# TABLE OF CONTENTS

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

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

ARTICLE II: PURPOSES

Section 1. Objectives. The purposes of the Arizona PTA held in common with those of the National PTA, are:
To promote the welfare of children and youth in the home, school, places of worship and throughout the community;
A. To raise the standards of home life.
B. To advocate for laws that further the education, physical and mental health, welfare and safety of children and youth.
C. To promote the collaboration and engagement of families and educators in the education of children and youth.
D. To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth.
E. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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

ARTICLE III: PRINCIPLES

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

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

Section 1. Constituent Associations. The constituent associations of the Arizona PTA include:
Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of Arizona PTA in organized areas; and PTA councils (Parent Teacher Associations) or PTSA councils (Parent Teacher Student Associations) organized under the authority of Arizona PTA in organized areas.
Section 2. Qualifications. The National Board of Directors (National PTA) and the Arizona PTA Board of Directors/Managers shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with National PTA and Arizona PTA.

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

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

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

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

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

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

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

ARTICLE V: ARIZONA PTA

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

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

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

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

A. The chartering of local PTA/PTSA units and PTA/PTSA councils shall create a contract between the local PTA/PTSA unit or the PTA/PTSA council and the Arizona PTA.

B. Arizona PTA has the responsibility to ensure compliance by the local PTA/PTSA units and PTA/PTSA councils through adherence to the Arizona PTA Standards of Affiliation (SOA).

C. Arizona PTA has the authority to dissolve and/or revoke the charter of a local PTA/PTSA unit or a PTA/PTSA council for non-compliance with the Arizona PTA Standards of Affiliation (SOA).

D. Arizona PTA has the authority to suspend the local PTA/PTSA unit business operations, meetings, committee meetings, events, and activities and/or place on probation the local PTA/PTSA unit or a PTA/PTSA council for non-compliance with the Arizona PTA Standards of Affiliation.

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

Section 6. The Arizona PTA may create or establish subsidiary associations within its area to facilitate the administration of the affairs of the Arizona PTA.
Section 7. The Arizona PTA may create or establish PTA/PTSA councils in counties, cities, or other areas designated by its Board of Managers. The local PTA/PTSA that shall be eligible for membership and participation in the work of any council shall be determined by the Arizona PTA. PTA/PTSA councils shall not legislate for local PTA/PTSA units.

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

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

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

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

ARTICLE VI: LOCAL PTA/PTSA UNITS

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

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

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

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

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

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

Adopted June 2023
A. To surrender all of its books and records, all of its assets and property to the Arizona
PTA or an agency designated by the Arizona PTA.
B. To cease and desist from the further use of any name that implies or connotes
association with the National PTA or the Arizona PTA or status as a constituent
association of the National PTA or the Arizona PTA.
C. To carry out promptly, under the supervision and direction of the Arizona PTA, all
proceedings necessary for dissolving such local PTA/PTSA unit.

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

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

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

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

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

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

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

A. The Executive Committee (or other body that, under its bylaws manages the affairs of the
local PTA/PTSA unit) shall make a recommendation during a meeting of that body that
the local PTA/PTSA unit be dissolved and draft a written motion of such dissolution to
be voted on at a special meeting of the local PTA/PTSA unit’s members. Written or
printed notice stating that the purpose of such special meeting is to consider the
advisability of dissolving the local PTA/PTSA unit shall be provided to each member
entitled to vote at the meeting at least forty-five (45) days prior to date of that meeting.

B. A written notice of the proposed dissolution, and a copy of the proposed motion,
accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA
unit members, shall be given to the President of the Arizona PTA at least forty-five (45)
days before the date of the special meeting of the local PTA/PTSA unit members.

C. Only those persons who are members in good standing of the local PTA/PTSA unit on the
date of the adoption of the proposed motion are and who continue to be members in good
standing on the date of the special meeting shall be entitled to vote on the question of
dissolution.

D. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at
least two-thirds (2/3rds) of the local PTA/PTSA unit members present and entitled to vote
at the special meeting, a quorum being present.

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

ARTICLE VII: MEMBERS AND DUES

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

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

Adopted June 2023
Section 3. Each local PTA/PTSA unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

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

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

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

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

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

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

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

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

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

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

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION

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

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

(1) Group I shall consist of the President, President-Elect, the Vice-President, and one half (1/2) of the Region Directors. They shall be elected in odd-numbered years.

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

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

C. Each officer shall be a member of a local PTA/PTSA unit within the area of the Arizona PTA.

D. Region Directors shall be elected by the delegates from their respective regions at the annual Arizona PTA convention. If after election, a Region Director dies, resigns or moves out of the region from which they are elected, that office automatically becomes vacant. The Arizona PTA Executive Committee will elect a member from the region where the vacancy occurred and fill the vacancy for the remainder of the term. Please refer to Section 4 of this article for additional information on vacancies.

E. Any PTA/PTSA member planning to run from the floor for an officer position must advise the Arizona PTA President twenty-one (21) calendar days before the first general session of the annual Arizona PTA Convention.

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

A. To be eligible for nomination to the office of President, or President-Elect (or 1st Vice President when applicable), a person must have experience serving as an officer for at least one (1) year on a local PTA/PTSA unit or PTA/PTSA council and at least two (2) years of Arizona PTA Board of Managers experience including Executive Committee experience. Nominees must be a member of a local PTA/PTSA unit before election.

B. To be eligible for nomination for the office of Vice-President a person must have experience serving as an officer at a local PTA/PTSA unit or PTA/PTSA council totaling at least two (2) years and at least two (2) years of Arizona PTA Board of Managers experience including Executive Committee experience. Nominees must be a member of a local PTA/PTSA unit before election.

C. The Vice-President of Membership is exempt from the requirement of the Arizona PTA Board of Managers experience. To be eligible for nomination for the office of Vice-President of Membership a person must have experience serving as an officer of a local PTA/PTSA unit or PTA/PTSA council totaling at least two (2) years and have a background in membership, and data management skills. Nominees must be a member of a local PTA/PTSA unit before election.

D. The Secretary, the Region Directors and the Treasurer are exempt from the requirement of the Arizona PTA Board of Managers experience. However, to be eligible for nomination as a Secretary, or Region Director, a person must have a background of at least two (2) years accumulated PTA/PTSA experience. To be eligible for nomination as Treasurer, a person must have a background in bookkeeping or finance. Nominees must be a member of a local PTA/PTSA unit before election.

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

Section 4. Vacancies.

A. Vacancies in elective offices, except that of the President and President-Elect, shall be filled by a vote of the Executive Committee for the remainder of the unexpired term.

B. In the event of a vacancy of the President, the President-Elect shall become the President and shall hold office for the balance of the term. In filling the vacancy, the President-Elect shall be entitled to continue the presidency for the following term providing not more than half of a full term as President has been served.
C. In the event of a vacancy in the office of the President-Elect, the Executive Committee shall elect a member who shall perform the duties of the President-Elect for the remainder of that term. The member elected by the Executive Committee shall be called the 1st Vice-President. The vacancy in the office of President-Elect shall then be filled at the next annual Arizona PTA convention that has Group I officer elections by the voting body.

D. Eligibility requirements for fulfillment of elective office vacancies shall follow the same provision requirements as of election to office.

E. In the absence of a Region Director the Vice President or Board of Managers shall assign the Field Service Chair or a member of the Field Service Committee or a designated Arizona PTA representative to assist the Board of Managers and/or local PTA/PTSA units of that region.

Section 5. Line of Succession.

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

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

ARTICLE IX: DUTIES OF OFFICERS

Section 1. Duties of the President:

A. Have general responsibility of and shall have the general supervision over the work of the association.

B. Preside at all meetings of the Arizona PTA, the Board of Managers, and the Executive Committee.

C. Serve as a member of the Office Management Team.

D. Secure a parliamentarian, if needed, to serve at the annual Arizona PTA convention, meetings of the Board of Managers, and at such other meetings as the President may designate.

E. Perform all the duties applicable to Presidents of non-profit corporations organized under the laws of the State of Arizona and those delegated to him or her by the Board of Managers as well as the Executive Committee.

F. With the approval of Executive Committee:

(1) Appoint Chairmen and all members of Standing and Special Committees not otherwise specified in the Arizona PTA bylaws and/or the Arizona PTA Board of Managers Standing Rules.

(2) Fill vacancies occurring in appointive offices.

G. Submit appointments for ratification by the Board of Managers at its next scheduled meeting.

H. Represent the Arizona PTA as a delegate to the National PTA convention, and perform any duties assigned by the National PTA Board of Directors.

I. Serve as an ex-officio member of all committees except the nominating and election committees.

J. Give notice of the annual Arizona PTA convention, all meetings of the Board of Managers and the Executive Committee, and any other notices or communications that may be required by the Arizona PTA under these bylaws.

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

A. Act as an aide to the President and perform other duties as may be assigned by the President.

B. Serve as a member of the Executive Committee and the Board of Managers; and

C. Serve as a member of the Office Management Team.

D. Shall be a member ex-officio of all committees that are not otherwise designated to be chaired by other officers.

Adopted June 2023
E. Perform the duties of the office of the President in the President’s absence or when the
President is unable to perform his/her duties.
F. Perform other duties as may be assigned by the Board of Managers and/or the Executive
Committee.

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

Section 4. Duties of the Vice-President of Membership:
A. Serve as a member of the Executive Committee, the Board of Managers and the Office
Management Team.
B. Serve as the chair of the Membership Committee and consult and/or collaborate with other
committees, the Vice-President, Region Directors and Field Service as needed; and
C. Serve as the Arizona PTA officer responsible for the Arizona PTA membership data entry
system reporting and management of local PTA/PTSA units membership dues,
and; and consult and/or collaborate with other committees, the Vice-President, Region Directors and Field Service as needed; and
D. Shall work in conjunction with the Arizona PTA Treasurer regarding the receipt of local
PTA/PTSA unit dues monies going onto and/or coming from National PTA.
E. Shall develop with the Membership Committee the Arizona PTA membership plan and
initiatives for the Arizona PTA and local PTA/PTSA units.
F. Work with the Membership Committee to prepare and present membership awards for
local PTA/PTSA units at the Arizona PTA convention and/or at another time as designated
by the Board of Managers.
G. Provide support, guidance, and mentorship for local PTA/PTSA units for their recruitment
and retention of members, membership policies, procedures and/or the maintenance and
compliance with the Arizona PTA Standards of Affiliation (SOA).
H. Perform other duties as may be assigned to aid the President, the Board of Managers
and/or the Executive Committee.

Section 5. Duties of the Secretary:
A. Serve as Secretary of the corporation.
B. Serve as a member of the Executive Committee, the Board of Managers and as a member
of the Office Management Team.
C. Attend the annual Arizona PTA convention, all meetings of the Board of Managers and of
the Executive Committee and shall act as clerk thereof and record all votes and the
minutes of all proceedings.
D. Perform other duties as may be assigned by the President, the Executive Committee
and/or the Board of Managers.

Section 6. Duties of the Treasurer:
A. Serve as a member of the Executive Committee and the Board of Managers.
B. Serve as the chair of the Budget and Finance Committee.
C. Serve as the chair of the Office Management Team which includes the President, the
President-Elect (or 1st Vice-President when applicable), the Vice-President, the Vice-
President of Membership, the Secretary and the Treasurer.
1. In the absence or inability of the Treasurer to serve, the Executive Committee shall elect a temporary chair.

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

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

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

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

H. Shall follow the National PTA Standards of Affiliation (SOA) policy for the appropriate form of financial assurance and how often assurance shall be performed, with an accountant preparing the compiled report or financial review and a certified public accountant preparing the audit. The report of the compiled, reviewed or audited financials shall be presented to the voting delegates at the annual Arizona PTA Convention.

I. Remit monthly to National PTA all money due to the National PTA.

J. Shall serve as a member of the Budget and Finance Committee.

K. Give a surety bond for the faithful performance of duty in such amount as shall be determined by the Board of Managers. The fee for such bond shall be paid by the Arizona PTA.

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

Section 7. Duties of the Region Director:

A. Serve as a member of the Board of Managers.

B. Serve as the Arizona PTA representative and liaison for a respective geographical region.

C. Provide support, guidance, mentorship and oversight for PTA 501(c)(3) tax exempt nonprofit policies, procedures, and the maintenance and compliance with the Arizona PTA Standards of Affiliation (SOA) for local PTA/PTSA units and shall organize/charter new local PTA/PTSA units and PTA/PTSA Councils.

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

E. In the absence of a Region Director, or to support and assist a Region Director with local PTA/PTSA units and PTA/PTSA councils, the Vice President or Board of Managers shall assign the Field Service Chair, a member of the Field Service Committee or a designated Arizona PTA representative to assist in the Region.

ARTICLE X: BOARD OF MANAGERS

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

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

A. All elected officers.


C. Two (2) Youth Member(s) appointed by the President.

D. Members of the National PTA Board of Directors and/or National PTA’s National Constituent Association Advisory Council residing in Arizona, whom are not currently serving as a voting member of the Arizona Board of Managers shall be non-voting members privileged to participate in discussions.

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

Section 4. Meetings

A. The Board of Managers shall have regular meetings in accordance with the schedule in the Board of Managers Standing Rules.
B. Special meetings may be called by the President or upon request of five (5) members of the Board of Managers. The purpose of such meetings shall be stated in the notice sent out to the Board of Managers. Seventy-two (72) hours' notice of special meetings shall be given. Twenty-four (24) hours' notice may be given in cases where, in the opinion of the President, or five (5) members of the Executive Committee an emergency exists, and immediate action is necessary to maintain the standards and further the policies of the Arizona PTA. In such cases, a meeting may be held at the earliest possible time, and only such business shall be transacted as has been specified in the notice of said meeting.

C. Electronic Meetings. Except as otherwise provided in these bylaws, meetings of the Board of Managers, Executive Committee, committees, and the state association may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the Board of Managers, or by the association, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the Board of Managers shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the association. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

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

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

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

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

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

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

**ARTICLE XI: EXECUTIVE COMMITTEE**

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

A. The President, President-Elect (or 1st Vice President when applicable), Vice-President, Vice-President of Membership, Secretary, Treasurer, two (2) Region Director representatives and two (2) Standing Committee Chair representatives.

B. The two (2) Region Director representatives and two (2) alternates shall be elected by all Region Directors at the continuation of the Board of Managers meeting following the close of the annual Arizona PTA Convention. Representatives shall serve a term of one year. In the absence of a Region Director representative, an alternate shall serve at Executive Committee meetings. Vacancies due to death, resignation or removal that cause an insufficient number of Region Director representatives and/or alternates shall be filled through election by the Executive Committee with confirmation by the Board of Managers at its next meeting.
C. Two (2) Standing Committee chair representatives and two (2) alternates shall be elected from among the Standing Committee chairs at the continuation of the Board of Managers meeting following the close of the annual Arizona PTA Convention. Members to be selected from among the Standing Committee chairs. The two (2) representatives and two (2) alternates shall serve a term of one year. In the absence of the representative an alternate shall serve at Executive Committee meetings. A vacancy in a representative or alternate position shall be filled through election by the Executive Committee with confirmation at the next Board of Managers meeting.

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

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

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

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

A. Transact business referred to it by the Board of Managers.

B. Act in emergencies between meetings of the Board of Managers.

C. Oversee the management, finances and functions of the annual Arizona PTA Convention Committee.

D. Report all action taken at meetings to the Board of Managers.

E. Fill vacancies in elective offices and submit appointments for ratification by the Board of Managers at the next meeting of that body.

ARTICLE XII: COMMITTEES

The Board of Managers may:

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

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

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

Section 4. Advocacy Committee:

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

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

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

Adopted June 2023
C. The Advocacy Chair shall be empowered to speak on issues requiring action but not indicated in adopted Resolutions or on the Arizona PTA Legislative Platform Priorities, following a vote of the Advocacy Committee (the majority responding favorably) and approval of the Arizona PTA President, provided said issue is not in conflict with the standing legislative program, adopted resolutions or the Purposes and Principles of the PTA. With the approval of the President, the Advocacy Chair shall be empowered to designate a representative if unable to speak on an issue requiring action. The Advocacy Chair shall be designated as the Federal Legislative Issues Chair per National PTA requirements.

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

E. The Resolutions Subcommittee shall solicit new resolutions from members, check these submitted resolutions for compliance and then recommend accepted resolutions that have been submitted. The Resolutions Chair will present resolutions which have been recommended for adoption to the Board of Managers.

F. A local PTA/PTSA unit member, a local PTA/PTSA unit, a PTA/PTSA council, an Arizona PTA committee, or the Board of Managers may propose a resolution providing it is within the scope of the PTA Purposes. Resolutions may suggest consideration of a new issue or change one already in effect. Resolutions to be considered by the Arizona PTA convention body shall be submitted in written form to the Resolutions Subcommittee in care of the Arizona PTA office postmarked or delivered by December 15th.

G. The Resolutions Subcommittee shall publish the recommended resolutions in an Arizona PTA publication and send copies of the resolutions to each local PTA/PTSA unit President, PTA/PTSA Council President, and members of the Board of Managers at least sixty (60) days prior to the opening of the convention. Should similar resolutions be submitted, the Resolutions Subcommittee may, with the written approval of each submitting entity, edit, and combine such resolutions.

H. A resolution or an emergency resolution proposed by a local PTA/PTSA unit shall be signed by their current President and Secretary and must carry the date of its passage by the voting members of the submitting local PTA/PTSA unit. The resolution should be signed by the local PTA/PTSA unit President and Secretary in office at the time of its passage by the local PTA/PTSA unit.

I. Once published, resolutions may not be withdrawn from consideration by the convention body except at the written request of the submitting group's full delegation at the convention and providing two-thirds (2/3) of the delegates present and voting at the convention concur with the withdrawal action.

J. Resolutions shall be presented to the Arizona PTA convention body with the name of the submitting entity.

K. An approved emergency resolution may be presented from the floor of the Arizona PTA convention provided copies are available for all delegates' consideration and a copy of the resolution has been filed with the Arizona PTA Secretary by the maker of the resolution. The copy filed with the Secretary must be signed by the maker of the resolution and by one (1) delegate from each region represented at convention. Such resolutions shall be reviewed for approval by the Resolutions Subcommittee at the convention to determine the appropriateness of the emergency.

L. Resolutions passed by the convention body become the official position of the Arizona PTA. Five (5) years after adoption, resolutions shall be reviewed by the Resolutions Subcommittee and the Advocacy Chair. The Resolutions Subcommittee and Advocacy Chair may recommend that the resolution be renewed by the Arizona PTA convention body. All resolutions not recommended for renewal shall be retired.

Section 5. Arts in Education Committee

The Arts in Education Chair, the Reflections Sub-committee Chair and additional members needed to complete all committee necessary work, shall be appointed by the Arizona PTA President.
A. This committee guided by the Reflections Sub-committee Chair will administer the National PTA Reflections program for Arizona PTA and participants from local PTA/PTSA units and PTA/PTSA Councils.

B. This committee shall utilize National PTA programs and information as well as community information on the Arts and share it with local PTA/PTSA units and PTA/PTSA councils. The committee shall encourage more participation in the Arts.

Section 6. Budget and Finance Committee

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

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

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

Section 7. Bylaws Committee

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

A. Review the Arizona PTA Bylaws annually and submit proposed amendments to the Board of Managers.

B. Review the bylaws of the Arizona PTA constituent associations for compliance with PTA requirements.

Section 8. Convention Committee

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

Section 9. Diversity Committee

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

Section 10. Election Committee

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

Section 11. Family and Community Engagement Committee

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

Section 12. Field Service Committee

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

Section 13. Health and Safety Issues Committee
The Health and Safety Issues Committee Chair and additional members needed to complete all necessary committee work, shall be appointed by the Arizona PTA President. This committee shall share health related information utilizing the Arizona PTA Legislative Platform Priorities, Arizona PTA/National PTA Resolutions and National PTA programs.

**Section 14. Leadership Development Committee**

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

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

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

**Section 16. The Membership Committee**

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

**Section 17. Nominating Committee**

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

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

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

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

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

ARTICLE XIII: REGIONS

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

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

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

ARTICLE XIV: COUNCILS

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

A. A minimum of three (3) local PTAs/PTSAs units shall be required to organize a council
association.

B. Councils shall be governed by written bylaws adopted by their membership provided such
bylaws are not in conflict with those of the Arizona PTA or the National PTA. Councils shall
have bylaws approved by the Arizona PTA Bylaws Committee.

C. Only local PTA/PTSA units may be members of a council.

D. A Council may invite non-affiliated parent groups to take part in its proceedings but only local
PTA/PTSA units may be members and entitled to vote.

E. Councils may not legislate for local PTA/PTSA units. A PTA/PTSA council shall be in good
standing if it adheres to the current Standards of Affiliation submitted by the specified dates to
the Arizona PTA office.

Section 2. Council Presidents

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

ARTICLE XV: ARIZONA PTA CONVENTION

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

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

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

Adopted June 2023
Section 4. Each local PTA/PTSA unit shall be entitled to be represented at the annual convention of the Arizona PTA by four (4) of its officers or their alternates, and by one additional delegate per fifty members or major fraction thereof as shown on the books of the Arizona PTA Treasurer on March first (1st).

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

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

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

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

Adopted June 2023
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.

ARTICLE XIX: FISCAL YEAR

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

ARTICLE XX: PARLIAMENTARY AUTHORITY

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.

ARTICLE XXI: INDEMNIFICATION

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.

ARTICLE XXII: AMENDMENTS

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.

ARTICLE XXIII: NATIONAL CONSTITUENT ASSOCIATION ADVISORY COUNCIL

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 direction of National PTA.
B. submit written reports and make recommendations to the board regarding emerging issues, as referenced in PTA policy.
C. participate in leadership development meetings at least twice per year, one of which is during the National PTA Annual Convention and another meeting sometime during the calendar year either in person or electronically.

Section 4. Meetings.
A. Regular. The NCAAC shall meet a minimum of twice per year.
B. Special. Special meetings may be called by the chair with approval by the National PTA President.