

# Northwood ABC Elementary PTA Bylaws



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

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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").

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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.

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**#Section 6.**

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

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

4 a. Call the meetings to order in the absence of the President or Vice-President;

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6 b. Record the minutes of all membership and Board meetings and read or present typed  
7 minutes for approval at the next scheduled meeting;

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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;

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13 d. Announce how many people are in attendance and that a quorum is present;

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10.705ETqqE.Tqqi5.0.1200612174, of his appointment;

**Section 7.**

- 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.  
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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.  
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8 **Article IX: Board**

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

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1211 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.  
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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  
contract to, that constituent associationd

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

**#Section 4.** Regular meetings of the Board shall be held during the school year, the time to be fixed by the Board at its first meeting of the year. A majority of the board members shall constitute a quorum. Special meetings of the Board may be called by the President or by a majority of the members of the Board, ten (10) day



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.  
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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.  
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9 **Section 5.** The quorum of any committee shall be the majority of its membership.  
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#### 11 **#Article XI: Fiscal Year and IRS EIN**

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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.  
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15 **Section 2.** The Internal Revenue Service Employer Identification Number (EIN) for this PTA is  
16 92-0055542.  
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#### 18 **Article XII - Annual Alaska PTA Convention**

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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.  
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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  
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26 days prior to the convention. A major fraction is defined as 51 percent of 50 members. **(AKPTA Article**  
27 **XXII, Sect. 2)**  
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29 **Section 3.** This PTA may send as many non-voting delegates as it wants.  
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#### 31 **Article XIII: Annual Alaska PTA Legislative Issues Conference**

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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.  
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36 **Section 2.** This PTA is entitled to send two voting delegates.  
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#### 38 **Article XIV: Relationship with National PTA and Alaska PTA**

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40 **#Section 1.** Local PTAs shall be organized and chartered under the authority of the Alaska PTA in the  
area in which the local PTA functions, in conformity with such rules

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- a. Adheres to the Objects and basic policies of the National PTA;
- b. Remits the national portion of the dues through the Alaska PTA to reach the National office by dates designated by the National PTA; and
- c. Has on file at the Alaska PTA office:
  - 1. An IRS Employer Identification Number (EIN); and
  - 2. A copy of the current annual IRS document filing (Form 990/990EZ/990N), as applicable; and
  - 3. A current officers list; and
  - 4.

- 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.

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- 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

