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# ARIZONA PTA BYLAWS

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26			

27 **ARTICLE I: NAME**

28  
29 The name of this association is the Arizona Congress of Parents and Teachers, Inc., a nonprofit  
30 corporation organized under the laws of Arizona. It is commonly known/dba and will be referred to in  
31 these bylaws as the Arizona PTA.  
32

33 **ARTICLE II: PURPOSES**

34  
35 **Section 1. Objectives.** The purposes of the Arizona PTA held in common with those of the National  
36 PTA, are:

37 To promote the welfare of children and youth in the home, school, places of worship and throughout  
38 the community;

- 39 A. To raise the standards of home life.
- 40 B. To advocate for laws that further the education, physical and mental health, welfare and  
41 safety of children and youth.
- 42 C. To promote the collaboration and engagement of families and educators in the education  
43 of children and youth.
- 44 D. To engage the public in united efforts to secure the physical, mental, emotional, spiritual  
45 and social well-being of all children and youth.
- 46 E. To advocate for fiscal responsibility regarding public tax dollars in public education  
47 funding.

48 **Section 2. Awareness.** The Purposes of the National PTA and the Arizona PTA are promoted  
49 through advocacy and education in collaboration with parents, families, teachers, educators, students  
50 and the public; developed through conferences, committees, projects, and programs; and governed  
51 and qualified by the basic principles set forth in Article III.

52 **Section 3. Federal Status.** National PTA and the Arizona PTA are organized exclusively for the  
53 charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the  
54 Internal Revenue Code or corresponding section of any future federal tax code (referred to as Internal  
55 Revenue Code).  
56

57 **ARTICLE III: PRINCIPLES**

58 The following are basic principles of the Arizona PTA, in common with those of the National PTA:

- 59 A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 60 B. The association shall work to engage and empower children, families and educators within  
61 schools and communities to provide quality education for all children and youth, and shall  
62 seek to participate in the decision-making process by influencing school policy and  
63 advocating for children’s issues, recognizing that the legal responsibility to make decisions  
64 has been delegated by the people to boards of education, state education authorities and  
65 local education authorities.
- 66 C. The association shall work to promote the health and welfare of children and youth, and  
67 shall seek to promote collaboration among families, schools and the community at large.
- 68 D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise  
69 shall be guiding principles for service in National PTA and the association.  
70

71 **ARTICLE IV: CONSTITUENT ASSOCIATIONS**  
72 **(LOCAL PTAs/PTSAs AND PTA/PTSA COUNCILS)**

73  
74 **Section 1. Constituent Associations.** The constituent associations of the Arizona PTA include:  
75 Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations)  
76 organized under the authority of Arizona PTA in organized areas; and PTA councils (Parent Teacher  
77 Associations) or PTSA councils (Parent Teacher Student Associations) organized under the  
78 authority of Arizona PTA in organized areas.

79 **Section 2. Qualifications.** The National Board of Directors (National PTA) and the Arizona PTA  
80 Board of Directors/Managers shall determine criteria for establishing constituent associations and  
81 setting standards for continuing affiliation with National PTA and Arizona PTA.

82 **Section 3.** There shall be no proxy voting by any constituent association of National PTA or Arizona  
83 PTA.

84 **Section 4.** The purposes and principles of National PTA and Arizona PTA shall in every case also  
85 be the purposes and principles of each constituent association.

86 **Section 5.** Each constituent association shall adopt such bylaws for the governance of the  
87 association as may be approved by Arizona PTA. Such bylaws shall not be in conflict with the  
88 National PTA bylaws or Arizona PTA bylaws. Such bylaws shall include an article on amendments  
89 and shall include a provision establishing a quorum.

90 **Section 6.** Each officer or board member of a constituent association shall be a member of a local  
91 PTA/PTSA unit within its area.

92 **Section 7.** A PTA/PTSA unit member shall not serve as a voting member of a constituent  
93 association's board at the state, council or local level while serving as a paid employee of, or  
94 under contract to, that constituent association.

95 **Section 8.** The bylaws of all constituent associations are subject to review by the National PTA  
96 Bylaws and Policy Committee.

97 **Section 9.** The adoption of an amendment to any provision of the National PTA bylaws, or  
98 adoption of an amendment to any provision of Arizona PTA bylaws, shall serve automatically and  
99 without the requirement of further action by the constituent associations. The constituent  
100 associations shall promptly incorporate such amendments in their respective bylaws.  
101

102 **ARTICLE V: ARIZONA PTA**

103 **Section 1.** The Arizona PTA is a branch of the National PTA and exists for accomplishing, at the  
104 state level, the Purposes and Principles of the National PTA. The Arizona PTA is a self-governing  
105 association with independent legal existence.

106 **Section 2.** The relationship of the Arizona PTA with the National PTA and its duties, obligations,  
107 and responsibilities are set forth in the National PTA bylaws and in the charter, that is issued by the  
108 National PTA to the Arizona PTA.

109 **Section 3.** The bylaws of the Arizona PTA and all amendments hereto shall be subject to  
110 approval by the Bylaws and Policy Committee of the National PTA Board of Directors.

111 **Section 4.** The Arizona PTA shall provide appropriate procedures for the chartering and  
112 organization of local PTA/PTSA units, which are constituent associations, within its area. In order for  
113 the local PTA/PTSA unit charter to be held in effect the local PTA/PTSA unit shall adhere to  
114 the Arizona PTA Standards of Affiliation (SOA).

- 115 A. The chartering of local PTA/PTSA units and PTA/PTSA councils shall create a  
116 contract between the local PTA/PTSA unit or the PTA/PTSA council and the  
117 Arizona PTA.
- 118 B. Arizona PTA has the responsibility to ensure compliance by the local PTA/PTSA  
119 units and PTA/PTSA councils through adherence to the Arizona PTA Standards of  
120 Affiliation (SOA).
- 121 C. Arizona PTA has the authority to dissolve and/or revoke the charter of a local  
122 PTA/PTSA unit or a PTA/PTSA council for non-compliance with the Arizona PTA  
123 Standards of Affiliation (SOA).
- 124 D. Arizona PTA has the authority to suspend the local PTA/PTSA unit business  
125 operations, meetings, committee meetings, events, and activities and/or place on  
126 probation the local PTA/PTSA unit or a PTA/PTSA council for non-compliance with  
127 the Arizona PTA Standards of Affiliation.

128 **Section 5.** The Arizona PTA may determine the membership year for the local PTA/PTSA units in  
129 its area and prescribe the form and content of the bylaws for such local PTA/PTSA units.

130 **Section 6.** The Arizona PTA may create or establish subsidiary associations within its area to  
131 facilitate the administration of the affairs of the Arizona PTA.

132 **Section 7.** The Arizona PTA may create or establish PTA/PTSA councils in counties, cities, or other  
133 areas designated by its Board of Managers. The local PTA/PTSA that shall be eligible for  
134 membership and participation in the work of any council shall be determined by the Arizona  
135 PTA. PTA/ PTSA councils shall not legislate for local PTA/PTSA units.

136 **Section 8.** The National PTA Board of Directors shall determine criteria for setting standards for  
137 continuing affiliation with Arizona PTA.

138 **Section 9.** The Arizona PTA is responsible for ensuring compliance of the local PTA/PTSA units and  
139 PTA/PTSA councils with the National PTA Bylaws and the Arizona PTA.

140 **Section 10.** The Arizona PTA shall keep such permanent books of account and records as shall be  
141 sufficient to establish the items of gross income, receipts, and disbursements of the association.  
142 This includes, the number of local PTAs/PTSAs units within its area, the National PTA portion of  
143 membership dues collected by such local PTAs/PTSAs units, the amounts of such dues received by  
144 the Arizona PTA, and the amounts of dues remitted to the National PTA. Such books of account  
145 and records, including those of constituent associations, shall at all reasonable times be open to  
146 inspection by an authorized representative of the National PTA.  
147

## 148 **ARTICLE VI: LOCAL PTA/PTSA UNITS**

149 **Section 1.** Local PTAs/PTSA units shall be organized and chartered under the authority of the  
150 Arizona PTA in the area in which the local PTA/PTSA unit functions, in conformity with such rules  
151 and regulations, not in conflict with the National PTA bylaws, as the Arizona PTA may in its  
152 bylaws prescribe. The Arizona PTA shall issue to each local PTA/PTSA unit a charter evidencing  
153 the due association and good standing of such local PTA/PTSA unit.  
154

155 A local PTA/PTSA unit shall be in good standing if it adheres to the Arizona PTA Standards of  
156 Affiliation and;

- 157 A. Adheres to the Purposes and Principles of the National PTA and Arizona PTA; and
- 158 B. Remits the National PTA portion of the dues through the Arizona PTA to reach the  
159 national office by dates designated by the National PTA.
- 160 C. Has bylaws approved by Arizona PTA according to the procedures of the Unified Local  
161 PTA/PTSA Unit Bylaws.
- 162 D. Remits the state and national portions of each member's dues.
- 163 E. Meets all other criteria as prescribed by the Arizona PTA.

164 **Section 2.** Each local PTA/PTSA unit shall keep such permanent books of accounts and  
165 records as shall be sufficient to establish the items of gross income, receipts, and  
166 disbursements of the association, including, specifically, the number of its members, the dues  
167 collected from its members, and the amount of dues remitted to the Arizona PTA. Records shall at  
168 all reasonable times be open to inspection by an authorized representative of the Arizona PTA or  
169 by a duly authorized representative of the National PTA.

170 **Section 3.** The charter of a local PTA/PTSA unit may be subject to dissolution and/or revocation and  
171 therefore the status of such association as a local PTA/PTSA unit shall be subject to termination, in  
172 the manner and under the circumstances provided by the Arizona PTA.

173 **Section 4.** Each local PTA/PTSA unit is obligated, upon dissolution and/or revocation of its charter, by  
174 the act of the unit's general membership, or by Arizona PTA and /or revocation of the PTA/PTSA  
175 unit's EIN (employers' identification number), by the Department of Treasury, Internal Revenue  
176 Service:

- 177 A. To surrender all of its books and records, all of its assets and property to the Arizona  
178 PTA or an agency designated by the Arizona PTA.
- 179 B. To cease and desist from the further use of any name that implies or connotes  
180 association with the National PTA or the Arizona PTA or status as a constituent  
181 association of the National PTA or the Arizona PTA.
- 182 C. To carry out promptly, under the supervision and direction of the Arizona PTA, all  
183 proceedings necessary for dissolving such local PTA/PTSA unit.

184 **Section 5.** Each officer or board member of a local PTA/PTSA unit shall be a member of such local  
185 PTA/PTSA unit.

186 **Section 6.** Only members of local PTA/PTSA units who have paid dues for the current membership  
187 year may participate in the business of the local PTA/PTSA unit.  
188 **Section 7.** Each local PTA/PTSA unit shall collect dues from its individual members and shall remit  
189 the National PTA and the Arizona PTA portion of such dues to the Arizona PTA as provided in  
190 Article VII hereof.  
191 **Section 8.** Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the  
192 provisions of the Arizona PTA Bylaws.  
193 **Section 9.** Each local PTA/PTSA shall secure a minimum of 10 (ten) members annually, as required per  
194 the Unified Local PTA/PTSA Unit Bylaws establishment of all charters. This shall include the PTA/PTSA  
195 unit officers.  
196 **Section 10. Removal from Office.** For the good of the local PTA/PTSA unit any elected officer or  
197 board member who has failed to perform his/her duties may be removed without cause from office.  
198 Removal from office shall be by majority vote of the members present and voting at a meeting  
199 provided written notice of the meeting included the intent to remove an officer has been given.  
200 **Section 11. Dissolution.** A local PTA/PTSA unit shall dissolve its association with the Arizona  
201 PTA (and the National PTA) and finalize its affairs in the following manner:  
202 A. The Executive Committee (or other body that, under its bylaws manages the affairs of the  
203 local PTA/PTSA unit) shall make a recommendation during a meeting of that body that  
204 the local PTA/PTSA unit be dissolved and draft a written motion of such dissolution to  
205 be voted on at a special meeting of the local PTA/PTSA unit's members. Written or  
206 printed notice stating that the purpose of such special meeting is to consider the  
207 advisability of dissolving the local PTA/PTSA unit shall be provided to each member  
208 entitled to vote at the meeting at least forty-five (45) days prior to date of that meeting.  
209 B. A written notice of the proposed dissolution, and a copy of the proposed motion,  
210 accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA  
211 unit members, shall be given to the President of the Arizona PTA at least forty-five (45)  
212 days before the date of the special meeting of the local PTA/PTSA unit members.  
213 C. Only those persons who are members in good standing of the local PTA/PTSA unit on the  
214 date of the adoption of the proposed motion are and who continue to be members in good  
215 standing on the date of the special meeting shall be entitled to vote on the question of  
216 dissolution.  
217 D. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at  
218 least two-thirds (2/3rds) of the local PTA/PTSA unit members present and entitled to vote  
219 at the special meeting, a quorum being present.  
220 **Section 12. Reinstatement.** In all cases of reinstatement of local PTA/PTSA units, submission of a  
221 formal application in writing to the state office shall be required. Such reinstatement shall be done  
222 upon recommendation of the local PTA/PTSA unit's region director or other member of the Arizona  
223 PTA Board of Managers.  
224

## 225 **ARTICLE VII: MEMBERS AND DUES**

226  
227 **Section 1.** Every individual who is a member of a local PTA/PTSA unit organized by Arizona PTA also  
228 is a member of the National PTA and of Arizona PTA by which such local PTA/PTSA unit is organized  
229 and, as such, is entitled to all the benefits of such membership.  
230 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and  
231 supports the mission and purposes of National PTA.  
232 **Section 3.** Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit  
233 individuals to membership at any time.  
234 **Section 4.** Each member of a local PTA/PTSA unit shall pay annual dues as may be determined by  
235 the association. The amount of the dues shall be payable to the Arizona PTA and shall include the  
236 portion payable to Arizona PTA.  
237 **Section 5.** The amount of the Arizona PTA portion of each member's dues shall be determined by the  
238 Arizona PTA. The Arizona PTA portion of each member's dues shall be three dollars and twenty-five  
239 cents (\$3.25) per annum. The National PTA portion of each member's dues shall be two dollars and

240 twenty-five cents (\$2.25) per annum. The total amount remitted to the Arizona PTA shall be five  
241 dollars and fifty cents (\$5.50) for each member.  
242 **Section 6.** The Arizona PTA and National PTA portions of the dues paid by each member of a local  
243 PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Arizona PTA as  
244 defined in Article VII, Section 8. Arizona PTA shall pay to the National PTA the amount of the national  
245 portion of dues paid by all members of local PTA/PTSA units in its area.  
246 **Section 7.** The Arizona PTA shall make remittances, on a monthly basis, to the National PTA of the  
247 amounts due to the National PTA.  
248 **Section 8.** The Arizona PTA and National PTA portions of the dues are paid each membership year  
249 by each member to a local PTA/PTSA unit and remitted by that local PTA/PTSA unit physically or  
250 electronically to the Arizona PTA located at 2721 North Seventh Avenue, Phoenix, Arizona 85007-  
251 1102, on a monthly basis.  
252 **Section 9.** The final deadline for receipt of membership in order to qualify for voting privileges at local  
253 unit PTA/PTSA unit elections and at the annual Arizona PTA convention shall be March 1st of each  
254 year.  
255 **Section 10.** The membership year for Arizona PTA and each local PTA/PTSA unit shall be July 1<sup>st</sup>  
256 through June 30<sup>th</sup>.  
257 **Section 11.** An Arizona PTA Lifetime Achievement Award may be awarded to any person subscribing  
258 to the policies of the Arizona PTA. The Lifetime Achievement Award is solely honorary and does not  
259 entitle the holder to make motions, vote, or hold office. A Lifetime Achievement Award recipient may  
260 become an active member upon payment of local PTA/PTSA unit dues.  
261 **Section 12.** SUPPORTING MEMBERSHIPS. Supporting Memberships shall be granted to  
262 individuals, institutions, commercial firms, and other organizations upon payment of the annual dues  
263 determined by the Arizona PTA Board of Managers. A Supporting Member may or may not be a  
264 member of a local PTA/PTSA unit. Supporting Memberships do not convey the right to make motions,  
265 vote, or hold office in a local PTA/PTSA unit, except by holding local PTA/PTSA unit membership.  
266 **Section 13.** Termination of Membership. An individual's membership or supporting membership may  
267 be terminated by a two-thirds (2/3) vote of the Board of Managers for conduct that may damage the  
268 value and goodwill associated with Arizona PTA, or violates the purposes, policies, or bylaws of  
269 Arizona PTA or a constituent association. The individual shall be notified in writing within three (3)  
270 days of the request to terminate. The individual will have the opportunity to attend the next scheduled  
271 meeting to address the Board of Managers and shall be notified of the meeting no less than fifteen  
272 (15) days prior.

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275  
276

## 277 **ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION**

278 **Section 1.** The officers of the Arizona PTA shall be a President, a President-Elect (a 1<sup>st</sup> Vice-  
279 President when applicable), a Vice-President, a Vice-President of Membership, a Region Director  
280 from each region, a Secretary, and a Treasurer elected for a term of two (2) years or until their  
281 successors are elected. The officers shall begin their term of office July 1st following the annual  
282 meeting at which they were elected. These officers shall reside in the state of Arizona. Arizona PTA  
283 officers must be member of a local PTA/PTSA unit in good standing.  
284 A. Arizona PTA officers shall be divided into two (2) groups:  
285 (1) Group I shall consist of the President, President-Elect, the Vice-President, and one  
286 half (1/2) of the Region Directors. They shall be elected in odd-numbered years.  
287 Region Directors to be elected with Group I shall be defined in the Arizona PTA Board  
288 of Managers Standing Rules.  
289 (2) Group II shall consist of the Secretary, the Treasurer, and Vice-President of  
290 Membership, and one half (1/2) of the Region Directors. They shall be elected in  
291 even-numbered years. Region Directors to be elected with Group 2 shall be defined in  
292 the Arizona PTA Board of Managers Standing Rules.

- 293 B. The officers (except for the President) shall be elected by ballot at the annual Arizona PTA  
294 convention. The candidate receiving the most votes shall be elected. Election shall be by  
295 ballot if there is more than one (1) nominee for a position. In the case where there is only  
296 one (1) nominee, election may be by voice vote for any uncontested position. A President-  
297 Elect shall be declared elected to the position of President at the end of a full two (2) year  
298 term with no vote being taken.
- 299 C. Each officer shall be a member of a local PTA/PTSA unit within the area of the Arizona  
300 PTA.
- 301 D. Region Directors shall be elected by the delegates from their respective regions at the  
302 annual Arizona PTA convention. If after election, a Region Director dies, resigns or moves  
303 out of the region from which they are elected, that office automatically becomes vacant.  
304 The Arizona PTA Executive Committee will elect a member from the region where the  
305 vacancy occurred and fill the vacancy for the remainder of the term. Please refer to  
306 Section 4 of this article for additional information on vacancies.
- 307 E. Any PTA/PTSA member planning to run from the floor for an officer position must advise  
308 the Arizona PTA President twenty-one (21) calendar days before the first general session  
309 of the annual Arizona PTA Convention.

310 **Section 2.** The eligibility of candidates for election to office shall include the following provisions:

- 311 A. To be eligible for nomination to the office of President, or President-Elect (or 1<sup>st</sup> Vice  
312 President when applicable), a person must have experience serving as an officer for at  
313 least one (1) year on a local PTA/PTSA unit or PTA/PTSA council and at least two (2)  
314 years of Arizona PTA Board of Managers experience including Executive Committee  
315 experience. Nominees must be a member of a local PTA/PTSA unit before election.
- 316 B. To be eligible for nomination for the office of Vice-President a person must have  
317 experience serving as an officer at a local PTA/PTSA unit or PTA/PTSA council totaling at  
318 least two (2) years and at least two (2) years of Arizona PTA Board of Managers  
319 experience including Executive Committee experience. Nominees must be a member of a  
320 local PTA/PTSA unit before election.
- 321 C. To be eligible for nomination for the office of Vice-President of Membership a person must  
322 have experience serving as an officer of a local PTA/PTSA unit or PTA/PTSA council  
323 totaling at least two (2) years and have a background in membership, and data  
324 management skills. Nominees must be a member of a local PTA/PTSA unit before  
325 election.
- 326 D. The Secretary, the Region Directors and the Treasurer are exempt from the requirement  
327 of the Arizona PTA Board of Managers experience. However, to be eligible for nomination  
328 as a Secretary, or Region Director, a person must have a background of at least two (2)  
329 years accumulated PTA/PTSA experience. To be eligible for nomination as Treasurer, a  
330 person must have a background in bookkeeping or finance. Nominees must be a member  
331 of a local PTA/PTSA unit before election.

332 **Section 3.** No member shall hold more than one office at a time and no member shall be eligible to  
333 serve more than two consecutive terms in the same office. A member chosen to fill an unexpired term  
334 shall be eligible for two additional consecutive terms, providing that not more than half of a full term in  
335 that office has been served.

336 **Section 4. Vacancies.**

- 337 A. Vacancies in elective offices, except that of the President and President-Elect, shall be  
338 filled by a vote of the Executive Committee for the remainder of the unexpired term.
- 339 B. In the event of a vacancy of the President, the President-Elect shall become the President  
340 and shall hold office for the balance of the term. In filling the vacancy, the President-Elect  
341 shall be entitled to continue the presidency for the following term providing not more than  
342 half of a full term as President has been served.
- 343 C. In the event of a vacancy in the office of the President-Elect, the Executive Committee  
344 shall elect a member who shall perform the duties of the President-Elect for the remainder  
345 of that term. The member elected by the Executive Committee shall be called the 1<sup>st</sup> Vice-  
346 President. The vacancy in the office of President-Elect shall then be filled at the next  
347 annual Arizona PTA convention that has Group I officer elections by the voting body.

- 348 D. Eligibility requirements for fulfillment of elective office vacancies shall follow the same  
349 provision requirements as of election to office.  
350 E. In the absence of a Region Director the Vice President or Board of Managers shall assign  
351 the Field Service Chair or a member of the Field Service Committee or a designated  
352 Arizona PTA representative to assist the Board of Managers and/or local PTA/PTSA units  
353 of that region.

354 **Section 5. Line of Succession.**

355 In the event of the absence or disability of the President to act, the line of succession shall be ordered  
356 as follows:

- 357 1) the President–Elect; (the 1<sup>st</sup> Vice-President when applicable)  
358 2) the Vice-President  
359 3) the Vice-President of Membership  
360 4) the Secretary  
361 5) the Treasurer  
362

363 **ARTICLE IX: DUTIES OF OFFICERS**

364 **Section 1. Duties of the President:**

- 365 A. Have general responsibility of and shall have the general supervision over the work of  
366 the association.  
367 B. Preside at all meetings of the Arizona PTA, the Board of Managers, and the Executive  
368 Committee.  
369 C. Secure a parliamentarian, if needed, to serve at the annual Arizona PTA convention,  
370 meetings of the Board of Managers, and at such other meetings as the President may  
371 designate.  
372 D. Perform all the duties applicable to Presidents of non-profit corporations organized  
373 under the laws of the State of Arizona and those delegated to him or her by the  
374 Board of Managers as well as the Executive Committee.  
375 E. With the approval of Executive Committee:  
376 (1) Appoint Chairmen and all members of Standing and Special Committees not  
377 otherwise specified in the Arizona PTA bylaws and/or the Arizona PTA Board of  
378 Managers Standing Rules.  
379 (2) Fill vacancies occurring in appointive offices.  
380 F. Submit appointments for ratification by the Board of Managers at its next scheduled  
381 meeting.  
382 G. Represent the Arizona PTA as a delegate to the National PTA convention, and  
383 perform any duties assigned by the National PTA Board of Directors.  
384 H. Serve as an ex-officio member of all committees except the nominating and election  
385 committees.  
386 I. Give notice of the annual Arizona PTA convention, all meetings of the Board of  
387 Managers and the Executive Committee, and any other notices or communications that  
388 may be required by the Arizona PTA under these bylaws.

389 **Section 2. Duties of the President-Elect (or 1<sup>st</sup> Vice-President when applicable):**

- 390 A. Act as an aide to the President and perform other duties as may be assigned by the  
391 President.  
392 B. Serve as a member of the Executive Committee and the Board of Managers; and  
393 C. Serve as a member of the Office Management Team.  
394 D. Shall be a member ex-officio of all committees that are not otherwise designated to be  
395 chaired by other officers.  
396 E. Perform the duties of the office of the President in the President's absence or when the  
397 President is unable to perform his/her duties.  
398 F. Perform other duties as may be assigned by the Board of Managers and/or the Executive  
399 Committee.  
400

**Section 3. Duties of the Vice President:**



- 401 A. Act as an aide to the President and perform other duties as may be assigned by the
- 402 President.
- 403 B. Serve as a member of the Executive Committee, the Board of Managers and the Office
- 404 Management Team.
- 405 C. Shall be an ex-officio member of the committees designated in this section and all
- 406 meetings for Region Directors and of PTA /PTSA Councils.
- 407 D. Provide support, guidance, training, and oversight for PTA 501(c)(3) tax exempt non-profit
- 408 policies, procedures and the maintenance of the Arizona PTA Standards of Affiliation
- 409 (SOA) for local PTA/PTSA units, for Region Directors, the Field Service Chair and Field
- 410 Service Committee, PTA/PTSA Council Presidents and councils.
- 411 E. Provide support, guidance and oversight for the following committees: Bylaws, Field
- 412 Service, State and Local Unit Relations and others as may be assigned to aid the
- 413 President, the Board of Managers or the Executive Committee.
- 414 F. Perform other duties as may be assigned by the Board of Managers and/or the Executive
- 415 Committee.

416 **Section 4. Duties of the Vice-President of Membership:**

- 417 A. Serve as a member of the Executive Committee, the Board of Managers and the Office
- 418 Management Team.
- 419 B. Serve as the chair of the Membership Committee and consult and/or collaborate with other
- 420 committees, the Vice-President, Region Directors and Field Service as needed; and
- 421 C. Serve as the Arizona PTA officer responsible for the Arizona PTA membership data entry
- 422 system reporting and management of local PTA/PTSA units membership dues,
- 423 membership roster, statistics and/or information going onto and/or coming from National
- 424 PTA.
- 425 D. Shall work in conjunction with the Arizona PTA Treasurer regarding the receipt of local
- 426 PTA/PTSA unit dues monies going onto and/or coming from National PTA.
- 427 E. Shall develop with the Membership Committee the Arizona PTA membership plan and
- 428 initiatives for the Arizona PTA and local PTA/PTSA units.
- 429 F. Work with the Membership Committee to prepare and present membership awards-local
- 430 PTA/PTSA units at the Arizona PTA convention and/or at another time as designated by
- 431 the Board of Managers.
- 432 G. Provide support, guidance, and mentorship for local PTA/PTSA units for their recruitment
- 433 and retention of members, membership policies, procedures and/or the maintenance and
- 434 compliance with the Arizona PTA Standards of Affiliation (SOA).
- 435 H. Perform other duties as may be assigned to aid the President, the Board of Managers
- 436 and/or the Executive Committee.

437 **Section 5. Duties of the Secretary:**

- 438 A. Serve as Secretary of the corporation.
- 439 B. Serve as a member of the Executive Committee, the Board of Managers and as a member
- 440 of the Office Management Team.
- 441 C. Attend the annual Arizona PTA convention, all meetings of the Board of Managers and of
- 442 the Executive Committee and shall act as clerk thereof and record all votes and the
- 443 minutes of all proceedings.
- 444 D. Perform other duties as may be assigned by the President, the Executive Committee
- 445 and/or the Board of Managers.

446 **Section 6. Duties of the Treasurer:**

- 447 A. Serve as a member of the Executive Committee and the Board of Managers.
- 448 B. Serve as the chair of the Budget and Finance Committee.
- 449 C. Serve as the chair of the Office Management Team which includes the President, the
- 450 President-Elect (or 1<sup>st</sup> Vice-President when applicable), the Vice-President, the Vice-
- 451 President of Membership, the Secretary and the Treasurer.
- 452 1. In the absence or inability of the Treasurer to serve, the Executive Committee shall
- 453 elect a temporary chair.
- 454 D. Collect and receive all money due the National PTA and the Arizona PTA and deposit the
- 455 same in a depository approved by the Executive Committee.

- 456 E. Disburse the funds of the Arizona PTA only upon order of the Board of Managers or in
- 457 accordance with the budget approved by the Board of Managers.
- 458 F. Present a statement of account at all meetings of the Board of Managers and at other
- 459 times when requested to do so by the President.
- 460 G. Shall make a full financial report during the Arizona PTA convention and at the annual
- 461 meeting of the Board of Directors.
- 462 H. Shall follow the National PTA Standards of Affiliation (SOA) policy for the appropriate form
- 463 of financial assurance and how often assurance shall be performed, with an accountant
- 464 preparing the compiled report or financial review and a certified public accountant
- 465 preparing the audit. The report of the compiled, reviewed or audited financials shall be
- 466 presented to the voting delegates at the annual Arizona PTA Convention.
- 467 I. Remit monthly to National PTA all money due to the National PTA.
- 468 J. Shall serve as a member of the Budget and Finance Committee.
- 469 K. Give a surety bond for the faithful performance of duty in such amount as shall be
- 470 determined by the Board of Managers. The fee for such bond shall be paid by the Arizona
- 471 PTA.
- 472 L. Perform such other duties as may be assigned by the President, the Executive Committee
- 473 and/or the Board of Managers.

474 **Section 7. Duties of the Region Director:**

- 475 A. Serve as a member of the Board of Managers.
- 476 B. Serve as the Arizona PTA representative and liaison for a respective geographical
- 477 region.
- 478 C. Provide support, guidance, mentorship and oversight for PTA 501(c)(3) tax exempt non-
- 479 profit policies, procedures, and the maintenance and compliance with the Arizona PTA
- 480 Standards of Affiliation (SOA) for local PTA/PTSA units and shall organize/charter new
- 481 local PTA/PTSA units and PTA/PTSA Councils.
- 482 D. Perform other duties as may be assigned by the President, the Executive Committee
- 483 and/or the Board of Managers.
- 484 E. In the absence of a Region Director, or to support and assist a Region Director with local
- 485 PTA/PTSA units and PTA/PTSA councils, the Vice President or Board of Managers shall
- 486 assign the Field Service Chair or a member of the Field Service Committee to assist in the
- 487 Region.
- 488

489 **ARTICLE X: BOARD OF MANAGERS**

490 **Section 1.** The Board of Managers shall have all powers and authority over the affairs of the Arizona  
 491 PTA during the interim between annual conventions, except that of modifying action taken by the  
 492 Arizona PTA convention body or that authority vested in the Executive Committee.

493 **Section 2.** The members of the Board of Managers shall be:

- 494 A. All elected officers.
- 495 B. The chair of the following standing committees: Advocacy, Arts in Education, Bylaws,
- 496 Convention, Diversity, Family and Community Engagement, Field Service, Health and
- 497 Safety Issues, Leadership Development, and Marketing/Public Relations.
- 498 C. Two (2) Youth Member(s) appointed by the President.
- 499 D. Members of the National PTA Board of Directors and/or National PTA's National
- 500 Constituent Association Advisory Council residing in Arizona, whom are not currently
- 501 serving as a voting member of the Arizona Board of Managers shall be non-voting
- 502 members privileged to participate in discussions.

503 **Section 3.** Each member of the Arizona PTA Board of Managers shall be a member of a local  
 504 PTA/PTSA unit.

505 **Section 4. Meetings**

- 506 A. The Board of Managers shall have regular meetings in accordance with the schedule in
- 507 the Board of Managers Standing Rules.
- 508 B. Special meetings may be called by the President or upon request of five (5) members of
- 509 the Board of Managers. The purpose of such meetings shall be stated in the notice sent
- 510 out to the Board of Managers. Seventy-two (72) hours' notice of special meetings shall be

511 given. Twenty-four (24) hours' notice may be given in cases where, in the opinion of the  
512 President, or five (5) members of the Executive Committee an emergency exists, and  
513 immediate action is necessary to maintain the standards and further the policies of the  
514 Arizona PTA. In such cases, a meeting may be held at the earliest possible time, and only  
515 such business shall be transacted as has been specified in the notice of said meeting.  
516 C. Electronic Meetings. Except as otherwise provided in these bylaws, meetings of the Board  
517 of Managers, Executive Committee, committees, and the state association may be  
518 conducted through use of Internet meeting services designated by the President that  
519 support anonymous voting and support visible displays identifying those participating,  
520 identifying those seeking recognition to speak, showing (or permitting the retrieval of) the  
521 text of pending motions, and showing the results of votes. These electronic meetings shall  
522 be subject to all rules adopted by the Board of Managers, or by the association, to govern  
523 them, which may include any reasonable limitations on, and requirements for, members'  
524 participation. Any such rules adopted by the Board of Managers shall supersede any  
525 conflicting rules in the parliamentary authority but may not otherwise conflict with or alter  
526 any rule or decision of the association. An anonymous vote conducted through the  
527 designated Internet meeting service shall be deemed a ballot vote, fulfilling any  
528 requirement in the bylaws or rules that a vote be conducted by ballot.  
529 D. A majority of the current members of the Board of Managers shall constitute a quorum at  
530 any meeting.

531 **Section 5.** The Board of Managers may, for the good of the association, remove from office an  
532 elected officer who has failed to perform his or her duties. Such action shall require a two-thirds  
533 (2/3rds) vote of the Board of Managers.

534 **Section 6.** The Board of Managers may employ office personnel who will, under the direction of the  
535 President and other members of the Arizona PTA Office Management Team have charge of the  
536 Arizona PTA office. Office personnel employed by the Arizona PTA shall be bonded.

537 **Section 7.** The Arizona PTA Board of Managers and all committees and subcommittees shall be  
538 authorized to meet virtually via teleconference, video conference or other electronic technology  
539 platform so long as the meetings provide at a minimum, conditions of opportunity, for simultaneous  
540 hearing and speaking among all participating members.

541 **Section 8.** The Board of Managers shall authorize all levels of the PTA to meet virtually via  
542 teleconference, video conference or other electronic technology platform so long as the meetings  
543 provide at a minimum, conditions of opportunity, for simultaneous hearing and speaking among all  
544 participating members. A quorum of such meeting shall be the same as for any regular meeting.  
545 Electronic meetings shall be at the call of the President or three (3) members of the board.

546 **Section 9.** Unless members indicate otherwise to the Arizona PTA office or Arizona PTA President,  
547 all communications required by these bylaws, including meeting notices, may be sent electronically  
548 unless otherwise specified in these bylaws.  
549

## 550 **ARTICLE XI: EXECUTIVE COMMITTEE**

551  
552 **Section 1.** There shall be an Executive Committee of the Arizona PTA and the members shall be:

- 553 A. The President, President-Elect (or 1<sup>st</sup> Vice President when applicable), Vice-President,  
554 Vice-President of Membership, Secretary, Treasurer, two (2) Region Director  
555 representatives and two (2) Standing Committee Chair representatives.  
556 B. The two (2) Region Director representatives and two (2) alternates shall be elected by all  
557 Region Directors at the continuation of the Board of Managers meeting following the close  
558 of the annual Arizona PTA Convention. Representatives shall serve a term of one year.  
559 In the absence of a Region Director representative, an alternate shall serve at Executive  
560 Committee meetings. Vacancies due to death, resignation or removal that cause an  
561 insufficient number of Region Director representatives and/or alternates shall be filled  
562 through election by the Executive Committee with confirmation by the Board of Managers  
563 at its next meeting.  
564 C. Two (2) Standing Committee chair representatives and two (2) alternates shall be elected  
565 from among the Standing Committee chairs at the continuation of the Board of Managers  
566 meeting following the close of the annual Arizona PTA Convention. Members to be selected

567 from among the Standing Committee chairs. The two (2) representatives and two (2)  
568 alternates shall serve a term of one year. In the absence of the representative an alternate  
569 shall serve at Executive Committee meetings. A vacancy in a representative or alternate  
570 position shall be filled through election by the Executive Committee with confirmation at the  
571 next Board of Managers meeting.

572 D. The Board of Directors, known as the Executive Committee of the Arizona Congress of  
573 Parents and Teachers, Inc. shall hold the annual Board of Directors meeting proceeding  
574 the opening session of the scheduled annual Arizona PTA convention. The minutes of the  
575 annual Board of Directors meeting shall be filed per the requirements of the Arizona  
576 Corporation Commission.

577 **Section 2.** A special meeting of the Executive Committee may be called by the President or upon  
578 the request of five (5) of its members with ten (10) days' notice to each member of the Executive  
579 Committee. If the President determines that an emergency exists, a meeting shall be held at the  
580 earliest possible time, and only such business shall be transacted as has been specified in the  
581 notice of said meeting.

582 **Section 3.** A quorum of the Executive Committee shall be a majority of its members.

583 **Section 4.** The Executive Committee shall have general supervision of the affairs of the Arizona PTA  
584 between the business meetings of the Board of Managers. The Executive Committee duties and  
585 responsibilities shall include:

- 586 A. Transact business referred to it by the Board of Managers.  
587 B. Act in emergencies between meetings of the Board of Managers.  
588 C. Oversee the management, finances and functions of the annual Arizona PTA Convention  
589 Committee.  
590 D. Report all action taken at meetings to the Board of Managers.  
591 E. Fill vacancies in elective offices and submit appointments for ratification by the Board of  
592 Managers at the next meeting of that body.  
593

## 594 **ARTICLE XII: COMMITTEES**

595  
596 **The Board of Managers may:**

597 **Section 1.** Create such committees, as it may deem necessary or desirable with the intent of  
598 promoting the PTA Purposes and carrying on the work of the Arizona PTA.

599 **Section 2.** The term of office for each Standing Committee chair shall be two (2) years, coinciding  
600 with the Group I elections. No chair shall serve more than two (2) consecutive terms in the same  
601 capacity.

602 **Section 3.** The Executive Committee may create special committees as deemed necessary to  
603 promote the PTA Purposes and to carry on the work of the Arizona PTA.

604 **Section 4. Advocacy Committee:**

605 The Advocacy Committee shall include the Chair, the President-Elect or 1st Vice-President (whenever  
606 applicable), the Resolutions Subcommittee Chair and others that may be appointed by the Arizona  
607 PTA President.

- 608 A. A local PTA/PTSA unit may bring matters that require legislative action to the attention of  
609 the Advocacy Committee.  
610 B. The standing legislative program of the Arizona PTA shall consist of the proposals of the  
611 legislative program of the National PTA which have been approved by the Board of  
612 Managers, and annually by the Arizona PTA convention body or by a vote of the local  
613 PTA/PTSA units; those resolutions requiring legislative action which have been adopted  
614 by the Arizona PTA convention body; and the Arizona PTA Legislative Platform Priorities  
615 presented for adoption at the annual Arizona PTA convention.  
616 C. The Advocacy Chair shall be empowered to speak on issues requiring action but not  
617 indicated in adopted Resolutions or on the Arizona PTA Legislative Platform Priorities,  
618 following a vote of the Advocacy Committee (the majority responding favorably) and  
619 approval of the Arizona PTA President, provided said issue is not in conflict with the  
620 standing legislative program, adopted resolutions or the Purposes and Principles of the  
621 PTA. With the approval of the President, the Advocacy Chair shall be empowered to

- 622 designate a representative if unable to speak on an issue requiring action. The Advocacy  
623 Chair shall be designated as the Federal Legislative Issues Chair per National PTA  
624 requirements.
- 625 D. Resolutions Subcommittee: the Arizona PTA President shall appoint no less than three  
626 (3) members to the Resolutions Subcommittee that shall include the Chair of the  
627 Resolutions Subcommittee.
- 628 E. The Resolutions Subcommittee shall solicit new resolutions from members, check these  
629 submitted resolutions for compliance and then recommend accepted resolutions that have  
630 been submitted. The Resolutions Chair will present resolutions which have been  
631 recommended for adoption to the Board of Managers.
- 632 F. A local PTA/PTSA member, a local PTA/PTSA unit, PTA/PTSA council, Arizona PTA  
633 committee, or the Board of Managers may propose a resolution providing it is within the  
634 scope of the PTA Purposes. Resolutions may suggest consideration of a new issue or  
635 change one already in effect. Resolutions to be considered by the Arizona PTA convention  
636 body shall be submitted in written form to the Resolutions Subcommittee in care of the  
637 Arizona PTA office postmarked or delivered by December 15th.
- 638 G. The Resolutions Subcommittee shall publish the recommended resolutions in an Arizona  
639 PTA publication and send copies of the resolutions to each local PTA/PTSA unit  
640 President, PTA/PTSA Council President, and members of the Board of Managers at least  
641 sixty (60) days prior to the opening of the convention. Should similar resolutions be  
642 submitted, the Resolutions Subcommittee may, with the written approval of each  
643 submitting entity, edit, and combine such resolutions.
- 644 H. A resolution or an emergency resolution proposed by a local PTA/PTSA unit shall be  
645 signed by their current President and Secretary and must carry the date of its passage by  
646 the voting members of the submitting local PTA/PTSA unit. The resolution should be  
647 signed by the local PTA/PTSA unit President and Secretary in office at the time of its  
648 passage by the local PTA/PTSA unit.
- 649 I. Once published, resolutions may not be withdrawn from consideration by the convention  
650 body except at the written request of the submitting group's full delegation at the  
651 convention and providing two-thirds (2/3) of the delegates present and voting at the  
652 convention concur with the withdrawal action.
- 653 J. Resolutions shall be presented to the Arizona PTA convention body with the name of the  
654 submitting entity.
- 655 K. An approved emergency resolution may be presented from the floor of the Arizona PTA  
656 convention provided copies are available for all delegates' consideration and a copy  
657 of the resolution has been filed with the state Secretary by the maker of the resolution.  
658 The copy filed with the Secretary must be signed by the maker of the resolution and by  
659 one (1) delegate from each region represented at convention. Such resolutions shall be  
660 reviewed for approval by the Resolutions Subcommittee at the convention to  
661 determine the appropriateness of the emergency.
- 662 L. Resolutions passed by the convention body become the official position of the Arizona  
663 PTA. Five (5) years after adoption, resolutions shall be reviewed by the Resolutions  
664 Subcommittee and the Advocacy Chair. The Resolutions Subcommittee and Advocacy  
665 Chair may recommend that the resolution be renewed by the Arizona PTA convention  
666 body. All resolutions not recommended for renewal shall be retired.

#### 667 **Section 5. Arts in Education Committee**

668 The Arts in Education Chair, the Reflections Sub-committee Chair and additional members needed to  
669 complete all committee necessary work, shall be appointed by the Arizona PTA President.

- 670 A. This committee guided by the Reflection Sub-committee Chair will administer the National  
671 PTA Reflections program for Arizona PTA and participants from local PTA/PTSA units and  
672 PTA/PTSA Councils.
- 673 B. This committee shall utilize National PTA programs and information as well as community  
674 information on the Arts and share it with local PTA/PTSA units and PTA/PTSA councils.  
675 The committee shall encourage more participation in the Arts.

#### 676 **Section 6. Budget and Finance Committee**

677 The Budget and Finance Committee is composed of the Treasurer serving as chair, the President-  
678 Elect, and three (3) members of the Board of Managers elected at the Board of Managers  
679 post-convention meeting. The committee members, excluding the chair, shall serve for one (1)  
680 year. This committee shall:

- 681 A. Prepare a budget for the fiscal year to submit to the Board of Managers at the first Board  
682 of Manager meeting following the annual convention.
- 683 B. Submit amendments to the budget for the current fiscal year, which may be adopted by a  
684 majority vote of the Board of Managers.

685 **Section 7. Bylaws Committee**

686 Promptly after the annual Arizona PTA convention the President shall appoint five (5) current and  
687 or former Board of Managers members to the Bylaws committee, one of whom shall be  
688 appointed the Chair. With the exclusion of the Bylaws Chair the committee members shall serve for a  
689 term of one (1) year. The committee shall:

- 690 A. Review the Arizona PTA Bylaws annually and submit proposed amendments to the  
691 Board of Managers.
- 692 B. Review the bylaws of the Arizona PTA constituent associations for compliance with PTA  
693 requirements.

694 **Section 8. Convention Committee**

695 The Convention Committee shall be composed of the appointed Convention Chair and  
696 subcommittees. The Executive Committee, with the President, shall oversee the management,  
697 finances and work of the annual Convention Committee. The Convention Committee shall be  
698 responsible for the implementation of the plans developed and the budget approved by the Board of  
699 Managers.

700 **Section 9. Diversity Committee**

701 The Diversity Committee shall be composed of the Diversity Chair and other members appointed by  
702 the Arizona PTA President. The Diversity Committee shall promote the engagement, outreach,  
703 inclusion and involvement of diverse populations at all levels of PTA within Arizona PTA as outlined by  
704 National PTA guidelines.

705 **Section 10. Election Committee**

706 The Election Committee shall be composed of three (3) members of the Board of Managers who shall  
707 be elected by the Board of Managers at the regular meeting preceding distribution of the call to  
708 convention. No candidate for any office at the convention shall serve on the Election Committee. This  
709 committee shall serve from the date of its election until the convention adjourns. This committee shall  
710 notify each candidate about the rules for distribution of campaign materials as soon as possible after  
711 March 1. The committee shall conduct the election in accordance with these bylaws, the Arizona  
712 PTA Board of Managers Standing Rules and the parliamentary authority.

713 **Section 11. Family and Community Engagement Committee**

714 The Family and Community Engagement Committee Chair and additional members needed to  
715 complete all necessary committee work, shall be appointed by the Arizona PTA President. This  
716 committee shall work to involve families and the greater community in the lives of children and Arizona  
717 PTA. This committee shall utilize National PTA programs in its work and also share National PTA  
718 grant information regarding families accordingly.

719 **Section 12. Health and Safety Issues Committee**

720 The Health and Safety Issues Committee Chair and additional members needed to complete all  
721 necessary committee work, shall be appointed by the Arizona PTA President. This committee shall  
722 share health related information utilizing the Arizona PTA Legislative Platform Priorities, Arizona  
723 PTA/National PTA Resolutions and National PTA programs.

724 **Section 13. Leadership Development Committee**

725 The Leadership Development Committee Chair and additional members needed to complete all  
726 necessary work, shall be appointed by the Arizona PTA President. The leadership Development  
727 Committee shall design an annual leadership training program for the Board of managers, local  
728 PTA/PTSA units and PTA/PTSA councils.

729 **Section 14. Marketing/ Public Relations Committee**

730 The Marketing/Public Relations Committee Chair and additional members needed to complete all  
731 necessary committee work, shall be appointed by the Arizona PTA President. This committee shall

732 manage the plan for marketing the PTA Brand, Mission and Purposes. The committee shall be  
733 responsible for all internal and external publicity of Arizona PTA.

734 **Section 15. Nominating Committee**

735 The Nominating Committee, consisting of seven (7) members of the Board of Managers, no more  
736 than two (2) of whom shall reside in the same region, shall be elected by ballot by the Board of  
737 Managers at their first Board meeting following the annual convention. When only seven (7)  
738 persons are nominated, the election may be by voice vote. It shall be the duty of this committee to  
739 nominate one eligible person for each state office to be filled at the next convention. Region  
740 Directors shall be nominated by a member residing in their respective regions.

- 741 A. The Nominating Committee shall meet before the adjournment of the Board of Managers  
742 meeting at which it was elected to select its chair.
- 743 B. Any member of the Arizona PTA may submit nominations for consideration by the  
744 Nominating Committee. Such nominations must be submitted to the chair by January 15<sup>th</sup>.
- 745 C. After written consent of the nominees has been secured, the Nominating Committee chair  
746 shall, by March 1st send a list of the nominees to the Arizona PTA President for  
747 publication to the Board of Managers and all local PTA/PTSA units at least (60) days  
748 prior to the election.
- 749 D. The Nominating Committee shall report to the convention on the first day, at which time  
750 additional nominations may be made from the floor, provided consent of the nominee has  
751 been secured and twenty-one (21) days' notice of intent to be nominated has been given  
752 to the Arizona PTA President.

753 **Section 16. State and Local Unit Relations Committee**

754 State and Local Unit Relations Committee shall be chaired by the Vice-President and consist of  
755 the Vice-President of Membership, the Bylaws Chair and three (3) members of the Board of  
756 Managers, with one being a Region Director and another a member of the Field Services  
757 Committee either the Chair or another committee member. The Arizona PTA shall be responsible  
758 for compliance of the local PTA/PTSA units within its area with the bylaws of the National PTA, the  
759 bylaws of the Arizona PTA, and the bylaws of the local PTAs/PTSAs units.

- 760 A. This committee shall review any alleged violations by local PTAs/PTSAs units with the  
761 Arizona PTA Bylaws, the Unified Local PTA/PTSA Unit Bylaws and compliance with the  
762 Arizona PTA Standards of Affiliation for local PTA/PTSA units. The committee will also  
763 review any violations of activities of local PTAs/PTSAs units that may tend to defeat  
764 the Purposes, Principles and Operational Requirements of the Arizona PTA or the  
765 Unified Local PTA/PTSA bylaws and shall make a prompt report to the Executive  
766 Committee of the results of such review and give its' recommendations for action.
- 767 B. The Executive Committee shall give due consideration to the report of the committee  
768 and shall accord the local PTA/PTSA unit an opportunity to be heard and to respond to  
769 the report. If upon such consideration and hearing the Executive Committee finds a  
770 violation by the local PTA/PTSA unit, it may, by majority vote with notice, require the local  
771 PTA/PTSA unit to take appropriate action within the Arizona PTA Standards of Affiliation  
772 (SOA) deadline(s). When such a requirement has been made by the Executive  
773 Committee and the recommended action is not taken by the local PTA/PTSA unit within  
774 the Arizona PTA Standards of Affiliation (SOA) deadline(s), the Executive Committee may  
775 recommend to the Board of Managers to grant the local PTA/PTSA unit an extension  
776 of time of not more than six (6) months in which to achieve satisfactory compliance  
777 with the Arizona PTA Standards of Affiliation (SOA) or to dissolve the Local  
778 PTA/PTSA unit and/or revoke its' Charter. The committee shall require that the Local  
779 PTA/PTSA unit(s) shall adhere to the adopted Unified Local PTA/PTSA Unit Bylaws  
780 dissolution/self-dissolution (disband) policies and procedures.

781

782

783

**ARTICLE XIII: REGIONS**

784 **Section 1.** The state shall be divided geographically into such regions as may seem advisable for  
785 effective development of the association throughout the state. All members of local PTA/PTSA  
786 units within the region's boundaries are members of the region. Region work shall be governed by  
787 rules adopted by the Board of Managers.

788 **Section 2.** Region Directors, with help from the Vice President and Vice President of Membership,  
789 may recommend changes to the boundaries of regions.  
790 **Section 3.** When necessary, the Board of Managers, may, by a majority vote, realign region  
791 boundaries to balance membership, to provide support, guidance, mentorship, oversight and training  
792 to local PTA/PTSA units.  
793

## 794 **ARTICLE XIV: COUNCILS**

795  
796 **Section 1.** County, city, school district or area councils may be organized by local PTA/PTSA units  
797 with the guidance and support of Arizona PTA:  
798 A. A minimum of three (3) local PTAs/PTSAs units shall be required to organize a council  
799 association.  
800 B. Councils shall be governed by written bylaws adopted by their membership provided such  
801 bylaws are not in conflict with those of the Arizona PTA or the National PTA. Councils shall  
802 have bylaws approved by the Arizona PTA Bylaws Committee.  
803 C. Only local PTA/PTSA units may be members of a council.  
804 D. A Council may invite non-affiliated parent groups to take part in its proceedings but only local  
805 PTA/PTSA units may be members and entitled to vote.  
806 E. Councils may not legislate for local PTA/PTSA units. A PTA/PTSA council shall be in good  
807 standing if it adheres to the current Standards of Affiliation submitted by the specified dates to  
808 the Arizona PTA office.

### 809 **Section 2. Council Presidents**

810 A. Shall report to the Vice President who will provide training, support, guidance and oversight for  
811 PTA/PTSA units and tax-exempt non-profit policies and procedures and the maintenance of  
812 the good standing, and Arizona PTA Standards of Affiliation (SOA).  
813

## 814 **ARTICLE XV: ARIZONA PTA CONVENTION**

815  
816 **Section 1.** The annual convention shall be the governing body of the Arizona PTA.  
817 **Section 2.** The convention body shall elect officers in accordance with these bylaws and transact  
818 such other business as may properly come before the convention delegates.  
819 **Section 3.** A regular convention of the Arizona PTA shall be held annually, as specified in the articles  
820 of incorporation, the location to be designated by the Board of Managers. A call to convention shall be  
821 sent from the Arizona PTA office to each member of the Board of Managers, each Council President,  
822 and each local PTA/PTSA unit President at least sixty (60) days before the annual convention.  
823 **Section 4.** Each local PTA/PTSA unit shall be entitled to be represented at the annual convention of  
824 the Arizona PTA by four (4) of its officers or their alternates, and by one additional delegate per fifty  
825 members or major fraction thereof as shown on the books of the Arizona PTA Treasurer on March first  
826 (1st).  
827 **Section 5.** The conventions of the Arizona PTA shall be open to all members of the Arizona PTA; but  
828 the privileges of making motions, debating, and voting shall be limited to the members of the Board of  
829 Managers, to accredited delegates from local PTA/PTSA units, and to past state Presidents of the  
830 Arizona PTA with current membership. A voting member shall have but one vote, even though  
831 accredited in more than one capacity.  
832 **Section 6.** Ten percent (10%) of the accredited registered delegates shall constitute a quorum at any  
833 meeting of the convention. When a quorum is present at any meeting of the convention, the vote of  
834 the persons comprising the voting body present in person shall decide any questions brought before  
835 the convention, unless the question is one that by statute or by express provision of the articles of  
836 incorporation or by these bylaws requires a different vote, in which case such provision shall govern  
837 and control the decision of such question.  
838 **Section 7.** No registration fee shall be paid by members of the Board of Managers or by past  
839 Presidents of the Arizona PTA unless the past President(s) are attending in the capacity of a local  
840 PTA/PTSA unit delegate member for the training purposes under the Standards of Affiliation for Local  
841 PTA/PTSA units.



842 **Section 8.** In the event that a national or state emergency should prevent holding the Arizona PTA  
843 annual convention, the Board of Managers shall have the authority to plan procedures for transacting  
844 necessary business by mail, electronically or by special meeting of the Board of Managers. Election of  
845 officers in such emergency may be conducted by mail or by electronic means under the direction of  
846 the Executive Committee. In addition, in times of a national emergency, pandemic, natural disaster, or  
847 other events making an in-person annual meeting and convention unfeasible or adverse to the public  
848 health of the attendees, the Board of Managers, upon majority vote, may convene the annual meeting  
849 and convention electronically or virtually, and with all business being conducted electronically. All  
850 actions adopted at an electronic or virtual meeting shall be official actions of the voting body.

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## 856 **ARTICLE XVI: PAST ARIZONA PTA OFFICERS CLUB**

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858 All former Arizona PTA officers may be members of the Past Arizona PTA Officers Club. Club may  
859 elect their own chair and secretary annually, electronically or by other means. The club may meet  
860 during the annual Arizona PTA convention and seek members at any time. Club members may  
861 choose to serve in an advisory capacity such as, but not limited to, the review and selection of  
862 nominees for annual Arizona PTA local PTA/PTSA unit awards, to serve as members of an Arizona  
863 PTA committee such as Bylaws or in other advisory or philanthropic roles upon the request of the  
864 Arizona PTA Board of Managers or Executive Committee. Arizona PTA past Presidents shall be  
865 extended an invitation to the annual convention awards function by the Board of Managers.  
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## 867 **ARTICLE XVII: NATIONAL CONVENTION**

868

869 **Section 1.** The Arizona PTA shall be entitled to extend accredited voting status to the National PTA  
870 annual meeting/convention as its delegates:

- 871 A. The current state constituent association president, President of the Arizona PTA; and  
872 B. Five (5) delegates, plus one per thousand (1,000) members of the Arizona PTA or major  
873 fraction thereof, of the Arizona PTA, as shown on the books of the Secretary-Treasurer of  
874 the National PTA as of March 31 preceding annual National PTA meeting, and as accredited  
875 by the Arizona PTA.

876 **Section 2.** Any current member of Arizona PTA may apply for delegate status at the annual  
877 National PTA Convention by making a request to the Arizona PTA President.

878 **Section 3.** The Arizona PTA shall be represented at National PTA annual meeting/convention by the  
879 current Arizona PTA President or in the absence of the President, the President-Elect or 1<sup>st</sup> Vice-  
880 President (when applicable), or in the absence of both, by an Arizona PTA officer authorized as  
881 an alternate by the Executive Committee.

882

## 883 **ARTICLE XVIII: OPERATIONAL REQUIREMENTS** 884 **AND DISSOLUTION**

885

886 **Section 1. Net Earnings.** No part of the net earnings of Arizona and National PTA shall inure to the  
887 benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons  
888 except that the association shall be authorized and empowered to pay reasonable compensation for  
889 services rendered, and to make payments and distributions in furtherance of the purposes set forth in  
890 Article II hereof.

891 **Section 2. Exempt Activities.** Notwithstanding any other provision of these Articles to contrary, in no  
892 event shall Arizona or National PTA carry on any other activities which are not permitted to be carried  
893 on by either: (i) by an association exempt from federal income tax under Section 501(c)(3) of the

894 Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section  
895 170(c)(2) of the Internal Revenue Code.

896 **Section 3. Political Activities.** Arizona and National PTA or its members in their official capacities  
897 shall not, directly or indirectly, participate or intervene (in any way, including the publishing or  
898 distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for  
899 public office, or devote more than an insubstantial part of its activities to attempting to influence  
900 legislation by propaganda or otherwise.

901 **Section 4. Dissolution.** Upon the dissolution of Arizona and National PTA, after paying or adequately  
902 providing for the debts and obligations of the association, the remaining assets shall be distributed to  
903 one or more nonprofit funds, foundations, or associations that have established their tax-exempt  
904 status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance  
905 with those of National PTA

906 **Section 5. Partnerships and Memberships.** Arizona PTA shall not enter into membership with other  
907 organizations except such international or national organizations as may be approved by the National  
908 PTA Board of Directors. The Arizona PTA or any of its local PTA/PTSA units and PTA/PTSA councils  
909 may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA  
910 representative shall make no commitments on behalf of the group they represent.

911

## 912 **ARTICLE XIX: FISCAL YEAR**

913

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

915

## 916 **ARTICLE XX: PARLIAMENTARY AUTHORITY**

917

918 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the  
919 Arizona PTA and its constituent organizations in all cases in which they are applicable and in which  
920 they are not in conflict with these bylaws, and the National PTA Bylaws, or the articles of  
921 incorporation.

922

## 923 **ARTICLE XXI: INDEMNIFICATION**

924

925 To the fullest extent permitted by law, members, directors, officers, employees, and agents of the  
926 Corporation shall be indemnified by the Corporation in accordance with the provisions of the Arizona  
927 Revised Statutes, Section 10-1005, as the same exists or may hereinafter be amended.

928

## 929 **ARTICLE XXII: AMENDMENTS**

930

931 **Section 1.** These bylaws may be amended at an annual Arizona PTA convention by a two- thirds  
932 (2/3) vote of those present and voting, provided the amendments have been approved by the Board of  
933 Managers and notice of proposed amendments has been in the call to convention.

934 **Section 2.** The adoption of an amendment to any provision of the National PTA Bylaws shall serve  
935 automatically and without the requirement of further action by the Arizona PTA to amend their  
936 corresponding bylaws. Arizona PTA shall promptly incorporate such amendments in their respective  
937 bylaws.

938 **Section 3.** The Executive Committee or the Board of Managers, by a majority vote, may authorize the  
939 Bylaws Committee to submit a revised set of bylaws as a substitute for the existing bylaws.

940 **Section 4.** An invitation to submit recommendations for amendments to the Arizona PTA Bylaws shall  
941 be sent to local PTA/PTSA units prior to October 31st of each year. Such recommendations must be  
942 received at the Arizona PTA Office no later than November 30th.

943

## 944 **ARTICLE XXIII: NATIONAL CONSTITUENT ASSOCIATION** 945 **ADVISORY COUNCIL**

946

947 **Section 1. Composition.** The National Constituent Association Advisory Council (NCAAC) shall be  
948 composed of one member from each constituent association who shall be the current Arizona PTA  
949 state constituent association President. If the Arizona PTA President is unable to attend, the  
950 President-elect (or 1<sup>st</sup> Vice President when applicable), Vice-president or a current elected officer  
951 designee may represent the Arizona PTA President.

952 **Section 2. Provisions for Eligibility for Service.** The general provisions for eligibility for service are  
953 described in Article VI., Section 2 of the National PTA bylaws. In addition, the members of the national  
954 constituent association advisory council should understand the mission, vision, and value of National  
955 PTA and should have skills, ability and willingness to debate, deliberate, and make recommendations  
956 on issues affecting the association.

957 **Section 3. Chair, Vice Chair, and Secretary.** The National PTA president-elect shall serve as the  
958 chair. The vice chair, and secretary shall be elected from amongst the current state constituent  
959 association presidents via an electronic meeting within 45 days following the close of each National  
960 PTA Annual Meeting. The term of office for the chair, vice chair, and secretary shall begin upon  
961 conclusion of the NCAAC meeting at which they are elected and end at the conclusion of NCAAC  
962 meeting following the next National PTA Annual Meeting.

963 **Section 4. Duties.** The NCAAC shall:

- 964 A. identify and prioritize topics and trends to assist the board in setting the strategic  
965 direction of National PTA.
- 966 B. submit written reports and make recommendations to the board regarding emerging  
967 issues, as referenced in PTA policy.
- 968 C. participate in leadership development meetings at least twice per year, one of which is  
969 during the National PTA Annual Convention and another meeting sometime during the  
970 calendar year either in person or electronically.

971 **Section 4. Meetings.**

- 972 A. **Regular.** The NCAAC shall meet a minimum of twice per year.
- 973 B. **Special.** Special meetings may be called by the chair with approval by the National PTA  
974 President.