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ARIZONA PTA BYLAWS

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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 **Section 11.** A special meeting of the association may be called by the President or upon the request
148 of five (5) of the current Executive Committee members with ten (10) days' notice to local PTA/PTSA
149 units. A special meeting of the association may be held via teleconference, video conference or other
150 electronic technological means, or in person, the type and format to be determined by the Executive
151 Committee. The quorum for a special meeting of the association shall be ten percent of the members
152 present. If the President determines that an emergency exists, a meeting shall be held at the earliest
153 possible time, and only such business shall be transacted as has been specified in the notice of said
154 meeting.

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156

ARTICLE VI: LOCAL PTA/PTSA UNITS

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

162

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

- 165 A. Adheres to the Purposes and Principles of the National PTA and Arizona PTA; and
- 166 B. Remits the National PTA portion of the dues through the Arizona PTA to reach the
167 national office by dates designated by the National PTA.
- 168 C. Has bylaws approved by Arizona PTA according to the procedures of the Unified Local
169 PTA/PTSA Unit Bylaws.
- 170 D. Remits the state and national portions of each member's dues.
- 171 E. Meets all other criteria as prescribed by the Arizona PTA.

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

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

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

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

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

194 **Section 6.** Only members of local PTA/PTSA units who have paid dues for the current membership
195 year may participate in the business of the local PTA/PTSA unit.

196 **Section 7.** Each local PTA/PTSA unit shall collect dues from its individual members and shall remit
197 the National PTA and the Arizona PTA portion of such dues to the Arizona PTA as provided in
198 Article VII hereof.

199 **Section 8.** Each local PTA/PTSA unit shall include in its bylaws provisions corresponding to the
200 provisions of the Arizona PTA Bylaws.

201 **Section 9.** Each local PTA/PTSA unit shall secure a minimum of 10 (ten) members annually, as
202 required per the Unified Local PTA/PTSA Unit Bylaws establishment of all charters. This shall include
203 the local PTA/PTSA unit officers.

204 **Section 10. Removal from Office.** For the good of the local PTA/PTSA unit any elected officer or
205 board member who has failed to perform his/her duties may be removed without cause from office.
206 Removal from office shall be by majority vote of the members present and voting at a meeting
207 provided written notice of the meeting included the intent to remove an officer has been given.

208 **Section 11. Dissolution.** A local PTA/PTSA unit shall dissolve its association with the Arizona
209 PTA (and the National PTA) and finalize its affairs in the following manner:

- 210 A. The Executive Committee (or other body that, under its bylaws manages the affairs of the
211 local PTA/PTSA unit) shall make a recommendation during a meeting of that body that
212 the local PTA/PTSA unit be dissolved and draft a written motion of such dissolution to
213 be voted on at a special meeting of the local PTA/PTSA unit's members. Written or
214 printed notice stating that the purpose of such special meeting is to consider the
215 advisability of dissolving the local PTA/PTSA unit shall be provided to each member
216 entitled to vote at the meeting at least forty-five (45) days prior to date of that meeting.
217 B. A written notice of the proposed dissolution, and a copy of the proposed motion,
218 accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA
219 unit members, shall be given to the President of the Arizona PTA at least forty-five (45)
220 days before the date of the special meeting of the local PTA/PTSA unit members.
221 C. Only those persons who are members in good standing of the local PTA/PTSA unit on the
222 date of the adoption of the proposed motion are and who continue to be members in good
223 standing on the date of the special meeting shall be entitled to vote on the question of
224 dissolution.
225 D. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at
226 least two-thirds (2/3rds) of the local PTA/PTSA unit members present and entitled to vote
227 at the special meeting, a quorum being present.

228 **Section 12. Reinstatement.** In all cases of reinstatement of local PTA/PTSA units, submission of a
229 formal application in writing to the state office shall be required. Such reinstatement shall be done
230 upon recommendation of the local PTA/PTSA unit's Region Director or other member of the Arizona
231 PTA Board of Managers.
232

233 **ARTICLE VII: MEMBERS AND DUES**

234
235 **Section 1.** Every individual who is a member of a local PTA/PTSA unit organized by Arizona PTA also
236 is a member of the National PTA and of Arizona PTA by which such local PTA/PTSA unit is organized
237 and, as such, is entitled to all the benefits of such membership.

238 **Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and
239 supports the mission and purposes of National PTA.

240 **Section 3.** Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit
241 individuals to membership at any time.

242 **Section 4.** Each member of a local PTA/PTSA unit shall pay annual dues as may be determined by
243 the association. The amount of the dues shall be payable to the Arizona PTA and shall include the
244 portion payable to Arizona PTA.

245 **Section 5.** The amount of the Arizona PTA portion of each member's dues shall be determined by the
246 Arizona PTA. The Arizona PTA portion of each member's dues shall be three dollars and twenty-five
247 cents (\$3.25) per annum. The National PTA portion of each member's dues shall be two dollars and
248 twenty-five cents (\$2.25) per annum. The total amount remitted to the Arizona PTA shall be five
249 dollars and fifty cents (\$5.50) for each member.

250 **Section 6.** The Arizona PTA and National PTA portions of the dues paid by each member of a local
251 PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Arizona PTA as
252 defined in Article VII, Section 8. Arizona PTA shall pay to the National PTA the amount of the national
253 portion of dues paid by all members of local PTA/PTSA units in its area.

254 **Section 7.** The Arizona PTA shall make remittances, on a monthly basis, to the National PTA of the
255 amounts due to the National PTA.

256 **Section 8.** The Arizona PTA and National PTA portions of the dues are paid each membership year
257 by each member to a local PTA/PTSA unit and remitted by that local PTA/PTSA unit physically or
258 electronically to the Arizona PTA located at 2721 North Seventh Avenue, Phoenix, Arizona 85007-
259 1102, on a monthly basis.

260 **Section 9.** The final deadline for receipt of a local PTA/PTSA unit member's dues and required
261 information to Arizona PTA for the member to qualify for voting privileges at local PTA/PTSA unit
262 elections and at the annual Arizona PTA convention shall be by 11:59pm March 1st of each year.

263 **Section 10.** The membership year for Arizona PTA and each local PTA/PTSA unit shall be July 1st
264 through June 30th.

265 **Section 11.** An Arizona PTA Lifetime Achievement Award may be awarded to any person subscribing
266 to the policies of the Arizona PTA. The Lifetime Achievement Award is solely honorary and does not
267 entitle the holder to make motions, vote, or hold office. A Lifetime Achievement Award recipient may
268 become an active member upon payment of local PTA/PTSA unit dues.

269 **Section 12.** SUPPORTING MEMBERSHIPS. Supporting Memberships shall be granted to
270 individuals, institutions, commercial firms, and other organizations upon payment of the annual dues
271 determined by the Arizona PTA Board of Managers. A Supporting Member may or may not be a
272 member of a local PTA/PTSA unit. Supporting Memberships do not convey the right to make motions,
273 vote, or hold office in a local PTA/PTSA unit, except by holding local PTA/PTSA unit membership.

274 **Section 13.** Termination of Membership. An individual's membership or supporting membership may
275 be terminated by a two-thirds (2/3) vote of the Board of Managers for conduct that may damage the
276 value and goodwill associated with Arizona PTA, or violates the purposes, policies, or bylaws of
277 Arizona PTA or a constituent association. The individual shall be notified in writing within three (3)
278 days of the request to terminate. The individual will have the opportunity to attend the next scheduled
279 meeting to address the Board of Managers and shall be notified of the meeting no less than fifteen
280 (15) days prior.

281

282

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION

283 **Section 1.** The officers of the Arizona PTA shall be a President, a President-Elect (a 1st Vice-
284 President when applicable), a Vice-President, a Vice-President of Membership, a Region Director
285 from each region, a Secretary, and a Treasurer elected for a term of two (2) years or until their
286 successors are elected. The officers shall begin their term of office July 1st following the annual
287 meeting at which they were elected. These officers shall reside in the state of Arizona. Arizona PTA
288 officers must be member of a local PTA/PTSA unit in good standing.

289 A. Arizona PTA officers shall be divided into two (2) groups:

290 (1) Group I shall consist of the President, President-Elect, the Vice-President, and one
291 half (1/2) of the Region Directors. They shall be elected in odd-numbered years.
292 Region Directors to be elected with Group I shall be defined in the Arizona PTA Board
293 of Managers Standing Rules.

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

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

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

338 **Section 3.** No member shall hold more than one office at a time and no member shall be eligible to
339 serve more than two consecutive terms in the same office. A member chosen to fill an unexpired term
340 shall be eligible for two additional consecutive terms, providing that not more than half of a full term in
341 that office has been served. A member chosen to fill an unexpired officer term shall officially begin
342 their term in office upon their election at an Executive Committee meeting.

343 **Section 4. Vacancies.**

- 344 A. Vacancies in elective offices, except that of the President and President-Elect, shall be
345 filled by a vote of the Executive Committee for the remainder of the unexpired term.
- 346 B. In the event of a vacancy of the President, the President-Elect shall become the President
347 and shall hold office for the balance of the term. In filling the vacancy, the President-Elect
348 shall be entitled to continue the presidency for the following term providing not more than
349 half of a full term as President has been served.

- 350 C. In the event of a vacancy in the office of the President-Elect, the Executive Committee
351 shall elect a member who shall perform the duties of the President-Elect for the remainder
352 of that term. The member elected by the Executive Committee shall be called the 1st Vice-
353 President. The vacancy in the office of President-Elect shall then be filled at the next
354 annual Arizona PTA convention that has Group I officer elections by the voting body.
355 D. Eligibility requirements for fulfillment of elective office vacancies shall follow the same
356 provision requirements as of election to office.
357 E. In the absence of a Region Director the Vice President or Board of Managers shall assign
358 the Field Service Chair or a member of the Field Service Committee or a designated
359 Arizona PTA representative to assist the Board of Managers and/or local PTA/PTSA units
360 of that region.

361 **Section 5. Line of Succession.**

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

- 364 1) the President–Elect; (the 1st Vice-President when applicable)
365 2) the Vice-President
366 3) the Vice-President of Membership
367 4) the Secretary
368 5) the Treasurer
369

370 **ARTICLE IX: DUTIES OF OFFICERS**

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

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

397 **Section 2. Duties of the President-Elect (or 1st Vice-President when applicable):**

- 398 A. Act as an aide to the President and perform other duties as may be assigned by the
399 President.
400 B. Serve as a member of the Executive Committee and the Board of Managers; and
401 C. Serve as a member of the Office Management Team.
402 D. Shall be a member ex-officio of all committees that are not otherwise designated to be
403 chaired by other officers.

- 404 E. Perform the duties of the office of the President in the President's absence or when the
- 405 President is unable to perform his/her duties.
- 406 F. Perform other duties as may be assigned by the Board of Managers and/or the Executive
- 407 Committee.

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

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

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

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

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

- 446 A. Serve as Secretary of the corporation.
- 447 B. Serve as a member of the Executive Committee, the Board of Managers and as a member
- 448 of the Office Management Team.
- 449 C. Attend the annual Arizona PTA convention, all meetings of the Board of Managers and of
- 450 the Executive Committee and shall act as clerk thereof and record all votes and the
- 451 minutes of all proceedings.
- 452 D. Perform other duties as may be assigned by the President, the Executive Committee
- 453 and/or the Board of Managers.

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

- 455 A. Serve as a member of the Executive Committee and the Board of Managers.
- 456 B. Serve as the chair of the Budget and Finance Committee.
- 457 C. Serve as the chair of the Office Management Team which includes the President, the
- 458 President-Elect (or 1st Vice-President when applicable), the Vice-President, the Vice-
- 459 President of Membership, the Secretary and the Treasurer.

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

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

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

496 **ARTICLE X: BOARD OF MANAGERS**

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

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

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

510 **Section 3.** Each member of the Arizona PTA Board of Managers shall be a member of a local
 511 PTA/PTSA unit. No member shall hold more than one Board of Managers position at a time.

512 **Section 4. Meetings**

- 513 A. The Board of Managers shall have regular meetings in accordance with the schedule in
 514 the Board of Managers Standing Rules.

- 515 B. Special meetings may be called by the President or upon request of five (5) members of
516 the Board of Managers. The purpose of such meetings shall be stated in the notice sent
517 out to the Board of Managers. Seventy-two (72) hours' notice of special meetings shall be
518 given. Twenty-four (24) hours' notice may be given in cases where, in the opinion of the
519 President, or five (5) members of the Executive Committee an emergency exists, and
520 immediate action is necessary to maintain the standards and further the policies of the
521 Arizona PTA. In such cases, a meeting may be held at the earliest possible time, and only
522 such business shall be transacted as has been specified in the notice of said meeting.
- 523 C. Electronic Meetings. Except as otherwise provided in these bylaws, meetings of the Board
524 of Managers, Executive Committee, committees, and the state association may be
525 conducted through use of Internet meeting services designated by the President that
526 support anonymous voting and support visible displays identifying those participating,
527 identifying those seeking recognition to speak, showing (or permitting the retrieval of) the
528 text of pending motions, and showing the results of votes. These electronic meetings shall
529 be subject to all rules adopted by the Board of Managers, or by the association, to govern
530 them, which may include any reasonable limitations on, and requirements for, members'
531 participation. Any such rules adopted by the Board of Managers shall supersede any
532 conflicting rules in the parliamentary authority but may not otherwise conflict with or alter
533 any rule or decision of the association. An anonymous vote conducted through the
534 designated Internet meeting service shall be deemed a ballot vote, fulfilling any
535 requirement in the bylaws or rules that a vote be conducted by ballot.
- 536 D. A majority of the current members of the Board of Managers shall constitute a quorum at
537 any meeting.

538 **Section 5.** The Board of Managers may, for the good of the association, remove from office an
539 elected officer who has failed to perform his or her duties. Such action shall require a two-thirds
540 (2/3rds) vote of the Board of Managers.

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

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

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

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

556

557 **ARTICLE XI: EXECUTIVE COMMITTEE**

558

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

- 560 A. The President, President-Elect (or 1st Vice President when applicable), Vice-President,
561 Vice-President of Membership, Secretary, Treasurer, two (2) Region Director
562 representatives and two (2) Standing Committee Chair representatives.
- 563 B. The two (2) Region Director representatives and two (2) alternates shall be elected by all
564 Region Directors at the continuation of the Board of Managers meeting following the close
565 of the annual Arizona PTA Convention. Representatives shall serve a term of one year.
566 In the absence of a Region Director representative, an alternate shall serve at Executive
567 Committee meetings. Vacancies due to death, resignation or removal that cause an
568 insufficient number of Region Director representatives and/or alternates shall be filled
569 through election by the Executive Committee with confirmation by the Board of Managers
570 at its next meeting.

- 571 C. Two (2) Standing Committee chair representatives and two (2) alternates shall be elected
572 from among the Standing Committee chairs at the continuation of the Board of Managers
573 meeting following the close of the annual Arizona PTA Convention. Members to be selected
574 from among the Standing Committee chairs. The two (2) representatives and two (2)
575 alternates shall serve a term of one year. In the absence of the representative an alternate
576 shall serve at Executive Committee meetings. A vacancy in a representative or alternate
577 position shall be filled through election by the Executive Committee with confirmation at the
578 next Board of Managers meeting.
- 579 D. The Board of Directors, known as the Executive Committee of the Arizona Congress of
580 Parents and Teachers, Inc. shall hold the annual Board of Directors meeting proceeding
581 the opening session of the scheduled annual Arizona PTA convention. The minutes of the
582 annual Board of Directors meeting shall be filed per the requirements of the Arizona
583 Corporation Commission.
- 584 **Section 2.** A special meeting of the Executive Committee may be called by the President or upon
585 the request of five (5) of its members with ten (10) days' notice to each member of the Executive
586 Committee. If the President determines that an emergency exists, a meeting shall be held at the
587 earliest possible time, and only such business shall be transacted as has been specified in the
588 notice of said meeting.
- 589 **Section 3.** A quorum of the Executive Committee shall be a majority of its members.
- 590 **Section 4.** The Executive Committee shall have general supervision of the affairs of the Arizona PTA
591 between the business meetings of the Board of Managers. The Executive Committee duties and
592 responsibilities shall include:
- 593 A. Transact business referred to it by the Board of Managers.
594 B. Act in emergencies between meetings of the Board of Managers.
595 C. Oversee the management, finances and functions of the annual Arizona PTA Convention
596 Committee.
597 D. Report all action taken at meetings to the Board of Managers.
598 E. Fill vacancies in elective offices and submit appointments for ratification by the Board of
599 Managers at the next meeting of that body.
600

601

ARTICLE XII: COMMITTEES

602

603

604 **The Board of Managers may:**

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

607 **Section 2.** The term of office for each Standing Committee chair shall be two (2) years, coinciding
608 with the Group I elections. No chair shall serve more than two (2) consecutive terms in the same
609 capacity. A person chosen to fill an unexpired Standing Committee chair term shall officially begin
610 their time in the office upon their appointment at an Executive Committee or Board of Managers
611 meeting.

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

614 **Section 4. Advocacy Committee:**

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

618 A. A local PTA/PTSA unit may bring matters that require legislative action to the attention of
619 the Advocacy Committee.

620 B. The standing legislative program of the Arizona PTA shall consist of the proposals of the
621 legislative program of the National PTA which have been approved by the Board of
622 Managers, and annually by the Arizona PTA convention body or by a vote of the local
623 PTA/PTSA units; those resolutions requiring legislative action which have been adopted
624 by the Arizona PTA convention body; and the Arizona PTA Legislative Platform Priorities
625 presented for adoption at the annual Arizona PTA convention.

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

677 **Section 5. Arts in Education Committee**

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

- 680 A. This committee guided by the Reflections Sub-committee Chair will administer the
681 National PTA Reflections program for Arizona PTA and participants from local PTA/PTSA
682 units and PTA/PTSA Councils.
683 B. This committee shall utilize National PTA programs and information as well as community
684 information on the Arts and share it with local PTA/PTSA units and PTA/PTSA councils.
685 The committee shall encourage more participation in the Arts.

686 **Section 6. Budget and Finance Committee**

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

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

695 **Section 7. Bylaws Committee**

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

- 700 A. Review the Arizona PTA Bylaws annually and submit proposed amendments to the
701 Board of Managers.
702 B. Review the bylaws of the Arizona PTA constituent associations for compliance with PTA
703 requirements.

704 **Section 8. Convention Committee**

705 The Convention Committee shall be composed of the appointed Convention Chair and
706 subcommittees. The Executive Committee, with the President, shall oversee the management,
707 finances and work of the annual Convention Committee. The Convention Committee shall be
708 responsible for the implementation of the plans developed and the budget approved by the Board of
709 Managers.

710 **Section 9. Diversity Committee**

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

715 **Section 10. Election Committee**

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

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

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

729 **Section 12. Field Service Committee**

730 The Field Service Committee shall be composed of the Field Service Chair and additional members
731 needed to complete all necessary committee work, shall be appointed by the Arizona PTA President.
732 This committee shall work with the Vice President and Region Directors to aid local PTA/PTSA units
733 and do outreach throughout the state to charter new local PTA/PTSA units.

734 **Section 13. Health and Safety Issues Committee**

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

739 **Section 14. Leadership Development Committee**

740 The Leadership Development Committee Chair and additional members needed to complete all
741 necessary work, shall be appointed by the Arizona PTA President. The Leadership Development
742 Committee shall design an annual leadership training program for the Board of Managers, local
743 PTA/PTSA units and PTA/PTSA councils.

744 **Section 15. Marketing/ Public Relations Committee**

745 The Marketing/Public Relations Committee Chair and additional members needed to complete all
746 necessary committee work, shall be appointed by the Arizona PTA President. This committee shall
747 manage the plan for marketing the PTA Brand, Mission and Purposes. The committee shall be
748 responsible for all internal and external publicity of Arizona PTA.

749 **Section 16. The Membership Committee**

750 The membership committee shall be composed of the Vice President of Membership serving as Chair
751 and additional members appointed by the Arizona PTA President that are needed to complete all
752 necessary committee work. This committee shall consult and/or collaborate with other committees, the
753 Vice President, Region Directors, and the Field Service Chair as needed. This committee shall
754 develop the Arizona PTA membership plan and initiatives for the Arizona PTA and local PTA/PTSA
755 units. This committee shall prepare and present membership awards for local PTA/PTSA units

756 **Section 17. Nominating Committee**

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

- 763 A. The Nominating Committee shall meet before the adjournment of the Board of Managers
764 meeting at which it was elected to select its chair.
- 765 B. Any member of the Arizona PTA may submit nominations for consideration by the
766 Nominating Committee. Such nominations must be submitted to the chair by January 15th.
- 767 C. After written consent of the nominees has been secured, the Nominating Committee chair
768 shall, by March 1st send a list of the nominees to the Arizona PTA President for
769 publication to the Board of Managers and all local PTA/PTSA units at least (60) days
770 prior to the election.
- 771 D. The Nominating Committee shall report to the convention on the first day, at which time
772 additional nominations may be made from the floor, provided consent of the nominee has
773 been secured and twenty-one (21) days' notice of intent to be nominated has been given
774 to the Arizona PTA President.

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

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

- 782 A. This committee shall review any alleged violations by local PTAs/PTSAs units with the
783 Arizona PTA Bylaws, the Unified Local PTA/PTSA Unit Bylaws and compliance with the
784 Arizona PTA Standards of Affiliation for local PTA/PTSA units. The committee will also
785 review any violations of activities of local PTA/PTSA units that may tend to defeat
786 the Purposes, Principles and Operational Requirements of the Arizona PTA or the
787 Unified Local PTA/PTSA bylaws and shall make a prompt report to the Executive
788 Committee of the results of such review and give its' recommendations for action.
- 789 B. The Executive Committee shall give due consideration to the report of the committee
790 and shall accord the local PTA/PTSA unit an opportunity to be heard and to respond to

791 the report. If upon such consideration and hearing the Executive Committee finds a
792 violation by the local PTA/PTSA unit, it may, by majority vote with notice, require the local
793 PTA/PTSA unit to take appropriate action within the Arizona PTA Standards of Affiliation
794 (SOA) deadline(s). When such a requirement has been made by the Executive
795 Committee and the recommended action is not taken by the local PTA/PTSA unit within
796 the Arizona PTA Standards of Affiliation (SOA) deadline(s), the Executive Committee may
797 recommend to the Board of Managers to grant the local PTA/PTSA unit an extension
798 of time of not more than six (6) months in which to achieve satisfactory compliance
799 with the Arizona PTA Standards of Affiliation (SOA) or to dissolve the Local
800 PTA/PTSA unit and/or revoke its' Charter. The committee shall require that the Local
801 PTA/PTSA unit(s) shall adhere to the adopted Unified Local PTA/PTSA Unit Bylaws
802 dissolution/self-dissolution (disband) policies and procedures.
803

804 **ARTICLE XIII: REGIONS**

805
806 **Section 1.** The state shall be divided geographically into such regions as may seem advisable for
807 effective development of the association throughout the state. All members of local PTA/PTSA
808 units within the region's boundaries are members of the region. Region work shall be governed by
809 rules adopted by the Board of Managers.
810 **Section 2.** Region Directors, with help from the Vice President and Vice President of Membership,
811 may recommend changes to the boundaries of regions.
812 **Section 3.** When necessary, the Board of Managers may, by a majority vote, realign region
813 boundaries to balance membership, to provide support, guidance, mentorship, oversight and training
814 to local PTA/PTSA units.
815

816 **ARTICLE XIV: COUNCILS**

817
818 **Section 1.** County, city, school district or area councils may be organized by local PTA/PTSA units
819 with the guidance and support of Arizona PTA:
820 A. A minimum of three (3) local PTAs/PTSAs units shall be required to organize a council
821 association.
822 B. Councils shall be governed by written bylaws adopted by their membership provided such
823 bylaws are not in conflict with those of the Arizona PTA or the National PTA. Councils shall
824 have bylaws approved by the Arizona PTA Bylaws Committee.
825 C. Only local PTA/PTSA units may be members of a council.
826 D. A Council may invite non-affiliated parent groups to take part in its proceedings but only local
827 PTA/PTSA units may be members and entitled to vote.
828 E. Councils may not legislate for local PTA/PTSA units. A PTA/PTSA council shall be in good
829 standing if it adheres to the current Standards of Affiliation submitted by the specified dates to
830 the Arizona PTA office.
831 **Section 2. Council Presidents**
832 A. Shall report to the Vice President who will provide training, support, guidance and oversight for
833 PTA/PTSA units and tax-exempt non-profit policies and procedures and the maintenance of
834 the good standing, and Arizona PTA Standards of Affiliation (SOA).
835

836 **ARTICLE XV: ARIZONA PTA CONVENTION**

837
838 **Section 1.** The annual convention shall be the governing body of the Arizona PTA.
839 **Section 2.** The convention body shall elect officers in accordance with these bylaws and transact
840 such other business as may properly come before the convention delegates.
841 **Section 3.** A regular convention of the Arizona PTA shall be held annually, as specified in the articles
842 of incorporation, the location to be designated by the Board of Managers. A call to convention shall be
843 sent from the Arizona PTA office to each member of the Board of Managers, each Council President,
844 and each local PTA/PTSA unit President at least sixty (60) days before the annual convention.

845 **Section 4.** Each local PTA/PTSA unit shall be entitled to be represented at the annual convention of
846 the Arizona PTA by four (4) of its officers or their alternates, and by one additional delegate per fifty
847 members or major fraction thereof as shown on the books of the Arizona PTA Treasurer on March first
848 (1st).

849 **Section 5.** The conventions of the Arizona PTA shall be open to all members of the Arizona PTA; but
850 the privileges of making motions, debating, and voting shall be limited to the members of the Board of
851 Managers, to accredited delegates from local PTA/PTSA units, and to past Presidents of the Arizona
852 PTA with current membership. A voting member shall have but one vote, even though accredited in
853 more than one capacity.

854 **Section 6.** Ten percent (10%) of the accredited registered delegates shall constitute a quorum at any
855 meeting of the convention. When a quorum is present at any meeting of the convention, the vote of
856 the persons comprising the voting body present in person shall decide any questions brought before
857 the convention, unless the question is one that by statute or by express provision of the articles of
858 incorporation or by these bylaws requires a different vote, in which case such provision shall govern
859 and control the decision of such question.

860 **Section 7.** No registration fee shall be paid by members of the Board of Managers or by past
861 Presidents of the Arizona PTA unless the past President(s) are attending in the capacity of a local
862 PTA/PTSA unit delegate member for the training purposes under the Standards of Affiliation for Local
863 PTA/PTSA units.

864 **Section 8.** In the event that a national or state emergency should prevent holding the Arizona PTA
865 annual convention, the Board of Managers shall have the authority to plan procedures for transacting
866 necessary business by mail, electronically or by special meeting of the Board of Managers. Election of
867 officers in such emergency may be conducted by mail or by electronic means under the direction of
868 the Executive Committee.
869

870 **ARTICLE XVI: PAST ARIZONA PTA OFFICERS CLUB**

871
872 All former Arizona PTA officers may be members of the Past Arizona PTA Officers Club. Club may
873 elect their own chair and secretary annually, electronically or by other means. The club may meet
874 during the annual Arizona PTA convention and seek members at any time. Club members may
875 choose to serve in an advisory capacity such as, but not limited to, the review and selection of
876 nominees for annual Arizona PTA local PTA/PTSA unit awards, to serve as members of an Arizona
877 PTA committee such as Bylaws or in other advisory or philanthropic roles upon the request of the
878 Arizona PTA Board of Managers or Executive Committee. Arizona PTA past Presidents shall be
879 extended an invitation to the annual convention awards function by the Board of Managers.
880

881 **ARTICLE XVII: NATIONAL CONVENTION**

882
883 **Section 1.** The Arizona PTA shall be entitled to extend accredited voting status to the National PTA
884 annual meeting/convention as its delegates:

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

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

892 **Section 3.** The Arizona PTA shall be represented at National PTA annual meeting/convention by the
893 current Arizona PTA President or in the absence of the President, the President-Elect or 1st Vice-
894 President (when applicable), or in the absence of both, by an Arizona PTA officer authorized as
895 an alternate by the Executive Committee.
896

897 **ARTICLE XVIII: OPERATIONAL REQUIREMENTS AND DISSOLUTION**

898

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

904 **Section 2. Exempt Activities.** Notwithstanding any other provision of these Articles to contrary, in no
905 event shall Arizona or National PTA carry on any other activities which are not permitted to be carried
906 on by either: (i) by an association exempt from federal income tax under Section 501(c)(3) of the
907 Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section
908 170(c)(2) of the Internal Revenue Code.

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

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

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

924

925

ARTICLE XIX: FISCAL YEAR

926

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

928

929

ARTICLE XX: PARLIAMENTARY AUTHORITY

930

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

935

936

ARTICLE XXI: INDEMNIFICATION

937

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

941

942

ARTICLE XXII: AMENDMENTS

943

944 **Section 1.** These bylaws may be amended at an annual Arizona PTA convention by a two- thirds
945 (2/3) vote of those present and voting, provided the amendments have been approved by the Board of
946 Managers and notice of proposed amendments has been in the call to convention.

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

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

953 **Section 4.** An invitation to submit recommendations for amendments to the Arizona PTA Bylaws shall
954 be sent to local PTA/PTSA units prior to October 31st of each year. Such recommendations must be
955 received at the Arizona PTA Office no later than November 30th.
956

957 **ARTICLE XXIII: NATIONAL CONSTITUENT ASSOCIATION** 958 **ADVISORY COUNCIL**

959
960 **Section 1. Composition.** The National Constituent Association Advisory Council (NCAAC) shall be
961 composed of one member from each constituent association who shall be the current Arizona PTA
962 state constituent association President. If the Arizona PTA President is unable to attend, the
963 President-elect (or 1st Vice President when applicable), Vice-president or a current elected officer
964 designee may represent the Arizona PTA President.

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

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

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

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

984 **Section 4. Meetings.**

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