



**NOTICE
2022 ANNUAL CONVENTION
DbA: ARIZONA PTA**

PROPOSED AMENDMENTS TO THE ARIZONA PTA UNIFIED LOCAL PTA/PTSA UNIT BYLAWS

The following proposed amendments are formatted to allow you to see the current bylaw wording and the wording of the bylaw provision if the bylaw amendment is adopted. Current bylaw wording is written in *italics>*. Proposed new wording or changes are not in italics. New wording and changes are done in **bold**. Amendments are numbered to follow the sequence within the current approved bylaw document.

Adopted Bylaw Amendments will take effect immediately after adoption.

PROPOSED AMENDMENT 1:

ARTICLE III: PRINCIPLES

<p>To Amend <i>ARTICLE III: PRINCIPLES</i>: by striking out <i>subsection e</i>. The association shall not enter into membership with other associations except such international or national associations 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 associations and agencies concerned with child welfare, but a PTA representative shall make no commitments on behalf of the group they represent.</p>	
<p>Current Wording <i>ARTICLE III: PRINCIPLES, subsection e.</i></p>	<p>If adopted <i>ARTICLE III: PRINCIPLES, subsection e.</i> will be removed</p>
<p><i>The association shall not enter into membership with other associations except such international or national associations 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 associations and agencies concerned with child welfare, but a PTA representative shall make no commitments on behalf of the group they represent.</i></p>	<p>removed</p>

Rationale: This subsection is not included in the Arizona PTA Bylaws nor the National PTA Bylaws under PRINCIPLES, so the amendment removes it for consistency.

PROPOSED AMENDMENT 2:

ARTICLE III: PRINCIPLES

<p>To Amend <i>ARTICLE IV: CONSTITUENT ASSOCIATIONS (LOCAL PTA/PTSA UNITS AND PTA/PTSA COUNCILS)</i> by striking out <i>Section 5</i>. Each constituent association shall adopt bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA or Arizona PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.; and to renumber subsequent sections 6, 7 and 8</p>	
<p>Current Wording <i>ARTICLE IV: CONSTITUENT ASSOCIATIONS (LOCAL PTA/PTSA UNITS AND PTA/PTSA COUNCILS) Section 5.</i></p>	<p>If adopted <i>ARTICLE IV: CONSTITUENT ASSOCIATIONS (LOCAL PTA/PTSA UNITS AND PTA/PTSA COUNCILS) Section 5.</i> will be removed</p>
<p><i>Each constituent association shall adopt bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA or Arizona PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.</i></p>	<p>removed</p>

Rationale: Arizona PTA local PTA/PTSA units use a standardized set of bylaws the “Arizona PTA Unified Local PTA/PTSA Unit Bylaws” and no longer compose their own set of bylaws with amendments or quorum.

PROPOSED AMENDMENT 3:

Article V: ARIZONA PTA, Section 8. DISSOLUTION

To Amend <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION</i> by inserting a new subsection f. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is 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.	
Current Wording <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION</i>	If adopted <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION</i> subsection f. will read:
None – new addition	f. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is 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.

Rationale: This amendment clarifies that any local PTA/PTSA that has been dissolved may no longer use the PTA/PTSA designation nor may they claim to be part of the PTA organization.

PROPOSED AMENDMENT 4:

Article V: ARIZONA PTA, Section 8. DISSOLUTION

To Amend <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION</i> by inserting a new subsection g. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is to surrender all its books and records, all its assets and property to the Arizona PTA or an agency designated by the Arizona PTA.	
Current Wording <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION</i>	If adopted <i>Article V: ARIZONA PTA, Section 8. DISSOLUTION,</i> subsection g. will read:
None – new addition	g. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is to surrender all its books and records, all its assets and property to the Arizona PTA or an agency designated by the Arizona PTA.

Rationale: This amendment further clarifies Arizona PTA's role when a local PTA/PTSA has gone through dissolution and or revocation.

PROPOSED AMENDMENT 5:

Article V: ARIZONA PTA

To Amend <i>Article V: ARIZONA PTA</i> , by inserting a new Section 12. Section 12: If this local PTA/PTSA unit is required by their local school district or other government entity to obtain individual local PTA/PTSA unit incorporation, the local PTA/PTSA unit shall notify Arizona PTA and obtain guidance from Arizona PTA on incorporation. Local PTA/PTSA units may be charged a fee by Arizona PTA for any incorporation filing and or renewal.	
Current Wording <i>Article V: ARIZONA PTA</i>	If adopted <i>Article V: ARIZONA PTA, Section 12.</i> will read:
None – new addition	Section 12: If this local PTA/PTSA unit is required by their local school district or other government entity to obtain individual local PTA/PTSA unit incorporation, the local PTA/PTSA unit shall notify Arizona PTA and obtain guidance from Arizona PTA on incorporation. Local PTA/PTSA units may be charged a fee by Arizona PTA for any incorporation filing and or renewal.

Rationale: Local PTA/PTSA units in Arizona have recently been asked to become incorporated and this amendment clarifies Arizona PTA’s role as well as the local PTA/PTSA’s role regarding local PTA/PTSA unit incorporation.

PROPOSED AMENDMENT 6:

Article VI: STANDING RULES, Section 3.

<p>To Amend <i>Article VI: STANDING RULES, Section 3.</i> by striking the current wording and inserting Annually, a copy of the local PTA/PTSA unit Standing Rules shall be sent to Arizona PTA accompanied by a copy of the official meeting minutes indicating general membership approval. The local PTA/PTSA unit Standing Rules are subject to review and approval according to the procedures of Arizona PTA. The local PTA/PTSA unit Standing Rules shall remain on file with Arizona PTA until any adopted amendments or updates have been sent with a copy of the meeting minutes indicating the adoption of the new rule(s) by the local PTA/PTSA unit.</p>	
<p>Current Wording <i>Article VI: STANDING RULES, Section 3.</i></p>	<p>If adopted <i>Article VI: STANDING RULES, Section 3.</i> will read:</p>
<p><i>A copy of this local PTA/PTSA unit's Standing Rules shall be sent to the Arizona PTA office accompanied by a copy of the official meeting minutes expressing general membership approval to be reviewed and approved according to the procedures of Arizona PTA and will remain on file until the next amendment when an update shall be sent.</i></p>	<p>Annually, a copy of the local PTA/PTSA unit Standing Rules shall be sent to Arizona PTA accompanied by a copy of the official meeting minutes indicating general membership approval. The local PTA/PTSA unit Standing Rules are subject to review and approval according to the procedures of Arizona PTA. The local PTA/PTSA unit Standing Rules shall remain on file with Arizona PTA until any adopted amendments or updates have been sent with a copy of the meeting minutes indicating adoption of the new rule(s) by the local PTA/PTSA unit.</p>

Rationale: This amendment clarifies language regarding local PTA/PTSA unit Standing Rules and confirms the requirement that local PTA/PTSA units send Arizona PTA a copy of their local PTA/PTSA unit Standing Rules annually and a revised copy of their local PTA/PTSA Standing Rules when amendments or updates are made to them.

PROPOSED AMENDMENT 7.

ARTICLE VII: MEMBERS AND DUES, Section 10.

To amend <i>ARTICLE VII: MEMBERS AND DUES, Section 10.</i> By striking membership, in order to qualify for voting privileges at local PTA/PTSA unit elections and inserting the words members' dues and required information to Arizona PTA in order for the members to qualify for voting privileges at local PTA/PTSA unit elections	
Current Wording <i>ARTICLE VII: MEMBERS AND DUES, Section 10.</i>	If adopted <i>ARTICLE VII: MEMBERS AND DUES, Section 10.</i> will read:
<i>The final deadline for receipt of a local PTA/PTSA unit membership, in order to qualify for voting privileges at local PTA/PTSA unit elections and at the annual Arizona PTA convention, shall be March 1 of each year.</i>	<i>The final deadline for receipt of a local PTA/PTSA unit members' dues and required information to Arizona PTA in order for the member to qualify for voting privileges at local PTA/PTSA unit elections and at the annual Arizona PTA convention shall be March 1 of each year.</i>

Rationale: This amendment confirms that the members' required information such as their name, etc. must be submitted to Arizona PTA to ensure that proper credentialing can be completed for local PTA/PTSA unit elections and for voting delegate status per requirements of the Arizona PTA Convention and National PTA Convention.

PROPOSED AMENDMENT 8.

ARTICLE VII: MEMBERS AND DUES, Section 13. subsection a.

To amend <i>ARTICLE VII: MEMBERS AND DUES, Section 13.</i> subsection a. by striking the current wording and inserting After obtaining a local PTA/PTSA unit Charter each local PTA/PTSA unit must secure a minimum of ten (10) paid members annually. The ten (10) member minimum shall include the local PTA/PTSA unit officers.	
Current Wording <i>ARTICLE VII: MEMBERS AND DUES, Section 13. subsection a.</i>	If adopted <i>ARTICLE VII: MEMBERS AND DUES, Section 13. subsection a.</i> will read:
<i>Each local PTA/PTSA must secure a minimum of ten (10) members annually, which shall include the Unit Officers.</i>	After obtaining a local PTA/PTSA unit Charter each local PTA/PTSA unit must secure a minimum of ten (10) paid members annually. The ten (10) member minimum shall include the local PTA/PTSA unit officers.

Rationale: This amendment clarifies that it is necessary for a local PTA/PTSA unit to have at least ten 10 paid members annually after the unit’s official Charter year.

PROPOSED AMENDMENT 9.

ARTICLE VII: MEMBERS AND DUES, Section 14.

To amend *ARTICLE VII: MEMBERS AND DUES, Section 14.* by striking the current wording and inserting the words **An Arizona PTA Lifetime Achievement Award may be awarded to any person subscribing to the purposes, principles, and mission of the Arizona PTA. The Arizona PTA Lifetime Achievement Award is solely honorary and does not entitle the holder to make motions, vote, or hold office. An Arizona PTA Lifetime Achievement Award recipient may become an active PTA member upon payment of all-inclusive dues in a local unit PTA/PTSA unit. Funds received from Arizona PTA Lifetime Achievement Awards shall be placed in a fund designated by the Arizona PTA Board of Managers and may be used to further the purposes, principles, and mission of the Arizona PTA.**

Current Wording
ARTICLE VII: MEMBERS AND DUES, Section 14.

If adopted
ARTICLE VII: MEMBERS AND DUES, Section 14. will read:

An Arizona PTA Lifetime Achievement Award may be awarded to any person subscribing to the purposes, principles and mission of the Arizona PTA. The life membership is solely honorary and does not entitle the holder to make motions, vote, or hold office. A Lifetime Achievement recipient may become an active member upon payment of all-inclusive dues in a local unit PTA/PTSA. Funds received from Lifetime Achievement awards shall be placed in the Arizona PTA scholarship fund or another designated fund.

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

Rationale: The amendment clarifies the correct title for the award and allows the association to place the funds in a designated fund established by the Board of Managers and explains how they may be utilized.

PROPOSED AMENDMENT 10:

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION, Section 4.

To amend *ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION, Section 4.* by adding the words **in the same office** to the end of the first sentence.

And further amend *ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION, Section 4.* Striking the words ~~*A majority of the general membership at the election meeting can vote to re-elect an officer to for one additional year. A quorum of the general membership along with written and printed notification of the election meeting is required.*~~ and inserting **A person may be elected for one additional year, if necessary, by a majority vote of the general membership present and voting.**

Current Wording:

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION, Section 4.

Reasonable efforts must be made to find a successor so that no person serves more than two consecutive terms. A majority of the general membership at the election meeting can vote to re-elect an officer to one additional year. A quorum of the general membership along with written and printed notification of the meeting is required.

If adopted

ARTICLE VIII: ARIZONA PTA OFFICERS AND THEIR ELECTION, Section 4. will read:

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

Rationale: Though a member may serve more than two (2) terms as an officer in a local PTA/PTSA unit, they may not serve more than two (2) consecutive terms in the same officer position. This amendment clarifies that after reasonable efforts have been made to fill an officer position that a member has already held for two terms have been unsuccessful, the general membership may then elect the member who served the two consecutive terms for an additional year.

PROPOSED AMENDMENT 11:

ARTICLE IX: DUTIES OF OFFICERS, Section 4.

To amend <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i> by inserting subsection f. Monthly bank account reconciliations completed by the Treasurer are to be verified by the Secretary or by another member who is not a signer on the financial accounts.	
Current Wording: <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i>	If adopted <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i> subsection f. will read:
None- new addition	f. Monthly bank account reconciliations completed by the Treasurer are to be verified by the Secretary or by another member who is not a signer on the financial accounts.

Rationale: This amendment clarifies that bank account reconciliations should be done monthly and that verifications should follow the sound financial procedure of having a member not a signer on the account doing the verification.

PROPOSED AMENDMENT 12:

ARTICLE IX: DUTIES OF OFFICERS, Section 4.

<p>a. To amend <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i> by inserting subsection g. The Secretary, if related by blood or marriage, or a residing in the same household as the Treasurer, may not verify the monthly bank account reconciliations. Another member who is not a signer on any of the financial accounts and not related by blood or marriage, or a residing in the same household as the Treasurer shall be appointed by the Executive Board to review the monthly bank account reconciliations.</p>	
<p>Current Wording: <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i></p>	<p>If adopted <i>ARTICLE IX: DUTIES OF OFFICERS, Section 4.</i> subsection g. will read:</p>
<p>None- new addition</p>	<p>g. The Secretary, if related by blood or marriage, or a residing in the same household as the Treasurer, may not verify the monthly bank account reconciliations. Another member who is not a signer on any of the financial accounts and not related by blood or marriage, or a residing in the same household as the Treasurer shall be appointed by the Executive Board to review the monthly bank account reconciliations.</p>

Rationale: This amendment ensures that bank account reconciliations are done, following the sound financial procedure of having a member who is a neutral party as well as not a signer on the account reviewing the monthly bank reconciliations.

PROPOSED AMENDMENT 13:

ARTICLE IX: DUTIES OF OFFICERS, Section 5, subsection f.

To amend <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5. subsection f.</i> by inserting and at all Executive Board and general membership meetings. at the end of the sentence.	
Current Wording: <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5. subsection f.</i>	If adopted <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5. subsection f.</i> will read:
<i>Make a full Treasurer's report at the meeting at which new officers officially assume their duties; and</i>	<i>Make a full Treasurer's report at the meeting at which new officers officially assume their duties and at all Executive Board and general membership meetings.</i>

Rationale: This amendment clarifies that full Treasurer's reports need to be presented by the Treasurer at all meetings of the local PTA/PTSA unit.

PROPOSED AMENDMENT 14:

ARTICLE IX: DUTIES OF OFFICERS, Section 5.

To amend <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5.</i> by inserting a new subsection g. Ensure that the accounts of the local PTA/PTSA unit are reconciled monthly and reviewed by a member that is not a signer on any of the local PTA/PTSA unit financial accounts. And to re-number the subsequent subsections.	
Current Wording: <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5.</i>	If adopted <i>ARTICLE IX: DUTIES OF OFFICERS, Section 5.</i> subsection g. will read:
None – new addition	g. Ensure that the accounts of the local PTA/PTSA unit are reconciled monthly and reviewed by a member that is not a signer on any of the local PTA/PTSA unit financial accounts.

Rationale: This amendment clarifies that the Treasurer needs to be sure the local PTA/PTSA unit accounts are reviewed monthly by a member who is not a signer on any financial accounts.

PROPOSED AMENDMENT 15:

ARTICLE IX: DUTIES OF OFFICERS

To amend *ARTICLE IX: DUTIES OF OFFICERS* by inserting **Section 9. The rules for this local PTA/PTSA units credit/debit card use are as follows:**

- a. Credit cards/debit cards secured for authorized account signers of the local PTA/PTSA unit are only to be used for the business purposes of this local PTA/PTSA unit and are never, under any circumstances, to be used for personal expenses.
- b. All charges to a local PTA/PTSA unit credit/debit card must be preapproved by the Executive Board and fit within the limits of the approved/adopted local PTA/PTSA unit budget.
- c. Following a local PTA/PTSA unit debit/credit card purchase, a receipt shall be given promptly to the Treasurer and the purpose of the charge shall be noted.
- d. Local PTA/PTSA unit debit/credit cards may not be used for any cash transactions including ATM withdrawals and electronic cash back opportunities.
- e. Monthly bank account reconciliations completed by the Treasurer and verified by the Secretary or by another member who is not on the financial accounts, shall include all local PTA/PTSA unit credit/debit card transactions and all transactions completed through any online payment platforms or mobile payment services.
- f. Local PTA/PTSA unit credit/debit card use, and the selection of authorized users shall be reviewed annually by the Executive Board. The Executive Board shall approve all local PTA/PTSA unit credit/debit card users.
- g. The Executive Board will ensure that any debit/credit card user whose term in office has ended, surrenders any issued credit/debit cards to them at the end of their term.

Current Wording: <i>ARTICLE IX: DUTIES OF OFFICERS</i> <i>Section 1-Section 8</i>	If adopted <i>ARTICLE IX: DUTIES OF OFFICERS, Section 9.</i> will read:
None - new addition	Section 9. The rules for this local PTA/PTSA units credit/debit card use are as follows: <ul style="list-style-type: none">a. Credit cards/debit cards secured for authorized account signers of the local PTA/PTSA unit are only to be used for the business purposes of this local PTA/PTSA unit and are never, under any circumstances, to be used for personal expenses.b. All charges to a local PTA/PTSA unit credit/debit card must be preapproved by the Executive Board and fit within the limits of the approved/adopted local PTA/PTSA unit budget.c. Following a local PTA/PTSA unit debit/credit card purchase, a receipt shall be given promptly to the Treasurer and the purpose of the charge shall be noted.d. Local PTA/PTSA unit debit/credit cards may not be used for any cash transactions including ATM withdrawals and electronic cash back opportunities.e. Monthly bank account reconciliations completed by the Treasurer and verified by the Secretary or by

	<p>another member who is not a on the financial accounts, shall include all local PTA/PTSA unit credit/debit card transactions and all transactions completed through any online payment platforms or mobile payment services.</p> <p>f. Local PTA/PTSA unit credit/debit card use, and the selection of authorized users shall be reviewed annually by the Executive Board. The Executive Board shall approve all local PTA/PTSA unit credit/debit card users.</p> <p>g. The Executive Board will ensure that any debit/credit card user whose term in office has ended, surrenders any issued credit/debit cards to them at the end of their term.</p>
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Rationale: This amendment provides sound financial procedures for credit/debit card use by local PTA/PTSA units.

PROPOSED AMENDMENT 16:

ARTICLE X: EXECUTIVE BOARD, Section 4.

<p>To amend ARTICLE X: EXECUTIVE BOARD, Section 4. by inserting a new subsection d. This local PTA/PTSA unit’s Executive Board may meet virtually via teleconference or other electronic technology platforms so long as the meetings provide at a minimum, conditions of opportunity for simultaneous hearing and speaking among all participating members.</p>	
<p>Current Wording: <i>ARTICLE X: EXECUTIVE BOARD, Section 4.</i></p>	<p>If adopted <i>ARTICLE X: EXECUTIVE BOARD, Section 4.</i> subsection d. will read:</p>
<p>None – new addition</p>	<p>d. This local PTA/PTSA unit’s Executive Board may meet virtually via teleconference or other electronic technology platforms so long as the meetings provide at a minimum, conditions of opportunity for simultaneous hearing and speaking among all participating members.</p>

Rationale: This amendment allows local PTA/PTSA units Executive Board to meet virtually as necessary.

PROPOSED AMENDMENT 17:

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

To amend <i>ARTICLE XI: GENERAL MEMBERSHIP MEETINGS</i> , by inserting a new Section 5. This local PTA/PTSA unit’s general membership may meet virtually via teleconference or other electronic technology platforms so long as the meetings provide at a minimum, conditions of opportunity for simultaneous hearing and speaking among all participating members.	
Current Wording: <i>ARTICLE XI: GENERAL MEMBERSHIP MEETINGS</i> <i>Section 1-Section 4</i>	If adopted <i>ARTICLE XI: GENERAL MEMBERSHIP MEETINGS</i> , Section 5. will read:
None – new addition	Section 5. This local PTA/PTSA unit’s general membership may meet virtually via teleconference or other electronic technology platforms so long as the meetings provide at a minimum, conditions of opportunity for simultaneous hearing and speaking among all participating members.

Rationale: This amendment allows local PTA/PTSA units general membership to meet virtually as necessary.