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**Bylaws**

**Article I: Name**

The name of this association is the Polaris Parent-Teacher Association (PTA) located in (town) Anchorage, Alaska. It is a local unit in Region N/A, 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 I~~ The Purposes of this association, in

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**#Article IV: Basic Policies and Principles**

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

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
  
- b. The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegate by the peop7(l)4(e)11by the

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 IV, Section 6)**

14  
15 **Section 7.** The annual dues for membership in this PTA shall be \$ 10.00 per annum which  
16 includes 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 email address of the president of the  
24 association, the amount of dues collected during the period





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

4

5 **Article VIII: Membership Meetings**

6

7 **Section 1.** At least two (2) membership meetings of this PTA shall be held during the school year.  
8 Dates of the meetings shall be determined by the Board and announced at the first membership  
9

1  
2 g. The Secretary shall tabulate all returned ballots and present the results at the next board  
3 meeting, and the results shall be recorded into the minutes of the next membership meeting.  
4

5 **Article IX: Board**  
6

7 **Section 1.** The Board shall consist of the officers of this PTA. (The chairmen of standing committees,  
8 the Principal of the school or an appointed representative and one (1) teacher – may also be added to  
9 your board).  
10

11 **#Section 2.** A PTA member shall not serve as a voting member of a constituent association's board on  
12 the local, Council, district, region, State, or National level while serving as a paid employee of, or under  
13 contract to, that constituent association.  
14

15 **Section 3.** The duties of the Board shall be the following:  
16

- 17 a. To transact necessary business in the intervals between membership meetings and such  
18 other business as may be referred to it by the membership. No action taken by the Board  
19 shall conflict with action taken by the membership;  
20
- 21 b. To create standing and special committees and approve of the membership of each  
22 committee;  
23
- 24 c. To approve the plans of work of the standing (and special) committees;  
25
- 26 d. To present a report at the membership meetings;  
27
- 28 e. To prepare and submit to the membership a budget for adoption for the year;  
29
- 30 f. To approve expenditures within the limits of the budget;  
31
- 32 g. To act in an emergency between meetings of the membership;  
33
- 34 h. To approve at least two (2) board members as check signatories; individuals authorized to  
35 sign checks should not be related to each other by marriage or any other relationship;  
36
- 37 i. To acquire liability insurance meeting the Alaska PTA guidelines no later than December 1<sup>st</sup>;  
38
- 39 j. (s)elect an auditor or Auditing committee;  
40
- 41 k. Obtain a State of Alaska Business License and city/borough business license  
42 (AS43.70.020);  
43
- 44 l. To file for Charitable Organization Registration (AS45.68.010-AS45-68.900);  
45





1 committees shall be (s)elected by the officers of the PTA. The term of each chairman shall be one (1)  
2 year or until the selection of his successor.

3

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

6

7 **Section 4.** An auditing committee of not less than three (3) members may be (s)elected by the Board  
8 at least two (2)

1 issue to the local PTA in its area an appropriate charter evidencing the due association and good  
2 standing of the local PTA. **(NPTA Article VI, Sect. 1)**

3  
4 A PTA in good standing is one which:

- 5  
6 a. Adheres to the Objects and basic policies of the National PTA;  
7  
8 b. Remits the national portion of the dues through the Alaska PTA to reach the National office  
9 by dates designated by the National PTA; and  
10  
11 c. Has on file at the Alaska PTA office:  
12  
13 1. An IRS Employer Identification Number (EIN); and  
14 2. A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable;  
15 and32  
16 3. A current officers list; and  
17 4. A current membership list; and  
18 5. A copy of current annual audit; and  
19 6. A copy of proof of liability insurance meeting the Alaska PTA guidelines, which is paid  
20 annually; and  
21 7. A copy of current bylaws which have been approved according to the procedures of the  
22 Alaska PTA; and  
23 8. Current State of Alaska Business License and City/Borough Business License; and  
24 9. Current Charitable Organization Registration with the state of Alaska (AS45.68.010-  
25 AS45.68.900) or state of Alaska Gaming License.  
26  
27 d. Meets other criteria as may be prescribed by the Alaska PTA, state or national law.  
28

29 **#Section 2.** Each local PTA shall adopt such bylaws for the government of the association as may be  
30 approved by the Alaska PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA  
31 or the bylaws of the Alaska PTA.  
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33 **#Section 3.** Bylaws of each constituent association shall include an article on amend612 792 reW\*nBT0pF4 11 Tf1



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- b. Current membership roster to determine eligibility to vote at a dissolution meeting;
  - c. Notice of dissolution meeting, giving members thirty (30) day notification (*Alaska Statute, Section 10.20.066*) and seven (7) day reminder, and method of distribution to membership.
2. Conduct a dissolution meeting of the general membership
- a. An Alaska PTA representative shall be given the opportunity to speak first;
  - b. Determine that a quorum is present;
  - c. Determine eligibility to vote;
  - d. Place the question of dissolution before the members;
  - e. Inform membership that to be adopted, the motion must receive a two-third (2/3) majority of those present and voting;
  - f. Conduct a ballot vote, and declare the results of such the

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**#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.
  
- d. A committee may be appointed to submit a revised set of

## 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