



everychild. one voice.

ARIZONA PTA BYLAWS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

TABLE OF CONTENTS

ARTICLE I:	NAME	page 2
ARTICLE II:	PURPOSES	page 2
ARTICLE III:	PRINCIPLES	page 2
ARTICLE IV:	CONSTITUENT ASSOCIATIONS	page 2
ARTICLE V:	ARIZONA PTA	page 3
ARTICLE VI:	LOCAL PTA/PTSA UNITS	page 4
ARTICLE VII:	MEMBERS AND DUES	page 5
ARTICLE VIII:	ARIZONA PTA OFFICERS AND THEIR ELECTION	page 6
ARTICLE IX:	DUTIES OF OFFICERS	page 8
ARTICLE X:	BOARD OF MANAGERS	page 10
ARTICLE XI:	EXECUTIVE COMMITTEE	page 11
ARTICLE XII:	COMMITTEES	page 12
ARTICLE XIII:	REGIONS	page 15
ARTICLE XIV:	COUNCILS	page 16
ARTICLE XV:	ARIZONA PTA CONVENTION	page 16
ARTICLE XVI:	PAST ARIZONA PTA OFFICERS CLUB	page 17
ARTICLE XVII:	NATIONAL PTA CONVENTION	page 17
ARTICLE XVIII:	OPERATIONAL REQUIREMENTS AND DISSOLUTION	page 17
ARTICLE XVIII:	FISCAL YEAR	page 18
ARTICLE XX:	PARLIAMENTARY AUTHORITY	page 18
ARTICLE XXI:	INDEMNIFICATION	page 18
ARTICLE XXII:	AMENDMENTS	page 18
ARTICLE XXIII:	NATIONAL CONSTITUENT ASSOCIATION ADVISORY	page 18

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 PTA/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 unit shall secure a minimum of 10 (ten) members annually, as
194 required per the Unified Local PTA/PTSA Unit Bylaws establishment of all charters. This shall include
195 the local PTA/PTSA 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 PTA/PTSA unit elections and at the annual Arizona PTA convention shall be March 1st of each year.

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

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

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

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

272

273

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION

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

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

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

285 (2) Group II shall consist of the Secretary, the Treasurer, and Vice-President of
286 Membership, and one half (1/2) of the Region Directors. They shall be elected in
287 even-numbered years. Region Directors to be elected with Group 2 shall be defined in
288 the Arizona PTA Board of Managers Standing Rules.

289 B. The officers (except for the President) shall be elected by ballot at the annual Arizona PTA
290 convention. The candidate receiving the most votes shall be elected. Election shall be by
291 ballot if there is more than one (1) nominee for a position. In the case where there is only
292 one (1) nominee, election may be by voice vote for any uncontested position. A President-
293 Elect shall be declared elected to the position of President at the end of a full two (2) year
294 term with no vote being taken.

- 295 C. Each officer shall be a member of a local PTA/PTSA unit within the area of the Arizona
296 PTA.
297 D. Region Directors shall be elected by the delegates from their respective regions at the
298 annual Arizona PTA convention. If after election, a Region Director dies, resigns or moves
299 out of the region from which they are elected, that office automatically becomes vacant.
300 The Arizona PTA Executive Committee will elect a member from the region where the
301 vacancy occurred and fill the vacancy for the remainder of the term. Please refer to
302 Section 4 of this article for additional information on vacancies.
303 E. Any PTA/PTSA member planning to run from the floor for an officer position must advise
304 the Arizona PTA President twenty-one (21) calendar days before the first general session
305 of the annual Arizona PTA Convention.

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

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

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

332 **Section 4. Vacancies.**

- 333 A. Vacancies in elective offices, except that of the President and President-Elect, shall be
334 filled by a vote of the Executive Committee for the remainder of the unexpired term.
335 B. In the event of a vacancy of the President, the President-Elect shall become the President
336 and shall hold office for the balance of the term. In filling the vacancy, the President-Elect
337 shall be entitled to continue the presidency for the following term providing not more than
338 half of a full term as President has been served.
339 C. In the event of a vacancy in the office of the President-Elect, the Executive Committee
340 shall elect a member who shall perform the duties of the President-Elect for the remainder
341 of that term. The member elected by the Executive Committee shall be called the 1st Vice-
342 President. The vacancy in the office of President-Elect shall then be filled at the next
343 annual Arizona PTA convention that has Group I officer elections by the voting body.
344 D. Eligibility requirements for fulfillment of elective office vacancies shall follow the same
345 provision requirements as of election to office.
346 E. In the absence of a Region Director the Vice President or Board of Managers shall assign
347 the Field Service Chair or a member of the Field Service Committee or a designated
348 Arizona PTA representative to assist the Board of Managers and/or local PTA/PTSA units
349 of that region.

350 **Section 5. Line of Succession.**

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

- 353 1) the President–Elect; (the 1st Vice-President when applicable)
- 354 2) the Vice-President
- 355 3) the Vice-President of Membership
- 356 4) the Secretary
- 357 5) the Treasurer

358

359

ARTICLE IX: DUTIES OF OFFICERS

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

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

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

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

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

- 397 A. Act as an aide to the President and perform other duties as may be assigned by the
398 President.
- 399 B. Serve as a member of the Executive Committee, the Board of Managers and the Office
400 Management Team.
- 401 C. Shall be an ex-officio member of the committees designated in this section and all
402 meetings for Region Directors and of PTA/PTSA Councils.
- 403 D. Provide support, guidance, training, and oversight for PTA 501(c)(3) tax exempt non-profit
404 policies, procedures and the maintenance of the Arizona PTA Standards of Affiliation

405 (SOA) for local PTA/PTSA units, for Region Directors, the Field Service Chair and Field
406 Service Committee, PTA/PTSA Council Presidents and councils.

407 E. Provide support, guidance and oversight for the following committees: Bylaws, Field
408 Service, State and Local Unit Relations and others as may be assigned to aid the
409 President, the Board of Managers or the Executive Committee.

410 F. Perform other duties as may be assigned by the Board of Managers and/or the Executive
411 Committee.

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

413 A. Serve as a member of the Executive Committee, the Board of Managers and the Office
414 Management Team.

415 B. Serve as the chair of the Membership Committee and consult and/or collaborate with other
416 committees, the Vice-President, Region Directors and Field Service as needed; and

417 C. Serve as the Arizona PTA officer responsible for the Arizona PTA membership data entry
418 system reporting and management of local PTA/PTSA units membership dues,
419 membership roster, statistics and/or information going onto and/or coming from National
420 PTA.

421 D. Shall work in conjunction with the Arizona PTA Treasurer regarding the receipt of local
422 PTA/PTSA unit dues monies going onto and/or coming from National PTA.

423 E. Shall develop with the Membership Committee the Arizona PTA membership plan and
424 initiatives for the Arizona PTA and local PTA/PTSA units.

425 F. Work with the Membership Committee to prepare and present membership awards for
426 local PTA/PTSA units at the Arizona PTA convention and/or at another time as designated
427 by the Board of Managers.

428 G. Provide support, guidance, and mentorship for local PTA/PTSA units for their recruitment
429 and retention of members, membership policies, procedures and/or the maintenance and
430 compliance with the Arizona PTA Standards of Affiliation (SOA).

431 H. Perform other duties as may be assigned to aid the President, the Board of Managers
432 and/or the Executive Committee.

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

434 A. Serve as Secretary of the corporation.

435 B. Serve as a member of the Executive Committee, the Board of Managers and as a member
436 of the Office Management Team.

437 C. Attend the annual Arizona PTA convention, all meetings of the Board of Managers and of
438 the Executive Committee and shall act as clerk thereof and record all votes and the
439 minutes of all proceedings.

440 D. Perform other duties as may be assigned by the President, the Executive Committee
441 and/or the Board of Managers.

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

443 A. Serve as a member of the Executive Committee and the Board of Managers.

444 B. Serve as the chair of the Budget and Finance Committee.

445 C. Serve as the chair of the Office Management Team which includes the President, the
446 President-Elect (or 1st Vice-President when applicable), the Vice-President, the Vice-
447 President of Membership, the Secretary and the Treasurer.

448 1. In the absence or inability of the Treasurer to serve, the Executive Committee shall
449 elect a temporary chair.

450 D. Collect and receive all money due the National PTA and the Arizona PTA and deposit the
451 same in a depository approved by the Executive Committee.

452 E. Disburse the funds of the Arizona PTA only upon order of the Board of Managers or in
453 accordance with the budget approved by the Board of Managers.

454 F. Present a statement of account at all meetings of the Board of Managers and at other
455 times when requested to do so by the President.

456 G. Shall make a full financial report during the Arizona PTA convention and at the annual
457 meeting of the Board of Directors.

458 H. Shall follow the National PTA Standards of Affiliation (SOA) policy for the appropriate form
459 of financial assurance and how often assurance shall be performed, with an accountant
460 preparing the compiled report or financial review and a certified public accountant

- 461 preparing the audit. The report of the compiled, reviewed or audited financials shall be
462 presented to the voting delegates at the annual Arizona PTA Convention.
463 I. Remit monthly to National PTA all money due to the National PTA.
464 J. Shall serve as a member of the Budget and Finance Committee.
465 K. Give a surety bond for the faithful performance of duty in such amount as shall be
466 determined by the Board of Managers. The fee for such bond shall be paid by the Arizona
467 PTA.
468 L. Perform such other duties as may be assigned by the President, the Executive Committee
469 and/or the Board of Managers.

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

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

485 **ARTICLE X: BOARD OF MANAGERS**

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

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

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

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

501 **Section 4. Meetings**

- 502 A. The Board of Managers shall have regular meetings in accordance with the schedule in
503 the Board of Managers Standing Rules.
504 B. Special meetings may be called by the President or upon request of five (5) members of
505 the Board of Managers. The purpose of such meetings shall be stated in the notice sent
506 out to the Board of Managers. Seventy-two (72) hours' notice of special meetings shall be
507 given. Twenty-four (24) hours' notice may be given in cases where, in the opinion of the
508 President, or five (5) members of the Executive Committee an emergency exists, and
509 immediate action is necessary to maintain the standards and further the policies of the
510 Arizona PTA. In such cases, a meeting may be held at the earliest possible time, and only
511 such business shall be transacted as has been specified in the notice of said meeting.
512 C. Electronic Meetings. Except as otherwise provided in these bylaws, meetings of the Board
513 of Managers, Executive Committee, committees, and the state association may be
514 conducted through use of Internet meeting services designated by the President that
515 support anonymous voting and support visible displays identifying those participating,

516 identifying those seeking recognition to speak, showing (or permitting the retrieval of) the
517 text of pending motions, and showing the results of votes. These electronic meetings shall
518 be subject to all rules adopted by the Board of Managers, or by the association, to govern
519 them, which may include any reasonable limitations on, and requirements for, members'
520 participation. Any such rules adopted by the Board of Managers shall supersede any
521 conflicting rules in the parliamentary authority but may not otherwise conflict with or alter
522 any rule or decision of the association. An anonymous vote conducted through the
523 designated Internet meeting service shall be deemed a ballot vote, fulfilling any
524 requirement in the bylaws or rules that a vote be conducted by ballot.

- 525 D. A majority of the current members of the Board of Managers shall constitute a quorum at
526 any meeting.

527 **Section 5.** The Board of Managers may, for the good of the association, remove from office an
528 elected officer who has failed to perform his or her duties. Such action shall require a two-thirds
529 (2/3rds) vote of the Board of Managers.

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

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

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

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

545 **ARTICLE XI: EXECUTIVE COMMITTEE**

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

- 547
548 A. The President, President-Elect (or 1st Vice President when applicable), Vice-President,
549 Vice-President of Membership, Secretary, Treasurer, two (2) Region Director
550 representatives and two (2) Standing Committee Chair representatives.
551
552 B. The two (2) Region Director representatives and two (2) alternates shall be elected by all
553 Region Directors at the continuation of the Board of Managers meeting following the close
554 of the annual Arizona PTA Convention. Representatives shall serve a term of one year.
555 In the absence of a Region Director representative, an alternate shall serve at Executive
556 Committee meetings. Vacancies due to death, resignation or removal that cause an
557 insufficient number of Region Director representatives and/or alternates shall be filled
558 through election by the Executive Committee with confirmation by the Board of Managers
559 at its next meeting.
560
561 C. Two (2) Standing Committee chair representatives and two (2) alternates shall be elected
562 from among the Standing Committee chairs at the continuation of the Board of Managers
563 meeting following the close of the annual Arizona PTA Convention. Members to be selected
564 from among the Standing Committee chairs. The two (2) representatives and two (2)
565 alternates shall serve a term of one year. In the absence of the representative an alternate
566 shall serve at Executive Committee meetings. A vacancy in a representative or alternate
567 position shall be filled through election by the Executive Committee with confirmation at the
568 next Board of Managers meeting.
569
570 D. The Board of Directors, known as the Executive Committee of the Arizona Congress of
Parents and Teachers, Inc. shall hold the annual Board of Directors meeting proceeding
the opening session of the scheduled annual Arizona PTA convention. The minutes of the

571 annual Board of Directors meeting shall be filed per the requirements of the Arizona
572 Corporation Commission.

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

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

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

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

590

591

ARTICLE XII: COMMITTEES

592

593 **The Board of Managers may:**

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

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

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

601 **Section 4. Advocacy Committee:**

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

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

607 B. The standing legislative program of the Arizona PTA shall consist of the proposals of the
608 legislative program of the National PTA which have been approved by the Board of
609 Managers, and annually by the Arizona PTA convention body or by a vote of the local
610 PTA/PTSA units; those resolutions requiring legislative action which have been adopted
611 by the Arizona PTA convention body; and the Arizona PTA Legislative Platform Priorities
612 presented for adoption at the annual Arizona PTA convention.

613 C. The Advocacy Chair shall be empowered to speak on issues requiring action but not
614 indicated in adopted Resolutions or on the Arizona PTA Legislative Platform Priorities,
615 following a vote of the Advocacy Committee (the majority responding favorably) and
616 approval of the Arizona PTA President, provided said issue is not in conflict with the
617 standing legislative program, adopted resolutions or the Purposes and Principles of the
618 PTA. With the approval of the President, the Advocacy Chair shall be empowered to
619 designate a representative if unable to speak on an issue requiring action. The Advocacy
620 Chair shall be designated as the Federal Legislative Issues Chair per National PTA
621 requirements.

622 D. Resolutions Subcommittee: the Arizona PTA President shall appoint no less than three
623 (3) members to the Resolutions Subcommittee that shall include the Chair of the
624 Resolutions Subcommittee.

- 625 E. The Resolutions Subcommittee shall solicit new resolutions from members, check these
626 submitted resolutions for compliance and then recommend accepted resolutions that have
627 been submitted. The Resolutions Chair will present resolutions which have been
628 recommended for adoption to the Board of Managers.
- 629 F. A local PTA/PTSA unit member, a local PTA/PTSA unit, a PTA/PTSA council, an Arizona
630 PTA committee, or the Board of Managers may propose a resolution providing it is within
631 the scope of the PTA Purposes. Resolutions may suggest consideration of a new issue or
632 change one already in effect. Resolutions to be considered by the Arizona PTA convention
633 body shall be submitted in written form to the Resolutions Subcommittee in care of the
634 Arizona PTA office postmarked or delivered by December 15th.
- 635 G. The Resolutions Subcommittee shall publish the recommended resolutions in an Arizona
636 PTA publication and send copies of the resolutions to each local PTA/PTSA unit
637 President, PTA/PTSA Council President, and members of the Board of Managers at least
638 sixty (60) days prior to the opening of the convention. Should similar resolutions be
639 submitted, the Resolutions Subcommittee may, with the written approval of each
640 submitting entity, edit, and combine such resolutions.
- 641 H. A resolution or an emergency resolution proposed by a local PTA/PTSA unit shall be
642 signed by their current President and Secretary and must carry the date of its passage by
643 the voting members of the submitting local PTA/PTSA unit. The resolution should be
644 signed by the local PTA/PTSA unit President and Secretary in office at the time of its
645 passage by the local PTA/PTSA unit.
- 646 I. Once published, resolutions may not be withdrawn from consideration by the convention
647 body except at the written request of the submitting group's full delegation at the
648 convention and providing two-thirds (2/3) of the delegates present and voting at the
649 convention concur with the withdrawal action.
- 650 J. Resolutions shall be presented to the Arizona PTA convention body with the name of the
651 submitting entity.
- 652 K. An approved emergency resolution may be presented from the floor of the Arizona PTA
653 convention provided copies are available for all delegates' consideration and a copy
654 of the resolution has been filed with the Arizona PTA Secretary by the maker of the
655 resolution. The copy filed with the Secretary must be signed by the maker of the
656 resolution and by one (1) delegate from each region represented at convention. Such
657 resolutions shall be reviewed for approval by the Resolutions Subcommittee at the
658 convention to determine the appropriateness of the emergency.
- 659 L. Resolutions passed by the convention body become the official position of the Arizona
660 PTA. Five (5) years after adoption, resolutions shall be reviewed by the Resolutions
661 Subcommittee and the Advocacy Chair. The Resolutions Subcommittee and Advocacy
662 Chair may recommend that the resolution be renewed by the Arizona PTA convention
663 body. All resolutions not recommended for renewal shall be retired.

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

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

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

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

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

- 678 A. Prepare a budget for the fiscal year to submit to the Board of Managers at the first Board
679 of Manager meeting following the annual convention.

- 680 B. Submit amendments to the budget for the current fiscal year, which may be adopted by a
681 majority vote of the Board of Managers.

682 **Section 7. Bylaws Committee**

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

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

691 **Section 8. Convention Committee**

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

697 **Section 9. Diversity Committee**

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

702 **Section 10. Election Committee**

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

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

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

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

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

721 **Section 13. Leadership Development Committee**

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

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

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

731 **Section 15. Nominating Committee**

732 The Nominating Committee, consisting of seven (7) members of the Board of Managers, no more
733 than two (2) of whom shall reside in the same region, shall be elected by ballot by the Board of
734 Managers at their first Board meeting following the annual convention. When only seven (7)
735 persons are nominated, the election may be by voice vote. It shall be the duty of this committee to

736 nominate one eligible person for each state office to be filled at the next convention. Region
737 Directors shall be nominated by a member residing in their respective regions.

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

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

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

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

778

779

780

ARTICLE XIII: REGIONS

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

785 **Section 2.** Region Directors, with help from the Vice President and Vice President of Membership,
786 may recommend changes to the boundaries of regions.

787 **Section 3.** When necessary, the Board of Managers may, by a majority vote, realign region
788 boundaries to balance membership, to provide support, guidance, mentorship, oversight and training
789 to local PTA/PTSA units.

790

ARTICLE XIV: COUNCILS

791
792
793 **Section 1.** County, city, school district or area councils may be organized by local PTA/PTSA units
794 with the guidance and support of Arizona PTA:

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

806 **Section 2. Council Presidents**

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

811 **ARTICLE XV: ARIZONA PTA CONVENTION**

812
813 **Section 1.** The annual convention shall be the governing body of the Arizona PTA.

814 **Section 2.** The convention body shall elect officers in accordance with these bylaws and transact
815 such other business as may properly come before the convention delegates.

816 **Section 3.** A regular convention of the Arizona PTA shall be held annually, as specified in the articles
817 of incorporation, the location to be designated by the Board of Managers. A call to convention shall be
818 sent from the Arizona PTA office to each member of the Board of Managers, each Council President,
819 and each local PTA/PTSA unit President at least sixty (60) days before the annual convention.

820 **Section 4.** Each local PTA/PTSA unit shall be entitled to be represented at the annual convention of
821 the Arizona PTA by four (4) of its officers or their alternates, and by one additional delegate per fifty
822 members or major fraction thereof as shown on the books of the Arizona PTA Treasurer on March first
823 (1st).

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

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

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

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

ARTICLE XVI: PAST ARIZONA PTA OFFICERS CLUB

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

ARTICLE XVII: NATIONAL CONVENTION

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

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

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

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

ARTICLE XVIII: OPERATIONAL REQUIREMENTS AND DISSOLUTION

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

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

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

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

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

899
900
901

ARTICLE XIX: FISCAL YEAR

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

903

ARTICLE XX: PARLIAMENTARY AUTHORITY

904

905

906

907

908

909

910

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

911

ARTICLE XXI: INDEMNIFICATION

912

913

914

915

916

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

917

ARTICLE XXII: AMENDMENTS

918

919

920

921

922

923

924

925

926

927

928

929

930

931

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

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

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

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

932

ARTICLE XXIII: NATIONAL CONSTITUENT ASSOCIATION ADVISORY COUNCIL

933

934

935

936

937

938

939

940

941

942

943

944

945

946

947

948

949

950

951

952

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

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

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

Section 4. Duties. The NCAAC shall:

- A. identify and prioritize topics and trends to assist the board in setting the strategic

- 953 direction of National PTA.
- 954 B. submit written reports and make recommendations to the board regarding emerging
- 955 issues, as referenced in PTA policy.
- 956 C. participate in leadership development meetings at least twice per year, one of which is
- 957 during the National PTA Annual Convention and another meeting sometime during the
- 958 calendar year either in person or electronically.
- 959 **Section 4. Meetings.**
- 960 A. **Regular.** The NCAAC shall meet a minimum of twice per year.
- 961 B. **Special.** Special meetings may be called by the chair with approval by the National PTA
- 962 President.