ARIZONA PTA UNIFIED LOCAL PTA/PTSA UNIT BYLAWS

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Adopted May 2026

ARTICLE I: NAME

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

ARTICLE II: PURPOSES

Section 1. Objectives. The purpose or purposes (Objects) which the corporation will hereafter:

a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.

b. To raise the standards of home life.

c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.

d. To promote the collaboration and engagement of families and educators in the education of children and youth.

e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth.

f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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

ARTICLE III: PRINCIPLES

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

a. The association shall be noncommercial, nonsectarian, and nonpartisan.

b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.

d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

ARTICLE IV: CONSTITUENT ASSOCIATIONS

Section 1. The constituent associations of the Arizona PTA include:

Local PTA units (Parent Teacher Associations) or PTSA units (Parent Teacher Student Associations) and the PTA/PTSA Councils organized under the authority of Arizona PTA in organized areas.

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

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

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

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

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

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

ARTICLE V: LOCAL PTA/PTSA UNITS

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

a. The purposes and principles of the National PTA and Arizona PTA.

b. Adopts the current version of the Arizona Unified Local PTA/PTSA Unit Bylaws approved according to the procedures of Arizona PTA, accompanied by a copy of the official meeting minutes expressing general membership approval.

c. Submits the Arizona PTA and National PTA portions of each member's dues to Arizona PTA monthly.

d. Submits an annual officer's list with the names and contact information for newly elected and continuing PTA/PTSA officers within ten (10) days of election, when a vacancy occurs, or with the change of officers.

e. Remits an annual insurance premium.

f. Submits a completed copy of the local PTA/PTSA unit's Internal Revenue Service form, as required by IRS, such as, but not limited to, the 990, 990EZ or the 990N e-postcard to Arizona PTA no later than the annual deadline.

g. Submits a completed copy of the current local PTA/PTSA unit standing rules, approved by the general membership to Arizona PTA for review and approval according to the procedures of Arizona PTA, accompanied by a copy of the official meeting minutes expressing general membership approval.

h. Submits a copy of the completed annual local PTA/PTSA unit financial review packet. The local PTA/PTSA unit's June 30th bank statement to Arizona PTA no later than the specified date accompanied by a copy of the official general membership meeting minutes expressing general membership approval.

i. Submits a copy of the current year local PTA/PTSA unit's budget, approved by the general membership, to Arizona PTA no later than the specified date, accompanied by a copy of the official general meeting minutes expressing general membership approval.

j. Local PTA/PTSA unit's elected officers must attend training annually by September 30th. Officers elected after September 30th must arrange training within forty-five (45) days of taking office with their Region Director.

k. Provide all local PTA/PTSA unit's records to a designated Arizona PTA representative upon request of Arizona PTA.

l. Meets other criteria as may be prescribed by Arizona PTA.

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

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

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

a. To surrender all its books and records all its assets and property to the Arizona PTA or an agency designated by the Arizona PTA

b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Arizona PTA or status as a constituent association of the National PTA or the Arizona PTA; and

c. To carry out promptly, under the supervision and direction of the Arizona PTA, all proceedings necessary for the purpose of dissolving such local PTA/PTSA unit.

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

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

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

Section 8. DISSOLUTION

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

a. The Executive Board (or other body that, under its bylaws, manages the affairs of the local PTA/PTSA unit) shall make a recommendation during a meeting of that

body that the local PTA/PTSA unit be dissolved. This group will draft a written motion of such dissolution to be voted on at a special meeting of the local PTA/PTSA unit's members. Written or printed notice stating that the purpose of such special meeting is to consider the advisability of dissolving the local PTA/PTSA unit shall be provided to each member entitled to vote at the meeting at least fifteen (15) days prior to date of that meeting.

b. A written notice of the proposed dissolution, and a copy of the proposed motion, accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA unit members, shall be given to the Arizona PTA President at least fifteen (15) days before the date of the special meeting of the local PTA/PTSA unit members.

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

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

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

f. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Arizona PTA or status as a constituent association of the National PTA or the Arizona PTA.

g. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local PTA/PTSA unit is to surrender all its books and records, all its assets and property to the Arizona PTA or an agency designated by the Arizona PTA.

Section 9. REINSTATEMENT

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

Section 10. REGIONS AND REGION DIRECTORS

a. Each local PTA/PTSA unit shall be assigned to a region of Arizona PTA.

b. Members within each region shall nominate and elect a Region Director who will serve as a liaison between their region and Arizona PTA and as a voting member on the Arizona PTA Board of Managers.

c. The role of each Region Director is to provide local PTA/PTSA units with support, guidance, mentorship and oversight for PTA and nonprofit policies, procedures, and maintenance of the standards of affiliation.

d. In the absence of a Region Director another designated Arizona PTA Board of Managers member will serve in the Region Director's place.

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

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

ARTICLE VI: STANDING RULES

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

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

Section 3. Annually, a copy of the local PTA/PTSA unit Standing Rules shall be sent to Arizona PTA accompanied by a copy of the official meeting minutes indicating general membership approval. The local PTA/PTSA unit Standing Rules are subject to review and approval according to the procedures of Arizona PTA. The local PTA/PTSA unit Standing Rules shall remain on file with Arizona PTA until any adopted amendments or updates have

been sent with a copy of the meeting minutes indicating adoption of the new rule(s) by the local PTA/PTSA unit.

ARTICLE VII: MEMBERS AND DUES

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

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

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

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

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

Section 6. The Arizona PTA and National portions of the dues paid by each member of a local PTA/PTSA unit shall be set aside by the local PTA/PTSA unit and remitted to the Arizona PTA monthly Arizona PTA shall pay to National PTA the amount of the National PTA portion of dues paid by all members of local PTA/PTSA units within its area.

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

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

Section 9. The Arizona PTA and National PTA portions of the dues shall be remitted monthly as provided in Section 6.

Section 10. The final deadline for receipt of a local PTA/PTSA unit members' dues and required information to Arizona PTA in order for the member to qualify for voting

privileges at local PTA/PTSA unit elections and at the annual Arizona PTA convention shall be by 11:59pm on March 1 of each year.

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

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

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

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

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

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

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

ARTICLE VIII: OFFICERS AND THEIR ELECTION

Section 1. The officers of this local PTA/PTSA unit shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer.

Section 2. Officers shall be elected by ballot in April or May. Ballots shall only be distributed to paid members on the membership list submitted to Arizona PTA. A member must be present at an election meeting to vote. For an election meeting held virtually pursuant to Article XI, Section 5, "present" includes participation via the approved electronic technology platform. Voting by proxy shall be prohibited. If there is one nominee for any office, the election for that office may be by acclamation.

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

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

Section 5. NOMINATING COMMITTEE

a. There shall be a nominating committee composed of three (3) members who shall be elected by this local PTA/PTSA unit at a regular general membership at least two (2) months prior to the election of officers. The committee shall elect its own chair.

b. The nominating committee shall nominate an eligible person for each office to be filled and post the slate of nominees no later than 10 days prior to the election meeting. Additional nominations may be made from the floor at the election meeting.

c. Only those paid members who have given their consent to serve, if elected, shall be nominated for or elected to an office.

Section 6. VACANCIES

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

a. In the case that a vacancy occurs in the office of the President the Vice President shall serve notice of the election. In absence of all the aforementioned officers, the election notice shall be served by the Secretary.

b. Active pursuit to secure officers to fill vacancies should continue until the office is filled. Written notification of the continued pursuit to fill vacant positions is required.

c. A new submission of an Officers List shall be completed and submitted promptly to Arizona PTA for any vacancy in office as well as when a new officer has been elected.

d. Any vacancy occurring in any office, due to resignation, death, permanent absence or removal from office of a signer on the financial accounts shall result in a complete financial review or professional audit.

Section 7. REMOVAL FROM OFFICE

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

Section 8. LINE OF SUCCESSION

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

1. The Vice-President or (if more than one Vice-President) then the second (2nd) Vice- President, and then the third (3rd) Vice-President (and so on).

2. The Secretary.

3. The Treasurer.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The PRESIDENT shall:

a. Preside at all meetings of the association; and appoint chairs of standing and special committees and if desired, a parliamentarian subject to the approval of the Executive Board. Be a member ex officio of all committees except the nominating committee and financial review/audit committee.

b. Manage the work of the officers and committees of the association in order that the purposes and principles shall be promoted.

c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.

Section 2. The VICE-PRESIDENT shall:

a. Act as an aide to the President.

b. Perform the duties of the President in the absence the President, including those stated in Section 1. above.

c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.

d. Shall not be a member of the financial review/audit committee if a signer on the financial accounts.

Section 4. The SECRETARY shall:

a. Record the minutes of all the Executive Board and general membership meetings of the association.

b. Have current copies of the Arizona PTA Unified Local PTA/PTSA Bylaws and the local PTA/PTSA unit Standing Rules.

c. Maintain and have available at all meetings of the association a current alphabetical roster of the names and contact information of all the local PTA/PTSA unit paid members.

d. Perform other duties as approved by the local PTA/PTSA unit Executive Board and deemed necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.

e. The Secretary shall not be a signer on the financial accounts debit cards/credit cards and any online payment platforms or mobile payment services.

f. Monthly bank account reconciliations completed by the Treasurer are to be verified by the Secretary or by another member who is not a signer on the financial accounts.

g. 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 member who is not a signer on any of the financial accounts and not related by blood or marriage or residing in the same household as the Treasurer shall be appointed by the Executive Board to review the monthly bank account reconciliations.

Section 5. The TREASURER shall:

a. Have custody of all the funds of the association.

b. Keep a full and accurate account of receipts and expenditures.

c. Make disbursements authorized by the association in accordance with the budget adopted by the association at a general membership meeting.

d. Have checks or vouchers signed by two persons, the Treasurer and one other officer. If the Treasurer is unable to act, two other authorized officers may sign checks or vouchers, as necessary.

e. Present a financial statement at every meeting of the association and at other times as may be requested by the Executive Board.

f. Make a full Treasurer's report at the meeting at which new officers officially assume their duties and at all Executive Board and general membership meetings.

g. Ensure that the accounts of the local PTA/PTSA unit are reconciled monthly and reviewed by a member that is not a signer on any of the local PTA/PTSA financial accounts

h. Be responsible for the maintenance of the books of account and records of the local PTA/PTSA unit and conform to the requirements of Article V, Section 1, 2, 3 and 4 of these bylaws.

i. Submit the records annually, upon resignation, or upon request of the majority of the general membership or Executive Board to a financial review committee or a professional audit as required by Article X, Section 3.

j. The requirements for the financial review committee or a professional audit are described in Article X, Section 3.

k. Ensure that the annual reporting to the Internal Revenue Service (IRS) is completed prior to the federal government's required reporting date of November 15th each year.

Section 6. No two members, related by blood or marriage, or a residing in the same household shall be authorized signers on the local PTA/PTSA unit's financial accounts.

Section 7. Upon the expiration of the term of office or upon resignation, the out-going officers shall promptly turn over to the President all funds, records, books, and other materials pertaining to the office.

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

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

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

b. All charges to a local PTA/PTSA unit credit/debit card must be preapproved by the Executive Board and fit within the limits of the approved/adopted local PTA/PTSA unit budget.

c. Following a local PTA/PTSA unit debit/credit card purchase, a receipt shall be given promptly to the Treasurer, and the purpose of the charge shall be noted.

d. Local PTA/PTSA debit/credit cards may not be used for any cash transactions including ATM withdrawals and electronic cash back opportunities.

e. Monthly bank account reconciliations shall include all local PTA/PTSA unit credit/debit card transactions and all transactions completed through any online payment platforms or mobile payment services.

f. Local PTA/PTSA unit credit/debit card use, and the selection of authorized users shall be reviewed annually by the Executive Board. The Executive Board shall approve all local PTA/PTSA credit/debit card users.

g. The Executive Board will ensure that any debit/credit card user whose term in office has ended, surrenders any issued credit/debit cards to them at the end of their term.

ARTICLE X: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the association and the chairs of the standing committees. The parliamentarian, if one is appointed, shall be a non-voting member.

Section 2. The Executive Board shall:

a. Transact necessary business in the intervals between association meetings and other business as may be referred to it by the association.

b. Create standing and special committees.

c. Approve the plans of work of the standing committees.

d. Present a report at the general membership meetings of the association.

e. Prepare and submit to the general membership the proposed annual budget, with adequate time for review prior to the vote for its adoption as the budget for the current year.

f. Approve routine bills within the limits of the budget.

g. Have financial account reconciliations and financial statements reviewed each month by a current term officer who is not an authorized signer, or related to an authorized signer, nor residing in the same household as an authorized signer on the local PTA/PTSA unit accounts.

h. Adhere to the Arizona PTA Standards of Affiliation (S.O.A) and National PTA; the rules and regulations for Nonprofit Corporations under the Arizona Revised Statutes; and the rules and regulations for organizations exempt from federal income tax under the Section 501(c)(3) of the Internal Revenue Code.

Section 3. FINANCIAL REVIEW OR AUDITS

a. The Treasurer's accounts shall be examined annually by a committee, consisting of at least three (3) local PTA/PTSA unit members who are not current term officers or related to current term officers that are authorized signers on financial accounts or by a professional auditor not related to current term officers should be completed for the end of the fiscal year which ends June 30. The Arizona PTA/PTSA Annual Financial Review/Professional Audit Packet shall be completed and submitted to Arizona PTA annually. A financial review or audit shall be completed upon the resignation of the Treasurer, or any other officer who is a signer on the accounts or at any time deemed necessary by the Executive Board or by majority vote of the general membership at a general membership meeting.

b. The Treasurer cannot serve on the financial review committee or serve as the professional auditor but may meet with the financial review committee to assist with the examination.

c. The members of the financial review committee shall sign the completed the Arizona PTA/PTSA Annual Financial Review/Professional Audit Packet and submit it to the President and the other members of the Executive Board along with a statement noting the findings of the finalized financial review.

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

Section 4. EXECUTIVE BOARD MEETINGS

a. Regular meetings of the Executive Board shall be held during the year, with the dates and time to be fixed by the Executive Board at its first meeting of the year. A majority of the Executive Board members present shall constitute a quorum.

b. Special meetings of the Executive Board may be called by the President or by three (3) members of the Executive Board, three (3) day notice having been given.

c. This local PTA/PTSA unit's Executive Board may meet virtually via teleconference or other electronic technology platforms so long as the meetings provide at a minimum, conditions of opportunity for simultaneous hearing and speaking among all participating members.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1. At least three (3) general membership meetings of the association shall be held during the school year. Meeting notifications to members shall include the date, time, place and purpose of each annual and regular general membership meeting and the notice shall

be given at least ten (10) days prior to the meeting dates. A five (5) day notice shall be given if there is a change in meeting dates or times.

Section 2. Special meetings of the general membership of the association may be called by the President or by a majority of the Executive Board, with a seven (7) day notice to the membership and shall include a description of the purpose for which the meeting is being called.

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

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

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

ARTICLE XII: COMMITTEES

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

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

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

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

ARTICLE XIII: CONVENTIONS

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

Section 2. Local PTA/PTSA units may submit resolutions to be considered by the annual Arizona PTA convention body. Such resolutions shall be submitted in written form to the Arizona PTA Resolutions subcommittee in care of Arizona PTA and be received by

December 15th. The Arizona PTA Resolutions subcommittee shall review resolutions that are submitted to ensure that they are within the scope of the PTA Purposes and Principles.

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

ARTICLE XIV: FISCAL YEAR

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

ARTICLE XV: OPERATIONAL REQUIREMENTS

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

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

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

ARTICLE XVI: PARLIAMENTARY AUTHORITY

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

ARTICLE XVII: GOVERNING LAW

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

Adopted May 2026

ARTICLE XVIII: AMENDMENTS

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

Section 2. An invitation to submit recommendations for amendments to the Arizona PTA Bylaws shall be sent to local PTA/PTSA units prior to October 31st of each year. Such recommendations must be received by Arizona PTA no later than November 30th each year.

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

Adopted May 2026