

**BOARD OF MANAGERS STANDING RULES**

**(July 2021)**

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**LOCAL PTA UNIT DISBANDMENT/ DISSOLUTION**

References: Unified Local PTA/ PTSA bylaws - ArticleV: Local PTA/PTSA Units, Section 1., Subsections a. through n.; Section 3., 4. Subsections a. through c.; and Section 8., subsections a. through e.; Arizona PTA bylaws Article VI: Section 1. Subsections a. through h.; Section 3., Section 4., subsections a. through c.; Section 11. Dissolution. Subsections a. through d.

1. Any disbanding Local PTA/PTSA Unit should be advised by Arizona PTA to consult legal counsel before making final distribution of its assets.
2. It is the responsibility of Arizona PTA to be sure that the funds raised in the name of PTA be disbursed for the PTA purposes and Mission for which they were raised.
3. The State and Local Unit Relations Committee will assist the Local PTA/PTSA Unit in disposing of such funds in a legal and appropriate manner, according to the budget agreed to by the Local PTA Unit's membership. In the absence of the State and Local Unit Relations Committee the duties will be assumed by the Region Director or Vice-President.
4. In the event that a Local PTA/PTSA Unit notifies the Arizona PTA of pending disbandment:
5. The Arizona PTA Office Management Team will notify the appropriate Region Director (or Field Service Chair if the geographic area is not covered by a Region Director), Council President (if applicable), and Chair of the State and Local Unit Relations Committee.
6. A member of the State and Local Unit Relations Committee, and/or the Region Director, or member of the Field Service Committee and/or the Council President shall make every effort to attend the Local PTA/PTSA Unit meeting to provide advice on proper procedures for disbandment from PTA.
7. If a Local PTA/PTSA Unit does not pay insurance by the date the insurance policy coverage expires and the insurance policy grace period has expired or by the established Arizona PTA deadline, the Local PTA Unit Presidentand the school Principal and school district financial office (ifapplicable) will automatically be notified in writing that the Local PTA Unit is not in compliance (the Local Unit’s insurancehas lapsed/they have no Insurance Coverage)with the Standards of Affiliation for "Good Standing" by the Region Director or, Field Service Chair or assigned committee member (if applicable) or the Vice-President as the chairof Local State and Unit Relations Committee.
8. If a Local PTA/PTSA Unit does not pay the minimum membership dues (10 members) by the established deadline the Local PTA Unit President will automatically be notified in writing that the Local PTA Unit is not in compliance with the Standards of Affiliation for “Good Standing” by the Region Director or, the Field Service Chair or assigned committee member (if applicable) or the Vice-President as the chair of the Local State and Unit Relations Committee.
9. If a Local PTA/PTSA Unit does not file annual required IRS Federal Tax forms by November 15 and submit copy of forms to Arizona PTA by November 30, the Local PTA Unit President will automatically be notified in writing that the Local PTA Unit is not in compliance with the Standards of Affiliation for “Good Standing” by the Region Director or, the Field Service Chair or assigned committee member (if applicable) or the Vice-President as the chair of the Local State and Unit Relations Committee.
10. If a Local PTA/PTSA unit is not in compliance with the Standards of Affiliation by established deadline(s) for "Good Standing" for non-payment of Insurance, non-payment and reporting of the minimum membership dues and/or non-filing of required IRS Federal tax forms for one year:
11. The unit will be notified in writing of their non-compliant status, by the appropriate Region Director, or Field Service Chair or Vice President (if applicable), the Local PTA/PTSA Unit will be notified to suspend all operations and all PTA business.
12. The Local PTA/PTSA Unit will not qualify for any National PTA and/or Arizona PTA awards, grants, scholarships programs or incentives. In addition, the PTA/PTSA unit will not receive services (local PTA unit packet, mailings, membership cards, etc.) until insurance premium, membership lists (dues and roster), officers list for the preceding year~~s~~ have been submitted.
13. Local PTA/PTSA units that do not resolve the aforementioned non-compliance issues will be brought forward to be dissolved within the time frame established in the dissolution of local units operating procedures appendix will have their PTA charter revoked) by AZ PTA.
14. All financial records, official minutes, assets, and property of the disbanding/dissolved

organization shall be delivered to or collected by Arizona PTAto have official records keptaccording to the National PTA Records Retention Schedule.

1. In the event that no records or approved minutes and/or budget can be found, the Region Director or Vice-President, or State and Local Unit Relations Committee will recommend the disbursement of the balance of the Local PTA/PTSA Unit's funds, according to the bylaws Article III Section H, to Board of Managers for approval.
2. For those Local PTA/PTSA Units who disband without notification to Arizona PTA, the Vice-President as the chair of the Local State and Unit Relations Committee should be notified immediately by any Board of Managers member obtaining knowledge of a Local PTA/PTSA Unit's dissolution:
3. The Vice-President as the chair of the Local State and Unit Relations Committee will notify the appropriate Region Director or Field Service Chair if the geographic area is not covered by a Region Director or Council President (if applicable).
4. The Vice-President, as the chair of the State and Local Unit Relations Committee, will report to the Board of Managers regarding dissolved local PTA units at each Board of Managers meeting.
5. Dissolved Local PTA units will be removed from IRS tax-exempt status files, insurance company listings, and the Arizona PTA and National PTA membership**/** communication(s) lists.
6. The Board of Managers officially dissolves Local PTA/PTSA Units upon an Action Item/ Motion coming from the Vice­ President or in their absence a member of the State and Local Unit Relations Committee, placed on the agenda at each Board of Manager' s meeting.
7. The Board of Managers will review, if necessary, amend and/or approve the list of Local PTA/PTSA units recommended to be dissolved, including those Local Units that have voted to dissolve. The Vice-President, as the State and Local Unit Relations Committee Chair, will send a letter to the former Local PTA/PTSA Unit President and the school Principal, and school district financial office if applicable, with notification of the official dissolution of the Local PTA/PTSA Unit, confirming the revocation of the PTA unit's PTA Charter.
8. Arizona PTA will officially give notices to the pertinent agencies, organizations and companies for Local PTA Units that have been officially dissolved including: to remove them from the Arizona PTA IRS group exemption tax-exempt status; to remove the names and addresses from PTA insurance coverage; and remove the Local Unit and Officers from state and national PTA communications.
9. General Membership of the disbanded and dissolved PTA Units no longer hold membership with that specific Local Unit, Council (if applicable), Arizona and National PTA.

**NEW LOCAL PTA UNIT / REINSTATEMENT**

1. **The Insurance payment for a new Local PTA/PTSA Unit may be waived for the first 90 days from date of charter to encourage financial stability. To clarify, the insurance premium will be paid by Arizona PTA and the local PTA/PTSA unit will reimburse AZ PTA for the full amount.**
2. **Outstanding insurance fees may be waived for a Local PTA/PTSA Unit that is trying to get back in good standing upon recommendation of the Region Director with the approval of the Vice President and notification to the President.**

**COOPERATING AGENCIES / ORGANIZATIONS**

**Arizona PTA may cooperate with other agencies/organizations active in child advocacy or other missions that align with the PTA Purposes. Arizona PTA may pay only such agency/organization expenses as are necessary for regularly appointed delegates to officially represent Arizona PTA.**

**A member of the Board of Managers who finds it may be helpful to cooperate with an allied agency/organization may make recommendations for cooperation to the Executive Committee.**

1. **Official delegates and alternates to cooperating agencies/organizations are appointed by the President**
2. **A delegate to regular or special meetings of recognized cooperating agencies/organizations shall:**
3. **Send a report to the President after each meeting attended and provide a brief written report for Board of Managers meetings.**
4. **If unable to attend a cooperating agency/organization meeting, inform the President and when applicable, notify the designated alternate to attend.**
5. **Notify the President of any changes in the status of cooperation or any new requests.**
6. **Ensure that financial statements and financial requests (preferably on the agency/organization letterhead) are received by the Treasurer.**
7. **Financial payments to any cooperating agency/organization shall be made by the Treasurer directly to the agency/organization in the name of Arizona PTA.**

**BOARD OF MANAGERS**

**A member of the Board of Managers shall:**

**A. Promote and follow the PTA Mission, Purposes, Principles and operational requirements and dissolution procedures, as referenced in the Arizona PTA Bylaws**

**B.Adhere to the Arizona PTA current Code of Ethics/Code of Conduct and Conflict of Interest Policy a. When a member of the Board of Managers has not adhered to the Arizona PTA current Code of Ethics/Code of Conduct or has not declared a conflict of interest the matter shall be brought before a closed Executive Committee session and the resolution of the issue shall follow the grievance process. The Executive Committee shall take the appropriate steps and seek resolution to the issue.**

**C. Complete the Arizona PTA Conflict of Interest Disclosure Form**

**D. Adhere to the Arizona PTA current adopted social media policy**

**E. Devote the time necessary to fulfill his/her Board of Managers responsibilities.**

**F. Perform duties in the name of the Arizona PTA rather than as an individual.**

**G. Represent the Arizona PTA so that the dignity and worth of Parent-Teacher work may be upheld before the community.**

**H. Keep an accurate record of expenditures.**

**I. Answer all correspondence promptly.**

**J. Only use Arizona PTA letterhead, envelopes, and postcards with approval of the President or designated officer.**

**K. Keep an up-to-date procedure book complete with a copy of the Board of Manager's Standing Rules, Arizona PTA Bylaws, and all other materials pertinent to the work of his/her office or position.**

**L. Conduct workshops and/or activities relative to PTA work at the Arizona PTA Convention, Leadership trainings, and upon request of the Arizona PTA President, a Region Director, a Council President or a local PTA/PTSA unit President.**

**M. Promote active support of the Arizona PTA programs and special activities. (Reflections, annual Arizona PTA Convention, etc.)**

**N. Promote the implementation and further development of the Arizona PTA Diversity Policy and follow National PTA Diversity guidelines**

**O. Attend Board of Managers meetings regularly, except in an emergency. a. If unable to attend a meeting, the member must notify the Arizona PTA President in writing (an e-mail or text is acceptable) or by phone conversation in the case of emergency. b. Unexcused absences shall be grounds for dismissal. c. To be eligible for convention expenses, a Board of Managers member must have attended ALL prior Board of Managers meetings unless officially excused by the President. d. Attendance at all scheduled meetings is required to be eligible to receive budgeted expenses for such meetings.**

**P. Accept responsibility to attend local PTA/PTSA unit programs, PTA/PTSA Council and Region meetings as well as special conferences.**

**a. A member of the Board of Managers may not receive remuneration for attending or presenting at events as members of PTA and when representing Arizona PTA.**

**i. Reimbursement or honorariums for travel or miscellaneous expenses by the entity should be paid to the Arizona PTA for disbursement.**

**ii. All appropriate receipts and requests for reimbursement must be handled as directed in the procedures for reimbursement of expenses through the Treasurer.**

**iii. Follow the procedures for reimbursement for expenses for conferences, conventions, travel, etc. when requested to attend an event by the President, the Executive Committee, or the Board of Managers.**

**Q. Be familiar with the state budget financial procedures for requesting funds.**

**R. Request reimbursement for meals while traveling if wishing reimbursement. a. For approved travel in Arizona, the per diem amount for meals will not exceed $25.00 per day. b. For reimbursement all bills must be within a 45-day period, after that time period, reimbursement will be subject to approval by the President.**

**S. Perform assigned duties at the Arizona PTA convention.**

**T. Notify the Arizona PTA President, and the Region Director of the respective region immediately upon learning of any area/school interested in forming a new local PTAIPTSA unit or of any local PTA/PTSA unit not functioning, considering disbanding, consolidating, or voting to withdraw from the Arizona PTA.**

**U. Be a member of a local PTA/PTSA unit currently in compliance with the Arizona PTA “Standards of Affiliation” and as such that unit is in "Good Standing".**

**V. Declare a local PTA/PTSA unit of record at roll call of the Winter Board of Managers meeting. a. The Arizona PTA Vice-President of Membership shall verify that the Board of Managers member is a member of such unit, and such unit of record is in compliance with the Arizona PTA “Standards of Affiliation”.**

**W. Provide written reports to the Arizona PTA President fifteen (15) days prior to a Board of Managers meeting.**

**a. Reports shall be made in duplicate, one copy being retained in his/her Procedure Book, the other sent to the President through designated channels.**

**b. The report shall contain an overview of your activities since your last report and any future plans.**

**c. Notification of the report due date, the meeting date and location shall be sent out thirty (30) days prior to the Board of Managers meetings shall be sent out thirty (30) days prior to the Board of Managers meetings from the Arizona PTA Office Management Team or President.**

**X. Know and understand the correct usage of PTA terminology, materials, and information.**

**Y. Send his/her written resignation to resign, if necessary, to the Arizona PTA President who shall notify the Board of Managers.**

**Z. Return all official material and the procedure books within ten (10) business days after resignation/termination and at end of a completed term to the Arizona PTA President or office.**

**AA. Adhere to the Arizona Nonprofit Corporation “General Standards for Directors” ARS 10- 3830, Sections A. B. and C. and when applicable Sections D. and E**

**BB. In his /her board capacity, neither endorse a political candidate or a commercial product nor engage in factional or partisan political activities.**

**CC. Not grant requests for the use of the Arizona PTA official mailing/membership list.**

**DD. Not make an official statement to news media in the name of National PTA or Arizona PTA. (except at the written direction of the Arizona PTA President) BOARD OF MANAGERS Training**

**Board of Managers Training**

**A. Two thirds of the Board of Managers members and all Executive Committee members shall receive training from National PTA for the new term(s) of Group 1 Officers (the President, President-Elect, and Vice-President) in odd years. The training will be completed by the certified National PTA Service Representative or other person designated by National PTA.**

**B. The Arizona PTA President-Elect will oversee annual training including, but not limited to the following Arizona PTA committee chairs and members: Advocacy Chair (The Advocacy Chair serving as the AZ PTA federal issues liaison will receive additional training from National PTA), Advocacy Committee members, Arts in Education Chair, Convention Chair, Diversity Chair, Family and Community Involvement Chair, Health and Safety Chair, Marketing/Public Relations Chair, Reflections Chair, and the two Youth members. Special committees: Nominations, Elections, and Credentials as well as any subsequent special committee that does not fall into the Vice-President or Vice-President of Membership or Treasurer’s purview.**

**C. The Vice-President shall oversee annual training for the following Board of Managers and committee members: Bylaws Chair and committee members, Field Service Chair and committee members, Leadership Development Chair and committee members, PTA/PTSA Council Presidents and officers, Region Directors, State and Local Unit Relations committee members, and any subsequent special committee added that falls into the Vice-President’s purview or Board of Managers scope of concerns.**

**D. The Vice-President of Membership shall oversee the credentialing of all local PTA/PTSA unit members, PTA/PTSA Council members, Board of Managers members and any attending National PTA Board of Directors for the Arizona PTA annual meetings and convention as well as the National PTA annual convention and meetings. An Arizona PTA Board of Managers member may be designated to assist the Vice-President of Membership at the Arizona PTA annual convention and meetings.**

**Board of Managers Leave of Absence**

**Upon the request of a Board of Managers member, the President and/or the Executive Committee may grant a leave of absence. The request for a leave of absence should be made in writing to the Arizona PTA President with a copy of the request being sent to the Secretary. The Secretary shall send notice of the request to the Executive Committee and alternate members. The leave of absence of a Board of Managers member shall be a maximum of sixty (60) days. Upon returning to duties the Board of Mangers member who has been on leave will notify the President in writing of their return with a copy being sent to the Secretary. The President or Secretary will notify the Board of Managers of the member’s return to duties. If after the (60) days of leave and no written notice of return by the member on leave is received, resignation is automatic. During the leave of absence, the Arizona PTA President in consultation with the Executive Committee shall determine the best way to cover any duties of the person on the leave of absence.**

**Board of Managers Vacancies**

1. **Any member of the Board of Managers may bring forward an individual for possible appointment/election to a Board of Managers vacant position due to resignation, death or departure from a Region. Notification of a potential candidate shall be sent to the Arizona PTA President, the Secretary and the Vice-President of Membership. At the next Executive Committee meeting, the candidate’s qualifications/credentials will be verified by the Vice-President of Membership or another officer and considered. The President may then appoint the candidate to the Board of Managers or hold an election at the Executive Committee meeting, as required for an officer position. Requirements/qualifications for an officer election shall be the same as those required for election at the annual Arizona PTA convention. 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.**
2. **A. In the event of a vacancy of the President, the President-Elect, shall become the President and 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.**
3. **B. In the event of a vacancy in the office of the President-Elect, the Executive Committee shall elect a member to be called the 1st Vice President who shall perform the duties of the President-Elect for the remainder of the term.**
4. **C. In the event of a vacancy in the office of Vice President of Membership, Secretary or Treasurer, the Executive Committee shall elect a person to serve as the officer for the remainder of the term.**
5. **D. In the event of a vacancy in the office of Region Director the Executive Committee shall elect a person to serve as the officer for the Region that has a vacancy for the remainder of the term*.***

**Executive Committee Representation Vacancies:**

Vacancies on the Executive Committee shall be filled by the alternates that were elected at the post-convention meeting for region directors and standing committee chairs. The alternates shall decide amongst themselves who is available to serve and notify the President, copying the secretary no later than one (1) week prior to the Executive Committee meeting, and are to be added to the next Executive Committee meeting agenda. Pursuant to the following exceptions a.) notification from executive committee member of inability to attend after the one (1) week notice due to: circumstances beyond their control, such as but not limited to, medical illness and/or medical emergency of immediate family, vehicular accident, unforeseen inclement weather, unforeseen conflict with employment obligations, and death in family.

1. When one (1) or two (2) of the alternates for the region directors and/or one (1) or two (2) of the alternates for standing committee chairs that are designated to serve on the Executive Committee have resigned or are on leave of absence the following procedure will be followed: at the next regularly scheduled board of managers meeting there shall be an election of new alternates for the region directors and/or standing committee chairs from those present and voting, to serve as the Executive committee representatives and/or to serve as the designated alternates.

The Arizona PTA President may bring forward an appointment for the vacancy of a standing committee chair or elected officer, excluding the offices of president-elect or region director, due to resignation, to the Executive committee to elect a member to fill the vacancy. Positions of president-elect shall only be done at the annual state convention and region directors may only be elected by the local PTA Unit members of their region at an annual state convention. At the next regularly scheduled board of directors/managers meeting the election due a resignation shall be on the meeting agenda.

**BOARD OF MANAGERS MEETINGS**

**There shall be at least three (3) regular meetings of the Board of Managers each year.**

**In addition, an optional Board of Managers meeting may be held when a new President has been elected and the Board of Mangers is in transition.**

**The meetings shall be designated by the following names:**

**1. Optional: (Retreat / Planning Meeting)**

**2. Summer/Fall meeting**

**3. Winter meeting**

**4. Convention: The Pre- Convention portion of this Board of Managers meeting shall be held immediately prior to the annual Arizona PTA convention, the meeting shall be recessed prior to the general meetings of the convention and then reconvened at the conclusion of the convention as the Post-Convention portion of the Board of Managers Convention meeting.**

**The Arizona PTA President shall establish the time and date of the Board of Managers meetings. The President or the Secretary at the direction of the President, shall send notice of the Board of Managers meetings with the business agenda, which shall be known as the "Board Call" notice. The “Board Call” notice shall be sent out "no less than seven (7) and no more than sixt**y (**60) days" before the scheduled meetings (Arizona Revised Statutes- Nonprofit Corporation Act).**

**Special Meetings of the Board of Managers may be called by the President or upon the request of five (5) members of the Board of Managers. The purpose of such a meeting shall be stated in the notice sent out to the Board of Managers.**

**Courtesy seats granted/approved for any Board of Managers meeting do not convey speaking or voting privileges for the person allowed such a seat.**

**A Board of Managers member may make a request, to the Arizona PTA President for a courtesy seat for someone wishing to attend a Board of Managers meeting. The Secretary should be notified of the request in writing for the record and agenda modifications.**

**The Arizona PTA Secretary shall send copies of all Board of Managers minutes, including corrections of previous minutes, if any, to the Arizona PTA Office Management Team within three (3) weeks of the recorded meeting.**

**Board of Managers Meeting Priorities**

***OPTIONAL: Retreat/ Planning Meeting Priorities:***

**Leadership Development Training which may include:**

**Standards of Affiliation Training Presented by a National PTA Representative, an accredited leadership trainer or the Arizona PTA Leadership Development Committee**

**Robert’s Rules of Order and Parliamentary Procedure knowledge regarding meetings, motion making, voting, minutes, etc.**

**Arizona PTA Bylaws, National PTA Bylaws and Arizona PTA Board of Managers Standing Rules review, etc.**

 **Board of Managers general Board duties, including the duty of care, duty of loyalty, etc. And a review of any current Board of Mangers forms/documents/policies such as Conflict of Interest expectations, etc.**

**How to work with local PTA/PTSA units including documentation/forms used by local PTA/PTSA units as well as the MemberHub, MoneyMinder, services, etc.**

**The expectation is that all Board of Managers members shall attend the OPTIONAL Retreat/Planning Meeting especially if it has been paid for with Arizona PTA funds unless there are circumstances beyond a Board of Managers member’s control. Non-attendance would be detrimental to the finances of Arizona PTA so attendance must be taken seriously.**

**During the OPTIONAL Retreat/Planning Meeting, members may break into groups according to the Arizona PTA organizational chart to collaborate and plan their goals for the term as well as coordinate their plans of work.**

**Board of Managers members, in attendance, shall present their annual plan of work with preliminary budgetary requests, which shall be forwarded to the Arizona PTA Budget Committee. (The Treasurer serves as the Chair of the Budget Committee)**

**Ratify new National PTA Bylaws amendments and resolutions that were adopted at the most recent National PTA Convention.**

**Ratify Arizona PTA committee chair and committee member appointments brought forward by the Arizona PTA President.**

**Ratify Executive Committee actions/recommendations**

***Summer/Fall Meeting Priorities:***

**Ratify Arizona PTA legislative platform priorities adopted at the most recent Arizona PTA annual Convention**

**Ratify resolutions adopted recently at the Arizona PTA annual Convention**

**Board of Managers members may present their annual plan of work if they have not done so previously, with budgetary requests, which shall be forwarded to the Budget and Finance committee.**

**Elect seven (7) members of the Board of Managers to the Nominating Committee. The committee shall select its own chair before the adjournment of the Summer/Fall meeting.**

**Ratify committee chair and committee members appointments brought forward by the Arizona PTA President**

**Ratify new National PTA Bylaws amendments and resolutions that were adopted at the most recent National PTA Convention if not done at OPTIONAL Retreat/Planning Meeting**

**Adopt annual Arizona PTA convention budget (if not done at the OPTIONAL Retreat/Planning Meeting)**

**Review the annual Arizona PTA budget (which includes the convention budget). Treasurer may submit amendments to the budget for the current fiscal year.**

**Dissolution of local PTA/PTSA units not in compliance with the “Standards of Affiliation” as necessary.**

**Ratify Executive Committee actions/recommendations**

***Winter Meeting Priorities***

**Board of Managers members shall declare their local PTA/PTSA unit of record, which shall be recorded by the Secretary and verified by the Vice President as a unit in compliance with the Arizona PTA “Standards of Affiliation” and whose membership roster indicates the Board of Managers name.**

**Ratify appointments of committee chairs and committee members brought forward by the Arizona PTA President**

**Ratify executive committee actions/recommendations**

**Elect three (3) members of the Board of Managers to the Election Committee. No candidate for any office at the convention shall serve on the Election Committee. (Bylaws Section XII)**

**Approve the proposed Arizona PTA convention dates for the next two (2) years**

**Ratify the next/future Convention Site Selection recommended by the Executive Committee which had been presented by the Site Selection Committee to them**

**Presentation for selection of the Arizona PTA convention City/County for the next two (2) years.**

**Approval of dissolution of local PTA/PTSA units not in “Good Standing” pursuant to the “Standards of Affiliation” and deadlines, specifically, but not limited to the non-payment of the minimum membership dues, no submission of membership roster, non-filing of the annual IRS appropriate tax form(s), lack of current officer’s list or current standing rules, no copy of approved budget, no copy of approved financial review, and lack of mandatory PTA leadership training completed by the four (4) primary officers.**

**Approve the proposed amendments to the Arizona PTA Legislative Platform Priorities list which after approval shall be provided to the local PTA/PTSA units in the Call to Convention and for presentation to the convention delegates.**

**Approve proposed resolutions which after approval shall be provided to the local PTA/PTSA units in the Call to Convention and for presentation to the convention delegates.**

**Approve proposed bylaws amendments to the Arizona PTA Bylaws and /or the Arizona PTA Unified Local PTA/PTSA Unit Bylaws which after approval shall be provided to the local PTA/PTSA units in the Call to Convention and for presentation to the convention delegates.**

**Approve convention rules for the upcoming annual Arizona PTA Convention**

***Pre- Convention/ Post Convention Annual Meeting Priorities***

**Pre-Convention**

**Adopt any convention rules changes deemed necessary as a change to the convention program**

**All Board of Managers shall review convention assignments such as, but not limited to registration/credentials, workshops, volunteers, speakers/presenters, vendors/vendor hall, sponsors, events/activities during convention, awards ceremony, general meetings, election procedures, etc.**

**Adopt any convention procedure changes deemed necessary**

**Ratify actions of the annual Board of Director’s meeting**

**Ratify Executive Committee actions/recommendations**

**At the opening of the Pre-Convention Board of Managers meeting the Arizona PTA President shall appoint two (2) Board of Managers members to a Minutes Auditing Committee. The members of the Minutes Auditing Committee shall:**

1. **Record all meeting proceedings in writing, including any motions and voting during the Pre-Convention Board of Managers meeting, the Post Convention Borad of Managers meeting and all general meetings of the annual Arizona PTA convention.**
2. **Members of the Minutes Auditing Committee shall meet with the Arizona PTA Secretary at the close of each meeting or session meeting to share their notes and check on items that should be in the minutes. Members of the Minutes Auditing Committee should retain their own notes until the minutes have been approved at the next Board of Managers meeting.**

**Post- Convention**

**Ratify committee chair and committee members appointments brought forward by the Arizona PTA President. When a President’s term is ending the President-Elect, or the newly elected incoming President when applicable, may bring forward members who may be ratified at this meeting for appointment.**

**Ratify any appointments for the incoming term (This is an important action to take during a transition year when going from one President to another President (term then beginning July 1 after ratification).**

**Elect two (2) Region Director Representatives, from those present and voting at the meeting, and two (2) Region Director Representative alternates to serve on the Executive Committee (Bylaws Article XI)**

**Elect two (2) Standing Committee Chair Representatives, from those present and voting, and two (2) Standing Committee Chair alternates to serve on the Executive Committee (Bylaws Article XI)**

**Elect three (3) members of the Board of Managers to the Budget and Finance Committee. (Bylaws Article XII) These members are in addition to the Treasurer who serves as the Chair of the Budget and Finance Committee and the President-Elect who serves automatically on the committee.**

**Dissolution of local PTA/PTSA units not in compliance with the “Standards of Affiliation” as necessary as well as any local PTA/PTSA units that have had an affirmative vote of their membership to dissolve.**

**Approve the proposed upcoming fiscal year budget.**

**Ratify National PTA Convention accredited/voting delegates funded by Arizona PTA, and then those Arizona PTA Board of Managers / Committee members attending at their own expense who have requested accredited/voting delegate status up to the number of allowed delegates as noted in the National PTA Bylaws. (Five delegates plus one (1) delegate per one thousand (1,000) members or a major fraction thereof, of each state constituent PTA as shown on the books of National PTA as of March 31). The Arizona PTA President is granted voting delegate status by National PTA as noted in the National PTA Bylaws.**

**Accredited members from local PTA/PTSA units in Arizona that request voting delegate status from the Arizona PTA President may be ratified if there are enough voting delegate positions available.**

**OFFICE MANAGEMENT**

**OFFICE MANAGEMENT TEAM**

**The Office Management Team (OMT) shall be comprised of the following Arizona PTA officers, the President, the President-Elect or 1st Vice President (when applicable) the Vice-President, the Vice-President of Membership, the Secretary and the Treasurer (who will act as OMT Chair).**

**The Office Management Team shall be responsible for directing the administration, operation and maintenance of the Arizona PTA office including the building and grounds within the limits of the budget approved by the Board of Managers.**

**The Office Management Team shall meet whenever necessary, or as requested by any four (4) members of the Board of Managers.**

**Office Management Policy and Duties:**

**The Office Management Team will determine and make arrangements for as well as have written plans for:**

**How mail received at the office will be handled. (How it will be separated, answered, filed, stamped, initialed, scanned and/or forwarded, as necessary.)**

**How visitors to the office will be accommodated as well as keeping a record of visitors.**

**How working in conjunction with the Convention Chair how received registrations, vendor and sponsor prospectus documents, invitations and all financial convention related documents will be handled.**

**How security will be handled for the office, including which members of the OMT will have keys, what type of security is needed and who has the security information needed to ensure the building is secure.**

**TREASURER, (OMT CHAIR) DUTIES AND PROCEDURES**

**The Treasurer shall follow established policies for bank deposits (i.e., completing a deposit slip) of all monies received at the office or through online sources.**

**The Treasurer shall have administrative access to (including user names and passwords) for all Arizona PTA financial accounts receivables and payables such as but not limited to city/county/state/federal taxes, accounting services/certified public accountant, building and personal property insurance, maintenance and operating of grounds (gas, electric, sewer, water, trash, cable, internet, pest control, landscaping, security/alarm, internet, building and business personal property insurance, etc.), PayPal, QuickBooks, AIM Insurance or current insurance provider (for Arizona PTA and local PTA/PTSA units), Formsite, and Constant Contact.**

**The Treasurer shall receive all PayPal payments at** **treasurer@azpta.org****.**

**The Treasurer and/or a designated assistant from the OMT, shall be the handler of all monies.**

**The Treasurer shall oversee reimbursements and the receipt of funds from all Arizona PTA Board of Mangers members, and committee chairs/members, including receipt of all banking documentation (i.e. deposit tickets/money log form, debit card receipt/form, etc.).**

**Insurance**

**The Treasurer shall have access to information and supervisory control over all insurance for local PTA/PTSA units. The Treasurer shall have supervisory control of the** **insurance@azpta.org** **email account.**

**The Treasurer shall inform annually all local PTA/PTSA units of the process in place to pay their annual insurance.**

**The Treasurer shall at regular intervals remind local PTA/PTSA units to pay their insurance in a timely manner.**

**The Treasurer shall on a regular basis inform the appropriate Region Director, the Field Service Chair and the Vice President of the status of local PTA/PTSA units insurance payments.**

**The Treasurer shall provide all required financial forms for Board of Managers use on the Arizona PTA shared workspace or they will be provided by Treasurer upon request.**

**The Treasurer shall receive reimbursement requests from Board of Managers members on the Arizona PTA check request form per the Treasurer’s established timeframe. All reimbursement requests from a Board of Managers member must be submitted within 30 days of the purchase/expense date with the exception of the last fiscal month of the year when the request must be submitted by June 25. In the case of National PTA Convention expenses extending into the next fiscal year, reimbursement receipts shall be submitted within fifteen (15) days of the end of National PTA Convention.**

**Arizona PTA Credit/Debit Cards**

**All OMT officers having an Arizona PTA credit/debit card shall email the Treasurer at** **treasurer@azpta.org** **within five (5) days whenever the credit/debit card has been used. That email must note what the purchase/expense was and the purchase amount as well as which budget line the purchase falls under. All officers serving on the OMT that have an Arizona PTA credit/debit card shall submit the original credit/debit card receipt and card usage form for purchases related to Arizona PTA business within 30 days of the purchase/expense.**

**Any two officers serving on the OMT may bring up the matter of excessive loss or lack of submission of banking transaction information (such as but not limited to receipts, deposit tickets, deposit receipt/form, etc.) forward to the Executive Committee for consideration. The Executive Committee after reviewing all the information, may by a majority vote call for revocation of an Arizona PTA credit/debit card or another solution. Following the Executive Committee meeting regarding excessive loss or lack of submission, any Executive Committee action taken will be brought forward to the Board of Managers for ratification.**

**OFFICE MANAGEMENT BUSINESS**

**Only such business as concerns the work and purposes of the officers of the Arizona PTA shall be taken care of by the officers of the Arizona PTA or when applicable by office staff.**

**Correspondence, which is the responsibility of an individual (i.e., an officer or a committee chair) shall not be considered the duty of the officers of the Arizona PTA.**

**Requests from members of the Board of Managers for work to be performed by an Arizona PTA officer shall be submitted in advance in the form of an email request which shall be copied to the President.**

**All typing, duplication and reproduction of material needed for PTA work by Board of Managers members may be done at the Arizona PTA office with approval of the President. The work will be processed on a priority basis according to the date submitted and with consideration of the current business and events being undertaken by Arizona PTA at that time.**

**Arizona PTA Materials and Equipment**

**Arizona PTA business cards, letterhead, envelopes, postcards, printed PTA materials (such as flyers, trifolds, posters, training materials, charter materials for prospective new local PTA/PTSA units, etc.) and PTA logo merchandise items as well as Arizona PTA owned business professional equipment/electronics are restricted to Board of Managers members for official use only. The Board of Managers member removing any of the above referenced materials and/or equipment shall be financially responsible for the proper distribution of and the return of PTA materials and business professional equipment.**

**Board of Managers members shall have the approval of the Arizona PTA President or the Treasurer/OMT Chair, to sign out/use Arizona PTA materials.**

**Supplies shall be limited and authorized, within the Arizona PTA annual approved budget.**

**OFFICE STAFF, when applicable**

**Arizona PTA is an equal opportunity employer. Arizona PTA adheres to all Federal and State laws regarding employment as posted. Arizona PTA does not discriminate on the basis of age (age 40 or over), disability, race, color, religion, sex (including pregnancy), sexual orientation, national origin or genetic information and does not tolerate harassment based on any of those things nor retaliation for whistleblowers or others. Arizona PTA shall adhere to Arizona Department of Labor laws regarding any employees.**

**Employees may not be related by “blood or marriage or live in the same household” as any member of the Arizona Board of Managers.**

**The hiring of office staff shall be based** **on ability to perform necessary tasks, references, and recommendations. References and recommendations will be requested and verified.**

**Screening and interviewing of office staff candidates shall be conducted by the Arizona PTA President, President-Elect or 1st Vice President (when applicable), and the Treasurer.**

**The Arizona PTA President shall hire and terminate office staff with approval of the majority of the Executive Committee and notification shall be given to the Board of Managers. Ratification of such action shall take place at the next Board of Managers meeting.**

**ARIZONA PTA BUSINESS PROPERTY**

**Arizona PTA business property includes but is not limited to: all fixtures, furniture, electronic equipment, supplies, office keys, etc. Any and all items in or on the Arizona PTA office/property may be considered Arizona PTA Business Property. The business property may have been donated or purchased.**

**An inventory pf Arizona PTA materials/equipment will be taken annually by members of the Office Management Team and/or the PTA office staff, when applicable.**

**Any discrepancy shall be reported to the Executive Committee for possible action.**

**ARIZONA PTA CREDIT/DEBIT CARDS**

**The rules for Arizona PTA credit/debit card use are as follows:**

**a. Credit cards/debit cards secured for authorized account signers of Arizona PTA are only to be used for the business purposes of this Arizona PTA and are never, under any circumstances, to be used for personal expenses.**

**b. All charges to an Arizona credit/debit card must be preapproved by the Executive Board and fit within the limits of the approved/adopted annual Arizona PTA budget.**

**c. Following an Arizona PTA debit/credit card purchase, a receipt shall be given promptly to the Treasurer and the purpose of the charge shall be noted. A form may be required to submit with the receipt.**

**d. Arizona PTA 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 Board of Managers member who is not a signer on the financial accounts, shall include all Arizona PTA credit/debit card transactions and all transactions completed through any online payment platforms or mobile payment services.**

**f. The Secretary, if related by blood or marriage, or residing in the same household as the Treasurer, may not verify the monthly bank account reconciliations. Another Board of Managers 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 Committee to review the monthly bank account reconciliations.**

**f. Arizona PTA credit/debit card use, and the selection of authorized users shall be reviewed annually by the Executive Committee. The Executive Committee shall approve all Arizona PTA credit/debit card users.**

**g. The Executive Committee 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 ter**m.

**EXECUTIVE COMMITTEE EMERGENCY EMAIL/TEXT/PHONE POLL**

**If the Arizona PTA President or three (3) members of the Executive Committee believe Arizona PTA is faced with an emergency (a situation requiring immediate action for the good of the association or the welfare of the children of Arizona) the following email/text/phone poll procedure shall be followed. The Executive Committee email/text/phone poll must be taken in a time period not to exceed forty­ eight (48) hours.**

**The Arizona PTA Secretary shall conduct the email/text/phone poll. The Arizona PTA Secretary must begin the poll, record the nature of the poll, the exact wording of the poll, and the time the poll started. If the Arizona PTA Secretary is unable to act, the President-Elect (or 1st Vice President when applicable) or Vice President must begin the poll, record the nature of the poll, the exact wording of the poll, and the time the poll started.**

**All members of the Executive Committee must be contacted by text and email and be given the exact wording of the poll and shall be asked to vote on the matter at hand. Three attempts at contact shall be made. If the text or e-mail is not responded to, a personal phone call must be made.**

**An Executive Committee Representative Alternate shall be contacted after the third attempt to reach an Executive Committee member has been unsuccessful. When necessary to seek input from an Executive Committee Representative Alternate, three attempts to contact said alternate shall also be made. Six Executive Committee members or their alternates participating in this emergency communication method shall constitute a quorum. The Secretary or other member conducting the poll shall inform the Executive Committee and the Executive Committee Representative Alternates of the result of the vote within 24 hours of the result.**

**The email/text/phone poll and its' results must be ratified at the next regular meeting of the Board of Managers.**

**STANDING COMMITTEES/ SUBCOMMITTEES AND DUTIES**

**Standing Committees and the subcommittees under them for Arizona PTA are:**

**Arts in Education**

**Subcommittee: Reflections**

**Bylaws**

**Convention**

**Subcommittees: Credentials, Registration, Exhibits (Vendors), Workshops, Membership Awards, Special Events/Decorations, Convention Awards**

**Convention Awards – suggested awards- Local Unit of the Year, Local Unit for Family and Community Engagement, Teacher of the Year, Volunteer of the Year, Support Staff of the Year, Future Leader (Youth), Champion for Children (Outstanding Community Member), Champion for Children (Outstanding Legislator) Male Engagement, Administrator of the Year**

**Diversity**

**Family and Community Engagement**

**Field Service**

**Health and Safety Issues**

**Leadership Development**

**Advocacy**

**National PTA Federal Legislative Issues – Advocacy Chair Attends**

**Subcommittee: Resolutions**

**Family and Community Engagement**

**Marketing / Public Relations**

**Subcommittees: Newsletter, Social Media (Facebook, Twitter, Instagram) Website, Hospitality and Protocol**

**Additional Committees- per Arizona PTA bylaws:**

**Budget and Finance**

**Elections**

**Membership**

**Nominating**

**Office Management Team**

**State and Local Unit Relations**

**Standing Committee Chairs serve on the Arizona PTA Board of Managers.**

Special Committees shall be:

Youth Committee

1. The Arizona PTA Vice-President shall provide oversight, training, support, and mentor the work and activities of all Region Directors, Council Presidents and the following standing committees: Bylaws, Field Service, State and Local Unit Relations.
2. A Standing Committee for Leadership Development. The Chair shall coordinate the activities, resources and information of the committee, in order to design an annual leadership -training program the Board of Managers and may be for local PTAs. The program shall be implemented through various means throughout the year (summer leadership, annual PTA convention) but not limited to workshops, conferences, or materials. The review and update of this program and resources will be made as needed or upon the request of the executive committee and/or board of managers.
3. A Standing Committee for Marketing/PR shall coordinate the activities, resources and information for Marketing. The Chair shall manage the plan for marketing the PTA Brand, Mission, and Purposes. There shall be subcommittees: Public Relations, News Report, Hospitality and Protocol.
	* + - 1. The Marketing/Public Relations chair shall be appointed by the President. This committee shall be responsible for all internal and external publicity of the association. The chair shall submit a publication schedule, approved by the Arizona PTA President, at the summer Board of Managers meeting and report the progress at board meeting and pre-convention meeting.
		1. News Report: completed copy shall be presented to the Arizona PTA President for final approval prior to distribution.
	1. Policy of Arizona PTA publications shall conform to the policy of National PTA governing all parent-teacher activities: non-commercial, non-partisan, and non-sectarian.
	2. Arizona PTA does not pay for articles contributed to any PTA publications.
	3. An amount shall be specified in the budget to cover the cost of distribution, and other office expenses related to the News Report/ Weekend Updates for development and distribution. The amount is to be recommended by the chair.
	4. The Arizona PTA Executive Committee may accept application for paid advertisements and shall be responsible for evaluation and screening of such advertisements, assuring conformity with the guidelines set down by the National PTA. The rate to be charged for advertising space in Arizona PTA publications/website/convention program shall be established by the Executive Committee with approval of the Board of Managers. All such advertisements shall be accompanied with a statement that the paid advertisement does not represent an endorsement or approval by Arizona PTA.
	5. All bylaws changes, legislative platform, and resolutions passed at an Arizona PTA convention, officers elected and any critical issued addressed at the annual Arizona PTA convention shall appear in the issue of News Report/ Weekend Updates following convention.
	6. Electronic distribution of the News Report/ Weekend Update shall be provided to all Board of Managers; and officers of local PTA Units, Council PTAs that have signed to receive a copy and any other PTA members requesting. PTA sponsors, partners, affiliated organizations, such as Expect More Arizona, Arizona Schools Now, Arizona Center for Economic Progress, the Children’s Action Alliance.
4. A Standing Committee Health and Safety Issues shall coordinate the activities, resources and information. The Chair shall be informed and have a working knowledge, coordinate presentations and workshops based upon Arizona PTA's Legislative Platform Priorities and National PTA Programs that relate to Health and Safety: such as Healthy Lifestyles (Month), manage the healthy lifestyles grant program, raising awareness for youth health and fitness; Schools developing action plans (for concussions, diabetic and severe allergic reactions).
5. A Standing Committee for Advocacy includes the Chair, and the President-Elect or 1st Vice-President when applicable who shall serve as a member. The committee, under the direction of the chair shall review the Arizona PTA Legislative Platform Priorities annually to address any matters or issues related to education, health/ safety/ well-being issues and advocacy for PTA members and the state legislature. The Arizona PTA Resolutions Chair, as part of the legislative issues committee shall review the resolutions adopted by prior convention delegates and any Resolutions submitted for consideration. The Advocacy Chairs acts as the Federal Legislative Issues Chair and shall have a working knowledge of the National PTA Public Policy agenda, participate in the conference calls for FLC's, advocate with Arizona U S Senators and Congressmen/women regarding the federal level issues that relate to education, health and well-being, safety, and juvenile justice and attend NPTA 's annual Legislative Conference. (FLC is part of National PTA’s SOAs)
6. The Vice-President of Membership shall serve as chair of the membership committee. Th Membership Committee shall develop an annual plan of work for the Arizona PTA local PTA/PTSA units and Councils in order to retain, recruit and engage PTA Members. The plan shall include components related to the Standards of Affiliation for Arizona PTA and National PTA.
7. The President-Elect or 1st Vice-President shall coordinate the activities of all committees not otherwise specified in the Arizona PTA bylaws.
8. No person shall be appointed or elected to a committee, at any Board of Managers meeting, if not in attendance, without written consent of the candidate.

**COMMITTEES- General Duties**

State PTA bylaws Article XII -Sections 1 through 10.

1. **THE DUTIES OF** **STANDING COMMITTEE CHAIR SHALL BE:**
2. Present plans of work to the President prior to the BOM meeting deadline they are required.
3. Present any special projects created by the committee or assigned by BOM, including a budget, to the Executive Committee for approval. A request to be included on the agenda shall be made to the Arizona PTA President prior to the time of presentation.
4. Prepare articles for Arizona PTA publications and submit them to the News Report editor, in accordance with procedures.
5. Following each Board of Managers meeting, send (through the Weekend Update or other means) to the councils and local units chair information that is pe1tinent to the work of that committee at the local and council level.
6. Conduct the business of the committee in a manner that will provide a feeling of cooperation and understanding between local PTA units, councils, and Board of Managers members.
7. Conduct a workshop at the Arizona PTA convention and leadership trainings if requested. If unable to attend, prepare material and outline for the qualified substitute.
8. Maintain an up-to-date procedure book complete with a copy of the Board of Manager's Standing Rules, Arizona PTA Bylaws, and all other material or instructions pertinent to the work of his/her office or position.
9. Assure that minutes are taken during committee meetings and distribute copies to the Arizona PTA President, President-Elect or lst Vice President or Vice-President and committee members within two weeks of the meetings.
10. **COMMITTEE and SUBCOMMITIEE MEETINGS:**
11. The chair of a committee shall notify all members of the committee, including the Arizona PTA President of any meetings that are to be held.
12. All committee members, including the President, President-Elect or First Vice-President, Vice­ President and all other officers as specified in the Bylaws shall have at least forty-eight (48) hours’ notice of each meeting.
13. If the work of the committee is done through email correspondence, phone conference or a vehicle such as Go-to-Meeting, a majority of members must be consulted so that the report of the committee represents a majority opinion. (A minority repo1t may be submitted when deemed appropriate)
14. Minutes will be recorded at all committee meetings and kept on file at the state office.
15. **EXPENSES:**
16. If expenses are to be incurred by a committee, the chairman shall secure approval in advance from the Executive Committee or Arizona PTA President
17. The Chair shall send an itemized report of the expenses of members attending the special committee meeting to the Treasurer.
18. **SPECIAL COMMITTEES**
19. Any PTA activity or work requiring the formation of a special committee shall be undertaken only at the discretion of the Arizona PTA President, Executive Committee, and/or Board of Managers.
20. The Arizona PTA President shall appoint, at the direction of the Executive Committee or the Board of Managers, such members of the special committee as deemed necessary. The chair of the special committee shall be designated at the time of appointment. Such committees may include non-PTA members. Any committee may utilize resource personnel, such appointees to be made with the approval of the Arizona PTA President.
21. The chair and committee shall perform such duties as may be assigned to them.
22. All special committees shall present a report of activities to the Executive Committee and the Board of Managers as requested.

**COMMITTEES TERM of OFFICE**

State PTA bylaws Article XII- Section 3

Committee Chairs shall assume their duties July 1, the start of the fiscal year or upon appointment, unless otherwise specified by the bylaws or standing rules. Terms of service for Chairs coincide with Group 1 Officers Elections, serving no more than two consecutive terms.

**TREASURER – Please also refer to pages 9 through 11**

State PTA bylaws Article IX- Section 5 and 7

1. All Arizona PTA funds shall be channeled through the Arizona PTA Treasurer. The books shall be set up by a professional accountant and either acompilation report, financial review or professional audit, as deemed appropriate by the National PTA Standards of Affiliation for State PTA’s or the State PTA board of managers, shall be conducted, for the close of the fiscal year, or at the time deemed necessary and, in the manner, prescribed by the Arizona PTA Bylaws(Pursuant to adoptedState PTA bylaws 2017).
2. National PTA's portion of the dues collected shall be sent to the National PTA office at the times(s) and in the manner prescribed by the National PTA.
3. The treasurer shall:
4. Explain the Arizona PTA financial procedure at the first board meeting of each year and to the new Board of Managers members appointed/elected during the fiscal year.
5. Prepare financial repo11s for all Board of Managers meetings, Executive Committee meetings, and the Arizona PTA Convention. A current financial statement and audit/compilation report is to be included in the annual convention program/materials folder.
6. With the Budget Committee, prepare a tentative budget for the March Executive Committee meeting to be approved at the convention Board of Manager's meeting.
7. Make an annual report to the Internal Revenue Service at the time and in the manner specified by IRS. (An acting firm may compile this report).
8. Deposit or withdraw funds from the general savings account of the Arizona PTA as necessary to maximize interest-earning abilities.
9. Deposit the funds from all Honorary Life membership/ Life Achievement Awards into the Arizona PTA savings account and withdraw from this account only such funds as necessary to support Awards approved by the Board of Managers.
10. Assist with the preparation of the convention budget for the Board of Managers approval at the summer Board of Managers meeting and serve as Convention Treasurer.
11. **BUDGET and FINANCE COMMITTEE ARTICLE XII –SECTION 4**
12. Annually, members of the Board of Managers shall submit an itemized request to the budget committee for funds to carry out their work or the work of their successors for the following year.
13. The Budget and Finance Committee shall prepare a tentative budget to be presented for approval at the pre­ convention board meeting
14. At the Summer meeting of the Board of Managers, the budget shall be reviewed and adopted. It may be revised by a two-thirds (2/3) vote. The adoption of the budget authorizes the Treasurer to pay the expenses approved in the adopted budget. Expenses charged to committee budget lines shall be allowed only within the Limits of the budget;
15. The Board of Managers shall approve expenses charged to budgets other than the budget lines before any payment can be made.
16. Final itemized accounts of use of funds must be submitted to the Treasurer by officers, chairs, and others using state funds by June 15 of each year. Bills will not be honored after that date.
17. In the event the expenses of the Arizona PTA President, President-Elect, Vice-President or designated alternate to the National Constituent Association Advisory Council meetings are not paid by National PTA, they will then be paid by the Arizona PTA. In addition, the Budget and Finance Committee shall allow a sum for the Arizona PTA President's, President-Elect’s, Vice-President’s or designated alternate’s travel and miscellaneous expenses that may be used to defray expenses incidental to the Officers representing Arizona PTA.
18. The elected Officers as detailed under Office Staff, page 12, shall make recommendations to the Board of Managers on the annual salary of the Arizona PTA staff after consulting the current Arizona PTA approved budget /available funding.
19. The elected officers, along with the Treasurer shall present an itemized request for funds needed to the Budget Committee to maintain the property/ and business personal property.
20. The preferred method of attendance for board of managers meetings, executive committee meetings for those members that reside more than forty (40) miles from the location of meeting shall be by electronic means, such as Go to Meeting, phone conference, or Skype. Exclusions: mandatory training being conducted by National PTA representative(s).
21. Transportation expenses for members of the Board of Managers, Executive Committee and the Arizona PTA staff (when applicable) shall be allowed for Arizona PTA Board of Managers meetings, conventions, and other meetings to which they are assigned, as approved in their annual plan of work and within the constraints of the approved annual state PTA budget.
22. Whenever members of the Board of Managers or Executive Committee carpool, the car owner, shall present the reimbursement request for transportation.
23. Reimbursement requests shall be computed at current IRS rate for charitable 501(c) (3) organizations, fourteen cents ($.14) per mile beyond the first 40 miles.
24. Unless members of the Board of Managers are designated to act on behalf of Arizona PTA which necessitates early arrival or late departure, expenses are allowed only for the time that attendance at the meeting demands.
25. Board of Managers members shall consult the Treasurer when there is a question regarding expenses.
26. Expenses of Board of Managers members assigned to conduct leadership development, registration, provide translation services, and assist Local Unit leaders shall be allowed according to arrangements made with the Vice-President and the Region Director and/or Field Services Committee, and within the limits of the approved budget.
27. Councils and or Local PTA Units, who host the facility for leadership development will be provided with up to four registrations (4) PTA officers to said summer/fall training event.
28. Gifts presented to representatives of the National PTA or other state PTAs shall be paid for from Arizona PTA funds as budgeted.

**BYLAWS COMMITTEE**

1. **The Bylaws Committee shall edit the Arizona PTA Bylaws, Arizona Unified Local PTA/PTSA Unit Bylaws and Arizona Board of Managers Standing Rules for spelling, grammatical, numbering, punctuation, format, and typographical errors as needed. At each annual Convention following the passage of any amendments or revisions a housekeeping motion shall be made by the Bylaws Committee to allow the editing of said bylaws.**
2. **The Bylaws Committee, in consultation with a Parliamentarian hired by Arizona PTA or a volunteer Parliamentarian if available, shall review the Arizona PTA Bylaws, Arizona PTA Unified Local PTA/PTSA Unit Bylaws, Arizona Council PTA/PTSA Bylaws, Arizona PTA Board of Managers Standing Rules and Policies, Arizona PTA Board of Managers Quick Reference Guide and the Unified Local PTA/PTSA Unit Standing Rules template, as necessary. The Bylaws Committee shall review these documents for any updating that may be needed and will check the documents for functionality as well as consistency with the National PTA Bylaws.**
3. **The Bylaws Chair, in consultation with the hired or volunteer Parliamentarian if available, shall review proposals for Arizona PTA Bylaws and, Arizona PTA Unified Local PTA/PTSA Unit Bylaws amendments from the Board of Managers, Bylaws Committee, Councils, local PTA/PTSA units, and individual PTA/PTSA members. Any amendments approved by the Bylaws Committee originating from the submitted amendment proposals and from the Bylaws Committee itself shall be presented to the Board of Managers for approval at the Board of Managers Winter meeting.**
4. **The Bylaws Chair shall submit any amendments approved by the Board of Managers in written form to the Arizona PTA Executive Committee for electronic distribution in the Call to Convention to the Board of Managers, Council Presidents, and local PTA/PTSA unit Presidents. The Call to Convention must be received sixty (60) days prior to the annual convention so the Bylaws Chair must ensure the proposed amendments are prepared in a timely manner following approval at the Board of Managers Winter meeting.**
5. **The Bylaws Committee shall have the responsibility of drafting and/or reviewing proposed Arizona PTA policies when directed to do so by the Executive Committee or the Board of Managers. All proposed policies shall be reviewed by the Bylaws Committee, in consultation with the hired or volunteer Parliamentarian if available. Any newly proposed or revised Arizona PTA policies shall be approved by the Board of Managers.**

**NOMINATING COMMITTEE**

State PTA bylaws ARTICLE XII -SECTION 7, subsections a. through d.

1. Members of the Nominating Committee shall meet and elect their own chair before adjournment of the summer meeting at which the committee members were elected. At this time, the committee should confirm which offices are up for election, (Group I or Group II), and establish the committee's next meeting date, which must be held before the Winter meeting.
2. The committee will establish what shall be in the nominations packet that goes to each local PTA unit and the date that packet should be in the mail.
3. The nominations packet should contain a reference to the portion of the bylaws that concern nominations; such as which offices are up for nominations, the qualifications necessary to run for the offices. It should contain the nomination form and any instructions deemed necessary; such as the deadline date for nominations, candidate consent/ nomination form, photo, qualifications, and job description.
4. The second committee meeting shall be held before February 1st and after the nomination's deadline date. The purpose of this meeting is to review all nominations to verify the credentials and qualifications of the candidates. The person making the nomination must be a member of a local PTA unit in good standing.
5. It shall be the responsibility of the nominating committee to secure a slate of one (l) candidate for each officer position.
6. When it is necessary for the nominating committee to find a candidate, they must follow the same procedure as for all other candidates. The potential candidate must give written consent and submit qualifications. The Nominating Committee must verify their credentials and place the person's name on the slate.
7. A Region Director's nomination must be signed by a person within their region.
8. The Nominating Committee Chair must present to the Arizona PTA President the slate of candidates and their qualifications by March 1st.
9. The Arizona PTA President shall ensure publication of the slate of candidates and their qualifications prior to the Arizona PTA convention.
10. The Arizona PTA President shall give a copy of the slate of candidates and their qualifications to the Arizona PTA Secretary for filing.
11. The Arizona PTA President will ensure the slate of candidates' and their qualifications will be published in an Arizona PTA pre-convention publication.
12. The Arizona PTA President shall give a copy of the slate of Candidates and their qualifications to the Convention Chair for publication in the Arizona PTA convention program.
13. The Arizona PTA President shall ensure that this information is included in the Convention program.
14. Procedures for nominations from the floor will be included in the Arizona PTA call to convention packet.
15. Anyone planning to make a nomination during the first general session of the convention will advise the Arizona PTA President; this must be at least twenty-one (21) calendar days prior to the first general session.
16. The Arizona PTA President shall inform the Nominating Committee Chair, the Election Chair, and the Credentials Chair of any nominations from the floor. The Nominating Committee Chair shall verify the candidate' s credentials before the first general session of the convention.
17. Candidates, in this instance, must provide sufficient copies of their qualifications for each delegate at the convention. This information can be passed out after the recess of the first general session of the convention, not before.
18. Candidate Withdrawal: Any candidate withdrawing shall notify the chair of the Nominating Committee as soon as possible. In turn, the Nominating Committee Chair shall inform the Arizona PTA President.
19. This withdrawal must be in writing, signed by candidate, and dated.
20. The committee chair shall call the nominating committee together or set up a telephone conference/Electronic mail, and it shall be the decision of the committee if a replacement is to be sought. This would be based on the time remaining before the slate is to be announced, and if there are no other candidates for the same position.
21. Any withdrawal after the slate of candidates has been announced at the Arizona
22. PTA convention, the Arizona PTA President shall inform the convention delegates as soon as possible.
23. If a withdrawal occurs 10 days or less prior to the convention, and if no replacement will be sought by the Nominating Committee, the position will be filled by an election of the Executive Committee as established in the Arizona PTA Bylaws.
24. The Nominating Committee is automatically discharged when its report is presented to the convention body and nominations are closed.
25. It is recommended that not more than three members of the current year's nominating committee be on this committee for the next year.
26. All business of the Nominating Committee is confidential and not taken outside the committee meetings.

**OFFICERS AND THEIR ELECTION**

State PTA bylaws ARTICLE VIII -SECTION l. a., b., d.

Arizona PTA Officers shall be divided into two (2) groups as follows:

|  |  |
| --- | --- |
| **GROUP I – ODD YEARS** | **GROUP II – EVEN YEARS** |
| President and/orPresident Elect; Vice-President | Secretary;Treasurer; Vice-President of Membership |
|  |  |
| **REGION DIRECTORS** | **REGION DIRECTORS** |
| Southeast Maricopa and Pinal Counties | Northern Arizona (Yavapai, Coconino, Navajo & Apache Counties) |
| Northwest Maricopa County | Southwest Maricopa County |
| North Central Maricopa County | Northeast Maricopa and Gila Counties |
| Southern Arizona (Pima, Santa Cruz & Cochise Counties)  | Western  |

**ELECTION COMMITTEE**

Arizona PTA bylaws ARTICLE XII- SECTION 8

The Board of Managers shall elect the members of the Election Committee during the winter meeting. This committee shall serve from the date of their election until the Arizona PTA convention adjourns. No candidate for any office at the Arizona PTA convention may serve on this committee. The chair shall be appointed by the President. The current Arizona PTA President may not sit on this committee.

1. The Election Committee Chair shall obtain a list of candidates from the Nominating Committee Chair.
2. The Election Committee Chair shall send letters to all official candidates regarding campaign material rules as soon after March 1st as possible.
3. The Election Committee Chair will provide copies of the rules to the Nominating Committee Chair to be given to candidates nominated from Arizona PTA convention floor.
4. The Election Committee Chair will discuss with the Convention Chair where candidates' literature tables are to be located, and the number of tables required.
5. The Election Committee Chair will assign tables.
6. The Election Committee Chair will inform nominees of their assigned tables, in writing prior to arrival at the Arizona PTA convention if possible, or upon arrival at the convention site by drawing names 24 hours in advance of first general session.
7. The Election Committee Chair shall draw up the ballot and have sufficient ballots available for the registered voting delegates. In the case of there being only one candidate for an office, a voice vote may be taken. Region Directors will be elected by ballot only.
8. All ballots will have nominees for officers, such as President, President-Elect, and Vice President. Use different color paper to designate different ballots when region directors are being elected. If a voting delegate is from a region that is not electing a Region Director, they will simply get a white ballot that lists general nominees. Not voting for a pa1ticular office does not negate the ballot.
9. Post a sign behind the voting table with ballot color designations.
10. The Election Committee Chair will obtain the ballot box, necessary supplies (such as paper ballots) and prepare them for use.
11. The Election Committee will establish the secure location of the ballot box and at least two (2) members of the committee will be present at the polling place at all times. Ballots will be safeguarded. A ballot will be handed to a registered, accredited voting delegate after the delegate has signed in on the roster of accredited delegates at the poll.
12. Voting delegates shall be allowed at least two (2) hours on the second day of the convention to cast their vote for the election of officers. All registered/accredited voting delegates will be required to sign in. When a registered, accredited voting delegate has voted, a committee member shall hole-punch through their nametag.
13. The Election Committee shall count the ballots following the final closing of the polls. In the event of a tie, an announcement will be made at the next General Session and the run-off election will take place during a recess to that General Session. Ballot tallies shall be announced for each office at this general session. The Election Chair will submit a written report of the voting results during the convention to the chair (presiding officer) RRONR.
14. Ballots will be kept at the AZ PTA office for sixty (60) days and then destroyed.
15. It is the responsibility of the Election Committee to settle any grievance brought to their attention that deals with any repotted infraction of election and/or campaigning rules.
16. The Election Committee Chair shall plan in advance to have the National PTA Representative observer, if available, oversee counting of ballots in a prearranged location. The National PTA Representative (if available), Election Committee Chair, and committee members' signatures must appear on the Election report.

**EVALUATION OF COMMITTEES**

1. **The recommendation to discontinue any committee for good cause shall rest with the Executive Committee. The Executive Committee shall notify the Board of Managers of any action regarding the discontinuation of a committee and that action shall be brought to the Board of Managers for ratification.**
2. **The Executive Committee will include in the notification of action to the Board of Mangers a request that the Board of Managers exercise its budgetary power by refusing any further expenditures and budgeting of funds as may have been allocated to such committees.**
3. **By official action of the Executive Committee the resignation of any committee chair shall be requested for failure of that committee chair to perform the responsibilities and duties of their position. Upon resignation the Executive Committee shall notify the Board of Managers of the said action and that action shall be brought to the Board of Managers for ratification at the next regular meeting of the Board of Managers.**

**ARIZONA PTA CONVENTION**

**ARTICLE XIV**

* + - 1. A regular Arizona PTA Convention shall be held annually as prescribed in the Arizona PTA Bylaws.
1. A Site Selection Subcommittee (maximum of four [4] members) appointed by the Arizona PTA President shall evaluate facilities in the designated City/County making recommendations to the Executive Committee with final approval being given by the Board of Managers. Announcement of the convention site shall occur after the convention site agreement has been signed and deposit is given.
2. The Arizona PTA President shall sign the contract with the selected hotel/Facility, with the approval of the executive committee and ratified by the board of managers.
3. The Executive Committee will have oversight of the management, finances and functions of the annual meeting and convention. The executive committee will appoint the convention chair.
4. The Executive Committee constitutes the program committee for the convention.
5. The Committee shall appoint, with the approval of the Arizona PTA President subcommittee chairs such as but not limited to: registration, credentials, rules, theme, membership awards, workshops, awards for local unit and individual member achievements, celebration/awards event; and others as are necessary for the proper function of the convention.
6. During convention, the President and two designated officers appointed by vote of the Executive Committee, may request changes from the convention venue on behalf of Arizona PTA deemed necessary for essential functions at the annual meeting and convention.
7. Chairs of the subcommittees shall be provided with convention procedures found on file in the Arizona PTA office and attend convention meetings.
8. The Executive Committee and subcommittee chair(s), with the approval of the President, may select committee members and others as deemed necessary for the proper function of the convention whose convention site expenses may be paid by Arizona PTA, within the limits of the convention budget. Such expenses may include meals, room cost, and transportation. Their duties are to assist with the convention work, i.e. registration, exhibits, workshops, etc.
9. The Arizona PTA convention budget shall be prepared by the Executive Committee with the Treasurer and approved by the Board of Managers at the Summer Board of Managers meeting.
10. The Arizona PTA President shall approve all invitations for convention guest(s).
11. The cost of Board of Managers meals shall be incorporated in to the cost of the meal functions.
12. Keynote speakers, legislative panel members, workshop presenters, other invited

guests, and all volunteers must have approval of the Executive Committee for complimentary meals and other expenses.

1. All former Arizona PTA Presidents shall be extended an invitation to the awards function. The meal at this function shall be complimentary for them. .
2. Former Arizona PTA Presidents are entitled to voting delegate status provided they are a member of a local PTA unit in good standing. Past presidents attending convention, in the capacity of a local Unit representative, participating in workshops/ training, general meetings shall have to pay registration fees as a local unit member.
3. The President and convention committee chairs, authorized to make purchases, shall submit detailed reports of the Arizona PTA convention expenses within thirty (30) days of the close of the convention to the Treasurer so that bills may be paid as soon as possible.
4. The Rules Chair shall present the proposed Arizona PTA convention rules at the Winter meeting of the Board of Managers for approval before presentation to the Arizona PTA convention delegates for adoption.
5. There shall be a Credentials Subcommittee under the Convention Committee to include the Vice-President of Membership, the designated member of the State and Local Unit Relations Committee and/or other designated board of managers member. No candidate for any office may serve on the Credentials Committee.
6. National PTA representatives, invited speakers and guests shall be accompanied by the President or her/his designated board of managers representative for entrance into the General Meetings, being seated in a reserved area. The aforementioned representatives and guests shall have the privilege of speaking but not the privileges of making motions, debating or voting.
7. The official convention badge must be worn at all times to enter, during and re-enter all General Meetings, Presentations, meal functions, workshops and to enter the exhibitors/ vendors hall (s).
8. Accredited registered voting delegates must be seated in the designated voting delegate sections before the opening of each General Meeting. Registered alternates and any other PTA member registrants must be seated in the designated non-voting sections during all General Meetings.
9. Accredited registered voting delegates must show their official convention badge at the microphone for recognition by the Chair when making motions, debating, speaking and voting during General Meetings.
10. Registered alternates, any other PTA member registrants are not permitted to make motions, debate, speak or vote during the General Meetings.

**ARIZONA PTA CONVENTION – AWARDS**

**The following awards may be presented at the annual Arizona PTA Convention each year:**

**Membership Awards: (Which may include awards such as Largest Unit in the State, Largest New Unit in the State, Largest Unit in the Region, 100 Percent Support Staff, 100 Percent Teachers, Grandparent’s Award, Business Award, 100 Member Club etc.) The Membership Awards will be administered by the Vice President of Membership in conjunction with the Membership Committee.**

**Arizona PTA Annual Awards: (Which may include Outstanding Unit for Family and Engagement, Local Unit of the Year, Teacher of the Year, Volunteer of the Year, Support Staff (Power Partner- non-certified) of the Year, Youth Service (Future Leader), Male Engagement (Superman), Champion for Children- (Outstanding Member of Community), Champion for Children (Arizona Legislator), Champion for Children Award (Advocate of the Year), Administrator of the Year**

**All Arizona PTA Annual Awards applications shall be submitted to Arizona PTA and then handled by the Convention Committee Awards Chair. Arizona PTA will promote participation in the Awards program through the Arizona PTA website, newsletter, social media and MemberHub.**

**The Awards Chair will contact Arizona PTA Past Presidents and former Board of Managers members and request their participation as judges of the Awards applications. The applications will be sent to the judges numbered and with no identifying information of either the submitting local PTA/PTSA unit or of the nominee. Each application will be sent to a minimum of 3 judges and the scores returned by the judges for each will be averaged to determine the winner of the category. An appropriate thank you will be sent to all judges by the Awards Chair.**

**The Teacher of the Year nominees may only come from the Teacher of the Month program nominations that were received by Arizona PTA prior to the Convention, from the months of July through April. The Chair of the Teacher of the Month Program will work with the Awards Chair and compile all the Teacher of the Month applications and submit information that will be needed to have these nominees judged. The Awards Chair may request additional information on each of the Teacher of the Month nominees to gather further details on their practices. Teacher of the Year nominees have the qualifying requirement of being selected as a Teacher of the Month.**

**The Teacher of the Year nominees may come from the Teacher of the Month program nominees that were received by Arizona PTA from the months of July through April prior to the Convention as well as any additional nominees from local PTA/PTSA units. The local PTA/PTSA members that submitted Teacher of the Month nominees must fill out a Teacher of the Year application for their Teacher of the Month nominee to be considered for that award. The Chair of the Teacher of the Month Program will notify the members that submitted Teacher of the Month nominees how they can access the required Teacher of the Year application and encourage them to submit their nominee for the Teacher of the Year award. (Adopted Proviso Effective July 1st, 2022)**

**The Awards Chair will work with the Convention Committee and Treasurer to ensure Award winners are invited to the Convention and that any certificates, trophies, program details or award checks are ready as needed.**

**National Lifetime Achievement/Arizona PTA Lifetime Achievement Awards:**

**National Lifetime Achievement Award: Two (2) awards will be budgeted out of general funds, one (1) may be given at the discretion of the Arizona PTA President, and one (1) may be given at the discretion of the Executive Committee to deserving individuals.**

**Arizona PTA Lifetime Achievement Awards: Four (4) awards will be budgeted out of general funds, two (2) may be given at the discretion of the Arizona PTA President, and two (2) may be given at the discretion of the Executive Committee to deserving individuals.**

**National PTA Convention, Conferences, Leadership Development:**

Elected Officers and members of the board of managers in “Good Standing” as defined in the Arizona PTA board of managers quick reference guide may request consideration as a funded participant by Arizona PTA such as but not limited to the following: The National PTA Convention, National PTA Legislative Conference, other accredited professional development, other state PTA leadership training.

1. Funded Delegate Status for any leadership development training/conferences.
	* + - 1. A request to be considered as a delegate that is funded by Arizona PTA shall be made to the Arizona PTA President ten (10) days prior to the January Executive Committee meeting. The selection/election representation will take place at the Winter Board of Managers meeting.
	1. The following criteria shall be used in selecting funded delegates when not otherwise funded by National PTA:
2. For National PTA Convention priority shall be given to the Arizona PTA President, President-Elect or when applicable the 1st Vice President, the Vice-President, Vice-President of Membership, Secretary and Treasurer.
3. For National PTA Legislative Conference priority shall be given to the Arizona PTA President, Federal Legislative Issues Chair, and the President- Elect. Consideration shall be given to other advocacy/legislative issues committee members.
4. For additional accredited leadership development opportunities funding shall be based upon relevance to the position and financial feasibility.
	* + - 1. Selection of funded participants, which may include: officers, region directors and committee chairs, will be based upon the following guidelines following the non-discrimination regulations of the Arizona Department of Labor:
				2. Level of priority as defined above; and
				3. You are in “Good Standing” with Arizona PTA, to be credentialed by the Vice-President of Membership/ Credentials Chair; and
				4. Completed, submitted and approved BOM plan of work; and
				5. Met the expectations and stayed within approved Plan of Work and budget to date; and
				6. Participation and efforts with Arizona PTA and Board activities beyond your position; and
				7. Committee involvement and participation with Arizona PTA, other than those directly relevant to your position; and
				8. Training provided at this leadership development event is directly relevant to your position or the position I intend to hold with Arizona PTA in the future; and
				9. Interest in pursuing additional leadership responsibilities related to the Arizona PTA board of managers;
				10. Previous attendance at other funded, accredited leadership development;
5. Completed and submitted a board report regarding what was learned at the event for the board of managers.
	* + - 1. Financial feasibility as a funded Arizona PTA representative;
				2. Importance of attendance, and participation efforts at the funded leadership development training according to current issues and convention topics being presented.
			1. If funded delegate fails to attend an event paid for by Arizona PTA, costs incurred on behalf of that delegate must be repaid to Arizona PTA, except in the case of a **verifiable** emergency. It is expected that delegates funded will attend as many workshops and events as possible.
			2. Any delegate attending using Arizona PTA funds must present a written report to the to the board of managers at the summer/fall board of managers meeting.

D. In the event of a board of managers member being elected for the coming term or appointed due to a vacancy and/or resignation, consideration shall be given at the post-convention meeting based upon funds available in the budget and the aforementioned criteria in item a. for attendance as a funded delegate at National PTA convention.

### **GRIEVANCES – All grievances are to be held confidential. Any correspondence and accompanying documentation is confidential and intended only for the use of the specifically named parties in the grievance. Any dissemination, distribution, printing or copying of the written grievance and documentation is strictly prohibited.**

1. A written grievance, for a BOM member, must be submitted to the Arizona PTA President and copied to the Secretary, within thirty (30) business days of the alleged occurrence.
	1. In the case of a grievance against the President the written grievance shall be submitted to the President-Elect or 1st Vice-President (when applicable), and copied to the Secretary, within thirty (30) business days of the alleged occurrence.
	2. In the case of a grievance against the Secretary the written grievance shall be submitted to the President and copied to the President-Elect or 1st Vice-President (when applicable), within thirty (30) business days of the alleged occurrence.

B. The grievance(s) shall be in writing and contain:

1. Reason for complaint.
2. Person (policy) against whom (which) complaint is filed.
3. Sequence of events and/or backup data.

C. The Arizona PTA President or the President-Elect when applicable shall take the following steps:

1. Conduct an informal conference within ten (10) business days with all parties in the grievance, or a representative of all the affected parties (i.e. the chair of a committee shall sit as the representative of such committee when involved as part of the grievance procedure).
	1. The purpose of such an informal conference will be to resolve at the earliest possible time and at the lowest possible level, any grievance duly filed.
	2. The grievance parties shall be given notice and parties involved shall be given the written grievance statement during the informal conference.
	3. The resolution shall be in writing and signed by all parties (or representative thereof) within five (5) business days of the conclusion of the informal conference.
	4. If a viable solution is not forthcoming from this meeting, then any of the affected parties may request agenda time at the next scheduled Executive Committee Meeting. Grievances coming before the Executive Committee shall be addressed during closed session.
2. Should a problem occur of immediate need; the Executive Committee will have an emergency meeting called within the time frame set by the bylaws.
3. Should the grievance not be resolved during closed Executive Committee either party may request the presence of a professional mediator or legal counsel for the next Executive Committee meeting or for a special Executive Committee meeting and only such business shall be transacted as has been specified in the notice of said meeting.

### **OFFICIAL POLICIES/PROCEDURES**

1. Official Arizona PTA policies shall not conflict with Arizona PTA Bylaws, National PTA Bylaws, or the Arizona PTA Board of Managers Standing Rules or adopted Policies.
2. The Arizona PTA Board of Managers may create a procedure that effects the operation of the association by adopting a statement in the standing rules.
3. A policy that effects the operation of the Local PTA/PTSA Units may be adopted through the following procedure:

1. The Board of Managers or Executive Committee shall direct the Bylaws Committee to draft a policy statement that addresses a need.

2. The Bylaws Committee shall distribute the proposed draft of the policy statement to each member of the Board of Managers at least one (1) week prior to the next regular meeting of the Board of Managers.

 3. A two-thirds (2/3) vote of the Board of Managers shall be required to adopt a policy/policy

 statement, at which point it becomes an official policy of the Arizona PTA.

 4.The annual Arizona PTA convention delegate body shall have the power to rescind any official policy

 adopted by the Arizona PTA Board of Managers providing that a Local PTA Unit or PTA Council has

 notified the Arizona PTA President of their intent to challenge a policy prior to the winter meeting of the

 Board of Managers.

**Adopted Board of Managers Policies**

1. Code of Ethics/Conduct/ Conflict of Interest Policy\*\*: proposed
2. Diversity Policy\*\*: adopted September 2014 See Attachment B
3. Public Policy Statement \*\* 2018
4. Social Media Policy\*\* July 2018
5. Unified Local PTA Unit Dissolution/ Self-Dissolution (Disband) Procedures 2018/19
6. National PTA Resources, Appendix to Transition Toolkit2017- 2019 Important Policies, Templates and Samples

### **AMENDMENTS TO STANDING RULES**

1. Standing rules may be adopted, amended, or rescinded, by a majority vote at any meeting of the Board of Managers providing that the proposed changes have been submitted to the Bylaws Chair. All proposed amendments must be given to the Bylaws Chair, or in his or her absence, any Board of Managers member of the Bylaws committee, at least three (3) hours before the changes come to a vote of the Board of Managers.
2. Standing rules may be suspended by a majority at any meeting of the Board of Managers and/or the Executive Committee.