall be filled for the unexpired term by a person  
11 elected by a majority vote of the Board, ten (10) days' notice of such election having been given. In  
12 case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election. If  
13 notice is not given, the election to fill the vacancy shall require a two-thirds vote. If there are no qualified  
14 candidates for President, the Vice-President shall serve out the remainder of the term.  
15

16 **#Section 6.** Any member of the Board who ceases to meet the qualifications of office as listed in the  
17 bylaws or standing rules, or fails to carry out the duties of office may be removed from office by two-  
18 thirds vote of the Board providing that proper procedures have been followed.  
19

20 **Section 7.** Removal from office of any board member will follow these provisions.  
21

- 22 a. Three (3) consecutive unexcused absences shall be cause for removal from the Board.
- 23
- 24 b. Inability to perform duties or ceasing to meet the qualifications of office of this PTA shall be  
25 cause for removal.
- 26
- 27 c. The Board shall meet in a special meeting with a quorum present to discuss and vote on the  
28 removal of a board member. All Board members shall be given notice according to Art. IX,  
29 Section 4.
- 30
- 31 d. The Board member in question may be told of the vote in person but shall be informed about  
32 the vote by certified letter. If the vote is for removal, the certified letter shall request that all  
33 materials associated with the position be returned to the President, or in the case of the  
34 President being removed, to the Vice-President, within ten (10) days of receipt of the letter.  
35

36 **Article X: Committees**  
37

38 **Section 1.** Only members of the PTA shall be eligible to serve in any elective or appointive positions.  
39

40 **Section 2.** The Board may create any standing committees as it may deem necessary to promote the  
41 Purposes and carry on the work of the membership. The chairmen of the standing (and special)  
42 committees shall be selected by the officers of the PTA. The term of each chairman shall be one year  
43 or until the selection of his successor.  
44



1 **Section 3.** The chairman of each standing committee shall present a plan of work to the Board for  
2 approval within thirty (30) days. No committee work shall be undertaken without the consent of the  
3 board.

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

8  
9 **Section 5.** The quorum of any committee shall be the majority of its membership.

10  
11 **#Article XI: Fiscal Year and IRS EIN**

12  
13 **Section 1.** The fiscal year of this association shall begin on the 1<sup>st</sup> of July and end on 30<sup>th</sup> of June.

14  
15 **Section 2.** The Internal Revenue Service Employer Identification Number (EIN) for this PTA is  
16 92-0055542.

17  
18 **Article XII - Annual Alaska PTA Convention**

19  
20 **#Section 1.** The Alaska PTA shall notify this PTA of the time and place for the annual convention not  
21 less than sixty (60) days prior to the date for the opening of the convention.

22  
23 **#Section 2.** Each local unit in good standing shall be entitled to send its President or alternate and one  
24 voting delegate for up to the first 50 members. Local unit may send voting delegates for each additional  
25 50 members or major fraction thereof, as shown on the Alaska PTA Treasurer's records as of thirty (30)  
26 days prior to the convention. A major fraction is defined as 51 percent of 50 members. **(AKPTA Article**  
27 **XXII, Sect. 2)**

28  
29 **Section 3.** This PTA may send as many non-voting delegates as it wants.

30  
31 **Article XIII: Annual Alaska PTA Legislative Issues Conference**

32  
33 **Section 1.** The Alaska PTA Executive Committee shall notify this PTA of the time and place for this  
34 conference not less than 30 days before the beginning of the conference.

35  
36 **Section 2.** This PTA is entitled to send two voting delegates.

37  
38 **Article XIV: Relationship with National PTA and Alaska PTA**

39  
40 **#Section 1.** Local PTAs shall be organized and chartered under the authority of the Alaska PTA in the  
41 area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with  
42 the Bylaws of the National PTA, as the Alaska PTA may in its bylaws prescribe. The Alaska PTA shall  
43 issue to the local PTA in its area an appropriate charter evidencing the due association and good  
44 standing of the local PTA. **(NPTA Article VI, Sect. 1)**

45  
46 A PTA in good standing is one which:

- 1  
2 a. Adheres to the Objects and basic policies of the National PTA;  
3  
4 b. Remits the national portion of the dues through the Alaska PTA to reach the National office  
5 by dates designated by the National PTA; and  
6  
7 c. Has on file at the Alaska PTA office:  
8  
9 1. An IRS Employer Identification Number (EIN); and  
10 2. A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable;  
11 and  
12 3. A current officers list; and  
13 4. A current membership list; and  
14 5. A copy of current annual audit; and  
15 6. A copy of proof of liability insurance meeting the Alaska PTA guidelines, which is paid  
16 annually; and  
17 7. A copy of current bylaws which have been approved according to the procedures of the  
18 Alaska PTA  
19  
20 d. Meets other criteria as may be prescribed by the Alaska PTA.  
21

22 **#Section 2.** In addition to the criteria listed above in Section 1, a PTA in good standing has an IRS  
23 Employer Identification Number on file in the state office. **(AKPTA Article X. Sect. 16)**  
24

25 **#Section 3.** Each local PTA shall adopt such bylaws for the government of the association as may be  
26 approved by the Alaska PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA  
27 or the bylaws of the Alaska PTA.  
28

29 **#Section 4.** Bylaws of each constituent association shall include an article on amendments.  
30

31 **#Section 5.** Each local PTA shall keep such permanent books of account and records as shall be  
32 sufficient to establish the items of gross income, receipts, and disbursements of the association,  
33 including specifically, the number of its members, the dues collected from its members, and the  
34 amounts of dues remitted to the Alaska PTA. Such books of account and records shall at all reasonable  
35 times be open to inspection by an authorized representative of the Alaska PTA or, where directed by  
36 the Committee on State and National Relationships, by a duly authorized representative of the National  
37 PTA.  
38

39 **#Section 6.** The charter of a local PTA shall be subject to withdrawal and the status of such  
40 association as a PTA unit shall be subject to termination, in the manner and under the circumstances  
41 provided in the bylaws of the Alaska PTA.  
42

43 **#Section 7.** Each local PTA is obligated, upon withdrawal of its charter by the Alaska PTA:  
44

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

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

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

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

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

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

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

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

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

#### **#Article XV: Parliamentary Authority**

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

#### **#Article XVI: Amendments**

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

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

**#Section 2.** 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 this PTA. **(AKPTA Article VI Section 10)**

**Bylaws Review and Approval**

*I hereby certify that these Bylaws were adopted by the membership of the Northwood ABC Elementary PTA on this date,     May 2    , 2016.*

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: \_\_\_\_\_     May 12, 2016      
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 – 03/24/2016