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**ARIZONA PTA UNIFIED LOCAL PTA/PTSA UNIT BYLAWS
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40 **ARTICLE I: NAME**

41
42 The name of this association is the _____, and it is located in
43 the town or city of _____. It is in the PTA region
44 of _____, located in the state of Arizona. It is a local PTA/PTSA unit organized under the
45 authority of the Arizona Congress of Parents and Teachers, Inc. (Arizona PTA), a branch of the
46 National Congress of Parents and Teachers, Inc. (National PTA).

47 **ARTICLE II: PURPOSES**

48
49 **Section 1. Objectives.** The purpose or purposes (Objects) which the corporation will hereafter
50 pursue are:

- 51 a. To promote the welfare of children and youth in home, school, places of worship, and
52 throughout the community.
- 53 b. To raise the standards of home life.
- 54 c. To advocate for laws that further the education, physical and mental health, welfare,
55 and safety of children and youth.
- 56 d. To promote the collaboration and engagement of families and educators in the
57 education of children and youth.
- 58 e. To engage the public in united efforts to secure the physical, mental, emotional,
59 spiritual and social well-being of all children and youth.
- 60 f. To advocate for fiscal responsibility regarding public tax dollars in public education
61 funding.

62
63 **Section 2. Awareness.** The purposes of the National PTA and the Arizona PTA are promoted
64 through advocacy and education in collaboration with parents, families, teachers, educators,
65 students, and the public; developed through conferences, committees, projects, and programs; and
66 governed and qualified by the basic principles set forth in Article

67
68 **Section 3. Federal Status.** National PTA and the Arizona PTA are organized exclusively for the
69 charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the
70 Internal Revenue Code or corresponding section of any future federal tax code (referred to as
71 "Internal Revenue Code").

72 **ARTICLE III: PRINCIPLES**

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

- 74 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 75 b. The association shall work to engage and empower children, families, and educators within
76 schools and communities to provide quality education for all children and youth and shall
77 seek to participate in the decision-making process by influencing school policy and
78 advocating for children’s issues, recognizing that the legal responsibility to make decisions
79 has been delegated by the people to boards of education, state education authorities, and
80 local education authorities.
- 81 c. The association shall work to promote the health and welfare of children and youth, and shall
82 seek to promote collaboration among families, schools, and the community at large.
- 83 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall
be guiding principles for service in National PTA

83
84 **ARTICLE IV: CONSTITUENT ASSOCIATIONS**
85 **(LOCAL PTA/PTSA UNITS AND PTA/PTSA COUNCILS)**
86

87 **Section 1.** The constituent associations of the Arizona PTA include:
88 Local PTA units (Parent Teacher Associations) or PTSA units (Parent Teacher Student
89 Associations) and the PTA/PTSA Councils organized under the authority of Arizona PTA in
90 organized areas.
91

92 **Section 2.** Each constituent association shall adopt the Arizona PTA Unified Local PTA/PTSA
93 Unit Bylaws for the governance of their association.
94

95 **Section 3.** There shall be no proxy voting by any constituent association of Arizona PTA.
96

97 **Section 4.** The purposes and principles of National PTA and Arizona PTA shall in every case
98 also be the purposes and principles of each constituent association.
99

100 **Section 5.** Each officer or board member of a constituent association shall be a member of a
101 local PTA/PTSA unit within its area.

102 **Section 6.** A PTA/PTSA member shall not serve as a voting member of a constituent
103 association's board at the state, council or local level while serving as a paid employee of, or
104 under contract to that constituent association.

105 **Section 7.** The adoption of an amendment to any provision of the National PTA Bylaws or the
106 Arizona PTA Bylaws shall serve automatically and without the requirement of further action by
107 the constituent association. Arizona PTA shall incorporate such amendments into the Arizona
108 Unified Local PTA/PTSA Unit Bylaws and redistribute them to the constituent associations.
109

105 **ARTICLE V: LOCAL PTA/PTSA UNITS**
106

107 **Section 1.** Local PTA/PTSA units shall be chartered and organized under the authority of the
108 Arizona PTA and in the area in which the local PTA/PTSA unit functions, and as such, must be in
109 conformity with such rules and regulations, not to be in conflict with the Arizona PTA or National
110 PTA bylaws, as the Arizona PTA may in its bylaws prescribe or the rules and regulations for
111 nonprofit corporations in Arizona and those exempt from Federal Income Tax under the Section
112 501(c)(3) of the Internal Revenue Code. A local PTA/PTSA unit shall be in "Good Standing" if it
113 adheres to the following Standards of Affiliation:

- 114 a. The purposes and principles of the National PTA and Arizona PTA.
- 115 b. Adopts the current version of the Arizona Unified Local PTA/PTSA Unit Bylaws approved
116 according to the procedures of Arizona PTA, accompanied by a copy of the official
117 meeting minutes expressing general membership approval.
- 118 c. Submits the Arizona PTA and National PTA portions of each member's dues to Arizona
119 PTA monthly.
- 120 d. Submits an annual officer's list with the names and contact information for newly elected
121 and continuing PTA/PTSA officers within ten (10) days of election, when a vacancy
122 occurs, or with the change of officers.
- 123 e. Remits an annual insurance premium. A late fee may be assessed for payments
124 postmarked after the deadline.
- 125 f. Submits a completed copy of the local PTA/PTSA unit's Internal Revenue Service form,
126 as required by IRS, such as, but not limited to, the 990, 990EZ or the 990N e-postcard to
127 Arizona PTA no later than the annual deadline.

- 128 g. Submits a completed copy of the current local PTA/PTSA unit standing rules, approved
129 by the general membership to Arizona PTA for review and approval according to the
130 procedures of Arizona PTA, accompanied by a copy of the official meeting minutes
131 expressing general membership approval.
- 132 h. Submits a copy of the completed of the required annual local PTA/PTSA unit financial
133 review packet. The local PTA/PTSA unit's June 30th bank statement to Arizona PTA no
134 later than the specified date accompanied by a copy of the official general membership
135 meeting minutes expressing general membership approval.
- 136 i. Submits a copy of the current year local PTA/PTSA unit's budget, approved by the
137 general membership, to Arizona PTA no later than the specified date, accompanied by a
138 copy of the official general meeting minutes expressing general membership approval.
- 139 j. Local PTA/PTSA unit's elected officers must attend training annually by September 30th.
140 Officers elected after September 30th must arrange training within forty-five (45) days of
141 taking office with their Region Director.
- 142 k. Provide all local PTA/PTSA unit's records to a designated Arizona PTA representative
143 upon request of Arizona PTA.
- 144 l. Meets other criteria as may be prescribed by Arizona PTA.
144

145 **Section 2.** Each local PTA/PTSA unit shall keep such permanent books of account and records as
146 shall be sufficient to establish the items of gross income, receipts, and disbursements of the
147 association, including, specifically, the number of its members, the dues collected from its members,
148 and the amount of dues remitted to the Arizona PTA. Records shall at all reasonable times be open
149 to inspection by an authorized representative of the Arizona PTA or by a duly authorized
150 representative of the National PTA.
151

152 **Section 3.** The charter of a local PTA/PTSA unit may be subject to being dissolved and/or revoked
153 and therefore the status of such association as a local PTA/PTSA unit shall be subject to
154 termination, in the manner and under circumstances provided by the Arizona PTA.
155

156 **Section 4.** Each local PTA/PTSA unit is obligated, upon dissolution and/or revocation of its charter
157 by the act of the general membership, Arizona PTA, and/or revocation of the PTA/PTSA unit
158 employers' identification number (EIN) by the Department of Treasury, Internal Revenue Service:
159 a. To surrender all its books and records all its assets and property to the Arizona PTA or an
160 agency designated by the Arizona PTA
161 b. To cease and desist from the further use of any name that implies or connotes association
162 with the National PTA or the Arizona PTA or status as a constituent association of the
163 National PTA or the Arizona PTA; and
164 c. To carry out promptly, under the supervision and direction of the Arizona PTA, all
165 proceedings necessary for the purpose of dissolving such local PTA/PTSA unit.
166

167 **Section 5.** Each officer or board member of a local PTA/PTSA unit shall be a paid member of such
168 local PTA/PTSA unit.
169

170 **Section 6.** Only members of a local PTA/PTSA unit who have paid dues for the current membership
171 year may participate in the business of the local PTA/PTSA unit.
172

173 **Section 7.** Each local PTA/PTSA unit shall collect dues from its individual members and shall remit
174 the National PTA and the Arizona PTA portion of such dues to the Arizona PTA.
175

176 **Section 8. DISSOLUTION**

177
178 A local PTA/PTSA unit shall dissolve its association with Arizona PTA (and National PTA) and
179 finalize its affairs in the following manner:

- 180 a. The Executive Board (or other body that, under its bylaws manages the affairs of the local
181 PTA/PTSA unit) shall make a recommendation during a meeting of that body that the local
182 PTA/PTSA unit be dissolved. This group will draft a written motion of such dissolution to be
183 voted on at a special meeting of the local PTA/PTSA unit's members. Written or printed
184 notice stating that the purpose of such special meeting is to consider the advisability of
185 dissolving the local PTA/PTSA unit shall be provided to each member entitled to vote at the
186 meeting at least fifteen (15) days prior to date of that meeting.
- 187 b. A written notice of the proposed dissolution, and a copy of the proposed motion,
188 accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA unit
189 members, shall be given to the Arizona PTA President at least fifteen (15) days before the date
of the special meeting of the local PTA/PTSA unit members.
- 190 c. Only those persons who were members in good standing of the local PTA/PTSA unit on the
191 date of adoption of the proposed motion and who continue to be members in good standing
192 on the date of the special meeting shall be entitled to vote on the question of dissolution.
- 193 d. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at
194 least two-thirds (2/3rds) of the members present and entitled to vote at the special meeting, a
195 quorum being present.
- 196 e. Upon dissolution of this association, after paying or providing for the debts and obligations of
197 the association, the remaining assets shall be distributed to Arizona PTA or one or more
198 non-profit funds, foundations, or associations designated by Arizona PTA that have
199 established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
200 and whose purposes and principles are in accordance with those of National PTA and
201 Arizona PTA.
- 202 f. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local
203 PTA/PTSA unit is to cease and desist from the further use of any name that implies or
204 connotes association with the National PTA or the Arizona PTA or status as a constituent
205 association of the National PTA or the Arizona PTA.
- 206 g. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local
207 PTA/PTSA unit is to surrender all its books and records, all its assets and property to the
208 Arizona PTA or an agency designated by the Arizona PTA.

209
210 **Section 9. REINSTATEMENT**

211
212 In all cases of reinstatement of local PTA/PTSA units, formal application in writing to the Arizona
213 PTA shall be required. Such reinstatement shall be done upon recommendation of the local
214 PTA/PTSA unit's Region Director or other member of the Arizona PTA Board of Managers.

215
216 **Section 10. REGIONS AND REGION DIRECTORS**

- 217
218 a. Each local PTA/PTSA unit shall be assigned to a region of Arizona PTA.
- 219 b. Members within each region shall nominate and elect a Region Director who will serve as a
220 liaison between their region and Arizona PTA and as a voting member on the Arizona PTA
221 Board of Managers.
- 222 c. The role of each Region Director is to provide local PTA/PTSA units with support, guidance,
223 mentorship and oversight for PTA and nonprofit policies, procedures, and maintenance of
224 the standards of affiliation.
- 225 d. In absence of a Region Director another designated Arizona PTA Board of Managers
226 member will serve in the Region Director's place.

227
228 **Section 11:** Local PTA/PTSA's units are nonprofit corporations in the State of Arizona and as such
229 the officers and executive board shall discharge their duties "in good faith" and "with the care an
230 ordinarily prudent person in a like position would exercise under similar circumstances

231

232 **Section 12:** If this local PTA/PTSA unit is required by their local school district or other government
233 entity to obtain individual local PTA/PTSA unit incorporation, the local PTA/PTSA unit shall notify
234 Arizona PTA and obtain guidance from Arizona PTA on incorporation. Local PTA/PTSA units may be
235 charged a fee by Arizona PTA for any incorporation filing and or renewal.

224

225

ARTICLE VI: STANDING RULES

226

227 **Section 1.** There shall be standing rules, adopted by this local PTA/PTSA unit, for guidance in
228 matters not covered in these bylaws. The local PTA/PTSA unit Standing Rules shall not be
229 inconsistent or in conflict with these bylaws, the Arizona PTA Bylaws, the National PTA Bylaws, or
230 the Arizona Nonprofit Corporation Act. The local PTA/PTSA unit Standing Rules shall be reviewed
231 annually by the Executive Board of the local PTA/PTSA unit and presented to the general
232 membership for approval. Proposed amendments to the local PTA/PTSA unit Standing Rules shall
233 be presented at a general membership meeting to the membership. Members shall be given ~~with~~
234 time to read and review any proposed amendments prior to a vote adoption.

235

236 **Section 2.** The procedure for amending the local PTA/PTSA unit Standing Rules shall be
237 incorporated into the body of the local PTA/PTSA unit Standing Rules.

238

239 **Section 3.** Annually, a copy of the local PTA/PTSA unit Standing Rules shall be sent to Arizona PTA
240 accompanied by a copy of the official meeting minutes indicating general membership approval. The
241 local PTA/PTSA unit Standing Rules are subject to review and approval according to the procedures
242 of Arizona PTA. The local PTA/PTSA unit Standing Rules shall remain on file with Arizona PTA until
243 any adopted amendments or updates have been sent with a copy of the meeting minutes indicating
244 adoption of the new rule(s) by the local PTA/PTSA unit.

242

243

ARTICLE VII: MEMBERS AND DUES

244

245 **Section 1.** Every individual who is a member of a local PTA/PTSA unit organized by Arizona PTA is
246 also a member of National PTA and of Arizona PTA and, as such, is entitled to all the benefits of
247 such memberships.

248 **Section 2.** Membership in PTA at all levels shall be open, without discrimination, to anyone who
249 believes in and supports the mission, purposes and principles of National PTA and Arizona PTA and
250 meets other qualifications for membership as prescribed in these bylaws and pays dues as required
251 ~~in~~ by these bylaws.

252

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

255

256 **Section 4.** Each member of a local PTA/PTSA unit shall pay such annual dues to the association as
257 may be determined by the association. The amount of the dues shall include the portion payable to
258 Arizona PTA as approved by the Arizona PTA voting delegates at the annual Arizona PTA
259 convention, and the portion payable to National PTA as recommended by the National PTA Board of
260 Directors and approved by the voting delegates at the annual National PTA convention.

261

262 **Section 5.** The amount of Arizona PTA's portion of each member's dues shall be determined by
263 Arizona PTA voting delegates at the annual Arizona PTA convention. Arizona PTA's portion of each
264 member's dues shall be three dollars and twenty-five cents (\$3.25) per annum. National PTA's
265 portion as determined by National PTA.

266

267 **Section 6.** The Arizona PTA and National portions of the dues paid by each member of a local
268 PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Arizona PTA
269 Arizona PTA shall pay to National PTA the amount of the National PTA portion of dues paid by all

270 members of local PTA/PTSA units within its area.

271

272 **Section 7.** Each member of this local PTA/PTSA unit shall pay annual dues to be determined by the
273 Executive Board annually with the approval of the general membership of this association. The
274 amount of such dues shall include the portion payable to Arizona PTA and the portion payable to
275 National PTA.

276

277 **Section 8.** Arizona PTA shall make remittances monthly to National PTA of the amounts due to
278 National PTA.

279 **Section 9.** The Arizona PTA and National PTA portions of the dues are paid by each member to a
280 local PTA/PTSA unit and then remitted to Arizona monthly.

281

282 **Section 10.** The final deadline for receipt of a local PTA/PTSA unit members' dues and required
283 information to Arizona PTA in order for the member to qualify for voting privileges at local PTA/PTSA
284 unit elections and at the annual Arizona PTA convention shall be by 11:59pm on March 1 of each
285 year.

286

287 **Section 11.** The membership year for Arizona PTA and all local PTA/PTSA units shall be July 1
288 through June 30.

289

290 **Section 12.** The Charter of a local PTA/PTSA previously given by Arizona PTA may be withdrawn
291 and membership terminated for:

292 a. non-compliance with Arizona PTA Bylaws, National PTA Bylaws, the Arizona Nonprofit
293 Corporation Act and/or the regulations for federal tax-exempt organizations under Section
294 501(c)(3) of the Internal Revenue Code.

287

288 b. practices or activities that may defeat the Purposes and Principles of Arizona PTA and/or
289 National PTA. Non-compliant local PTA/PTSA units may be subject to a suspension period
290 until compliance is met.

291

292 **Section 13.** The Charter of a new local PTA/PTSA unit shall only be given if a minimum of ten (10)
293 paid members have been secured and are prepared to establish and organized the new local
294 PTA/PTSA unit at the Charter meeting. The ten (10) member minimum shall include the local
295 PTA/PTSA unit officers.

296 a. After obtaining a local PTA/PTSA unit Charter each local PTA/PTSA unit must secure a
297 minimum of ten (10) paid members annually. The ten (10) member minimum shall include
298 the local PTA/PTSA unit officers.

299

300 **Section 14.** An Arizona PTA Lifetime Achievement Award may be awarded to any person
301 subscribing to the purposes, principles, and mission of the Arizona PTA. The Arizona PTA Lifetime
302 Achievement Award is solely honorary and does not entitle the holder to make motions, vote, or hold
303 office. An Arizona PTA Lifetime Achievement Award recipient may become an active PTA member
304 upon payment of all-inclusive dues in a local PTA/PTSA unit. Funds received from Arizona PTA
305 Lifetime Achievement Awards shall be placed in a fund designated by the Arizona PTA Board of
306 Managers and may be used to further the purposes, principles, and mission of the Arizona PTA.

305

306

307 **ARTICLE VIII: OFFICERS AND THEIR ELECTION**

308
309 **Section 1.** The officers of this local PTA/PTSA unit shall consist of a President, a President-Elect if
310 desired, one or more Vice-Presidents, a Secretary, and a Treasurer.

311 **Section 2.** Officers shall be elected by ballot in April or May. Ballots shall only be distributed to paid
312 members on the membership list submitted to Arizona PTA. A member must be present at an
313 election meeting to vote. Voting by proxy shall be prohibited. If there is but one nominee for any
314 office, the election for that office may be by voice vote.

315 **Section 3.** Officers shall assume their official duties July 1st and shall serve for a term, as defined in
316 the local PTA/PTSA unit's Standing Rules, or until their successors are elected.

317 **Section 4.** Reasonable efforts must be made to find a successor so that no person serves more
318 than two consecutive terms in the same office. A person may be elected for one additional year, if
319 necessary, by a majority vote of the general membership present and voting.

320
321 **Section 5. NOMINATING COMMITTEE**

- 322
- 323 a. There shall be a nominating committee composed of three (3) members who shall be elected
324 by this local PTA/PTSA unit at a regular general membership at least two (2) months prior to
325 the election of officers. The committee shall elect its own chair.
 - 326 b. The nominating committee shall nominate an eligible person for each office to be filled and
327 report its nominees at a general membership meeting prior to the election meeting.
328 Additional nominations may be made from the floor at the election meeting.
 - 329 c. Only those paid members who have given their consent to serve, if elected, shall be
330 nominated for, or elected to an office.
- 328

329 **Section 6. VACANCIES**

330
331 A vacancy occurring in any office shall be filled for the unexpired term by a paid local PTA/PTSA unit
332 member elected by a majority of the general membership present at a general membership meeting.

- 333 a. In the case that a vacancy occurs in the office of the President, the President-Elect, first Vice-
334 President (when applicable), or the Vice President shall serve notice of the election. In
335 absence of all of the aforementioned officers, the election notice shall be served by the
336 Secretary.
- 337 b. Active pursuit to secure officers to fill vacancies should continue until the office is filled.
338 Written notification of the continued pursuit to fill vacant positions is required.
- 339 c. A new submission of an Officers List shall be completed and submitted promptly to Arizona
340 PTA for any vacancy in office as well as when a new officer has been elected.
- 341 d. Any vacancy occurring in any office, due to resignation, death, permanent absence or
342 removal from office of a signer on the financial accounts shall result in a complete financial
343 review or professional audit.
- 344

345 **Section 7. REMOVAL FROM OFFICE**

346
347 For the good of the association, any elected officer or board member who has failed to perform
348 his/her duties may be removed from office. Such action shall require a majority vote of the general
349 membership at a general meeting or action by Arizona PTA. Written notification of the meeting is
350 required for removal by general membership.

351
352 **Section 8. LINE OF SUCCESSION**

353
354 In the event of the absence of the President to act, the line of succession shall be ordered as
355 follows:

- 356 1. The President-Elect (if applicable) or the first (1st) Vice-President.
352
353 2. The Vice-President or (if more than one Vice-President) then the second (2nd) Vice-
354 President, and then the third (3rd) Vice-President (and so on).
355
356 3. The Secretary.
357
358 4. The Treasurer.
359

360 **ARTICLE IX: DUTIES OF OFFICERS**

361 **Section 1. The PRESIDENT shall:**

- 362
363
364 a. Preside at all meetings of the association; and appoint chairs of standing and special
365 committees and if desired a parliamentarian subject to the approval of the Executive Board.
366 Be a member ex officio of all committees except the nominating committee and financial
367 review/audit committee.
368 b. Manage the work of the officers and committees of the association in order that the purposes
369 and principles shall be promoted.
370 c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed
371 necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.
372

373 **Section 2. The PRESIDENT-ELECT or the FIRST VICE PRESIDENT (when applicable) shall:**

- 374
375 a. Preside at all meetings of the association in the absence or inability of the President to act.
376 b. Perform the duties of the President in the absence or inability of the President to act
377 including those stated in Section 1.
378 c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed
379 necessary. These duties shall be outlined in the PTA Unit Standing Rules.
380 d. Shall not be a member of the financial review/audit committee if a signer on the financial
381 accounts.
382

383 **Section 3. The VICE-PRESIDENT shall:**

- 384
385 a. Act as an aide to the President.
386 b. Perform the duties of the President in the absence or inability of the President-Elect or First
387 Vice-President to act for the President, including those stated in Section 1. above.
388 c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed
389 necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.
390 d. Shall not be a member of the financial review/audit committee if a signer on the financial
391 accounts.
392

393 **Section 4. The SECRETARY shall:**

- 394
395 a. Record the minutes of all of the Executive Board and general membership meetings of the
396 association.
397 b. Have current copies of the Arizona PTA Unified Local PTA/PTSA Bylaws and the local
398 PTA/PTSA unit Standing Rules.
399 c. Maintain and have available at all meetings of the association a current alphabetical roster of
400 the names and contact information of all the local PTA/PTSA unit paid members.
401 d. Perform other duties as approved by the local PTA/PTSA unit Executive Board and deemed
402 necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.
403 e. The Secretary shall not be a signer on the financial accounts debit cards/credit cards and

- 404 any online payment platforms or mobile payment services.
- 405 f. Monthly bank account reconciliations completed by the Treasurer are to be verified by the
- 406 Secretary or by another member who is not a signer on the financial accounts.
- 407 g. The Secretary, if related by blood or marriage, or residing in the same household as the
- 408 Treasurer, may not verify the monthly bank account reconciliations. Another member who is
- 409 not a signer on any of the financial accounts and not related by blood or marriage, or residing
- 410 in the same household as the Treasurer shall be appointed by the Executive Board to review
- 411 the monthly bank account reconciliations.
- 412

413 **Section 5. The TREASURER shall:**

414

- 415 a. Have custody of all the funds of the association.
- 416 b. Keep a full and accurate account of receipts and expenditures.
- 417 c. Make disbursements as authorized by the association in accordance with the budget
- 418 adopted by the association at a general membership meeting.
- 419 d. Have checks or vouchers signed always by two persons, the Treasurer and one other officer.
- 420 If the Treasurer is unable to act, two other authorized officers may sign checks or vouchers,
- 421 as necessary.
- 422 e. Present a financial statement at every meeting of the association and at other times as may
- 423 be requested by the Executive Board.
- 424 f. Make a full Treasurer's report at the meeting at which new officers officially assume their
- 425 duties and at all Executive Board and general membership meetings.
- 426 g. Ensure that the accounts of the local PTA/PTSA unit are reconciled monthly and reviewed by
- 427 a member that is not a signer on any of the local PTA/PTSA financial accounts
- 428 h. Be responsible for the maintenance of the books of account and records of the local
- 429 PTA/PTSA unit and conform to the requirements of Article V, Section 1, 2, 3 and 4 of these
- 430 bylaws.
- 431 i. Submit the records annually, upon resignation, or upon request of the majority of the general
- 432 membership or Executive Board to a financial review committee or a professional audit.
- 433 j. The financial review committee shall consist of at least three (3) paid local PTA/PTSA unit
- 434 members who are not current term signers or related to current term signers on the financial
- 435 accounts, who are elected by a majority vote of the Executive Board or a professional auditor
- 436 approved by the Executive Board.
- 437 k. Ensure that the annual reporting to the Internal Revenue Service (IRS) is completed prior to
- 438 the federal government's required reporting date of November 15th each year.
- 439

440 **Section 6.** No two members, related by blood or marriage, or a residing in the same household shall

441 be authorized to be signers on the local PTA/PTSA unit's financial accounts.

442

443 **Section 7.** Upon the expiration of the term of office or upon resignation, the out-going officers shall

444 promptly turn over to the President all funds, records, books, and other materials pertaining to the

445 office.

446

447 **Section 8.** Additional duties for officers shall be specified in the local PTA/PTSA unit Standing

448 Rules.

449

450 **Section 9.** The rules for this local PTA/PTSA units credit/debit card use are as follows:

- 451 a. Credit cards/debit cards secured for authorized account signers of the local PTA/PTSA unit are
- 452 only to be used for the business purposes of this local PTA/PTSA unit and are never, under any
- 453 circumstances, to be used for personal expenses.
- 454 b. All charges to a local PTA/PTSA unit credit/debit card must be preapproved by the Executive
- 455 Board and fit within the limits of the approved/adopted local PTA/PTSA unit budget.
- 456 c. Following a local PTA/PTSA unit debit/credit card purchase, a receipt shall be given promptly to

- 457 the Treasurer and the purpose of the charge shall be noted.
- 458 d. Local PTA/PTSA debit/credit cards may not be used for any cash transactions including ATM
- 459 withdrawals and electronic cash back opportunities.
- 460 e. Monthly bank account reconciliations completed by the Treasurer and verified by the Secretary or
- 461 by another member who is a not a on the financial accounts, shall include all local PTA/PTSA unit
- 462 credit/debit card transactions and all transactions completed through any online payment platforms
- 463 or mobile payment services.
- 464 f. Local PTA/PTSA unit credit/debit card use, and the selection of authorized users shall be reviewed
- 465 annually by the Executive Board. The Executive Board shall approve all local PTA/PTSA credit/debit
- 466 card users.
- 452 g. The Executive Board will ensure that any debit/credit card user whose term in office has ended,
- 453 surrenders any issued credit/debit cards to them at the end of their term.

454 **ARTICLE X: EXECUTIVE BOARD**

456 **Section 1.** The Executive Board shall consist of the officers of the association and the chairs of the

457 standing committees. The parliamentarian, if one is appointed, shall be a non-voting member.

458 **Section 2.** The Executive Board shall:

- 459 a. Transact necessary business in the intervals between association meetings and such other
- 460 business as may be referred to it by the association.
- 461 b. Create standing and special committees.
- 462 c. Approve the plans of work of the standing committees.
- 463 d. Present a report at the general membership meetings of the association.
- 464 e. Prepare and submit to the general membership the proposed annual budget, with adequate
- 465 time for review prior to the vote for its adoption as the budget for the current year.
- 466 f. Approve routine bills within the limits of the budget.
- 467 g. Have financial account reconciliations and financial statements reviewed each month by a
- 468 current term officer who is not an authorized signer, or related to an authorized signer, nor
- 469 residing in the same household as an authorized signer on the local PTA/PTSA unit
- 470 accounts.
- 471 h. Adhere to the; Arizona PTA Standards of Affiliation (S.O.A) and National PTA; the rules and
- 472 regulations for Nonprofit Corporations under the Arizona Revised Statutes; and the rules and
- 473 regulations for organizations exempt from federal income tax under the Section 501(c)(3) of
- 474 the Internal Revenue Code.

475 **Section 3. FINANCIAL REVIEW OR AUDITS**

- 476 a. The Treasurer's accounts shall be examined annually by a committee, consisting of at least
- 477 three (3) paid local PTA/PTSA unit members who are not current term officers or related to
- 478 current term officers that are authorized signers on financial accounts or by a professional
- 479 auditor not related to current term officers should be completed for the end of the fiscal year
- 480 which ends June 30. The Arizona PTA/PTSA Annual Financial Review/Professional Audit
- 481 Packet shall be completed and submitted to Arizona PTA annually. A financial review or
- 482 audit shall be completed upon the resignation of the Treasurer, or any other officer who is a
- 483 signer on the accounts or at any time deemed necessary by the Executive Board or by a
- 484 majority vote of the general membership at a general membership meeting.
- 485 b. The Treasurer cannot serve on the financial review committee or serve as the professional
- 486 auditor but may meet with the financial review committee to assist with the examination.
- 487 c. The members of the financial review committee shall sign the completed the Arizona
- 488 PTA/PTSA Annual Financial Review/Professional Audit Packet and submit it to the President
- 489 and the other members of the Executive Board along with a statement noting the findings of
- 490 the finalized financial review.

- 491 d. The completed financial review or the professional audit shall be presented to the local
492 PTA/PTSA unit general membership and a copy shall be submitted to Arizona PTA by the
493 date specified by Arizona PTA.

494 **Section 4. EXECUTIVE BOARD MEETINGS**

- 495 a. Regular meetings of the Executive Board shall be held during the year, with the dates and
496 time to be fixed by the Executive Board at its first meeting of the year. A majority of the
497 Executive Board members present shall constitute a quorum.
- 498 b. Special meetings of the Executive Board may be called by the President or by three (3)
499 members of the Executive Board, seven (7) day notice having been given.
- 500 c. All current local PTA/PTSA unit members may attend Executive Board meetings with the
501 understanding that these members they do not have the right to vote during the Executive
502 Board meeting. Meeting speaking privileges shall be outlined in the Arizona local PTA/PTSA
503 unit Standing Rules. (RRONR)
- 504 d. This local PTA/PTSA unit's Executive Board may meet virtually via teleconference or other
505 electronic technology platforms so long as the meetings provide at a minimum, conditions of
506 opportunity for simultaneous hearing and speaking among all participating members.

507
508 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

509
510 **Section 1.** At least three (3) general membership meetings of the association shall be held during
511 the school year. Meeting notification to members shall include the date, time, place and purpose of
512 each annual and regular general membership meeting and the notice shall be given at least ten (10)
513 days but not more than sixty (60) days prior to the meeting dates. A ten (10) day notice shall be
514 given if there is a change in meeting dates or times.

515 **Section 2.** Special meetings of the general membership of the association may be called by the
516 President or by a majority of the Executive Board, with a ten (10) day notice to the membership and
517 shall include a description of the purpose for which the meeting is being called.

518 **Section 3.** The final reports of the committee chairs and the installation of the new officers shall be
519 presented at the annual meeting.

520 **Section 4.** Quorum is required for transaction of any business at a general meeting of this
521 association. Meeting quorum shall be noted within the local PTA/PTSA unit's Standing Rules.

522 **Section 5.** This local PTA/PTSA unit's general membership may meet virtually via teleconference or
523 other electronic technology platforms so long as the meetings provide at a minimum, conditions of
524 opportunity for simultaneous hearing and speaking among all participating members.

524
525 **ARTICLE XII: COMMITTEES**

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527 **Section 1.** The Executive Board may create such standing and special committees as it may deem
528 necessary to promote the PTA Purposes and Principles to carry on the work of the association.

529 **Section 2.** Only paid members of the association shall be eligible to serve as voting members of a
530 committee.

531 **Section 3.** The chair of each standing committee shall present a plan of work to the Executive Board
532 for approval. No committee work shall be undertaken without the approval of the Executive Board.

533 **Section 4.** The President shall be a member ex-officio of all committees except the nominating and
534 the financial review committee.

534
535 **ARTICLE XIII: CONVENTIONS**

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537 **Section 1.** This local PTA/PTSA unit shall be entitled to be represented at the annual convention of
538 the Arizona PTA by four (4) of its officers or their alternates, and by one additional voting delegate
539 per fifty (50) members or major fraction thereof as shown on the books of the Arizona PTA Treasurer

540 on March 1st.

541 **Section 2.** Local PTA/PTSA units may submit resolutions to be considered by the annual Arizona
542 PTA convention body. Such resolutions shall be submitted in written form to the Arizona PTA
543 Resolutions subcommittee in care of Arizona PTA and be received by December 15th. The Arizona
544 PTA Resolutions subcommittee shall review resolutions that are submitted to ensure that they are
545 within the scope of the PTA Purposes and Principles.

546 **Section 3.** Any current paid member of an Arizona local PTA/PTSA unit may apply for delegate
547 status at the annual National PTA Convention by making a request to the Arizona PTA President.

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ARTICLE XIV: FISCAL YEAR

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549 The fiscal year of this local PTA/PTSA unit shall begin on July 1 and end on the following June 30, to
550 coincide with the fiscal year of Arizona PTA.

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ARTICLE XV: OPERATIONAL REQUIREMENTS

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

559

560 **Section 2. Exempt Activities.** Notwithstanding any other provision of these articles, the association
561 shall not carry on any other activities not permitted to be carried out on (i) by an association exempt
562 from federal income tax under the Section 501(c)(3) of the Internal Revenue Code or (ii) by an
563 association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue
564 Code.

565

566 **Section 3. Political Activities.** The association or members in their official capacity shall not,
567 directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of
568 statements) in any political campaign on behalf of, or in opposition to, any candidate for public office,
569 or devote more than an insubstantial part of its activities to attempting to influence legislation by
570 propaganda or otherwise.

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ARTICLE XVI: PARLIAMENTARY AUTHORITY

570 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the
571 Arizona PTA and its constituent associations in all cases in which they are applicable and in which
572 they are not in conflict with these bylaws, and the National PTA Bylaws, or the Arizona PTA Bylaws,
573 the Arizona PTA Articles of incorporation and/or this local PTA/PTSA Articles of Incorporation. (if
574 applicable).

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ARTICLE XVII: GOVERNING LAW

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578 This local PTA/PTSA unit shall be governed by Arizona Revised Statutes (ARS) for tax-exempt
579 nonprofits, the association's articles of incorporation, the National PTA Bylaws, the Arizona PTA
580 Bylaws, the Arizona PTA Unified Local PTA/PTSA Unit Bylaws, and this local PTA/PTSA unit's
581 Standing Rules.

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ARTICLE XVIII: AMENDMENTS

Section 1. An invitation to submit recommendations for amendments to the Arizona PTA Unified Local PTA/PTSA Unit Bylaws shall be sent to the local PTA/PTSA units prior to October 31st of each year. Such recommendations must be received by Arizona PTA no later than November 30th each year.

Section 2. 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 by Arizona PTA no later than November 30th each year.

Section 3. These bylaws may be amended at an Arizona PTA annual 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 the proposed amendments has been in the Call to the Arizona PTA convention.

ARTICLE XIX: PTA/PTSA COUNCIL MEMBERSHIP

Section 1. This local PTA/PTSA unit shall be eligible for membership in a council upon payment of council dues and shall be represented in general meetings of the PTA/PTSA council by the President or an alternate, and by delegates or their alternates as specified in the PTA/PTSA council's bylaws.

Section 2. Delegates shall be chosen according to the local PTA/PTSA unit's Standing Rules.