



everychild.one voice.

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

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

46
47 **ARTICLE II: PURPOSES**

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

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

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

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

69
70 **ARTICLE III: PRINCIPLES**

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

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

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

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

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

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

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

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

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

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

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

104 **ARTICLE V: LOCAL PTA/PTSA UNITS**

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

- 113 a. The purposes and principles of the National PTA and Arizona PTA.
 - 114 b. Adopts the current version of the Arizona Unified Local PTA/PTSA Unit Bylaws approved
115 according to the procedures of Arizona PTA, accompanied by a copy of the official
116 meeting minutes expressing general membership approval.
 - 117 c. Submits the Arizona PTA and National PTA portions of each member's dues to Arizona
118 PTA monthly.
 - 119 d. Submits an annual officer's list with the names and contact information for newly elected
120 and continuing PTA/PTSA officers within ten (10) days of election, when a vacancy
121 occurs, or with the change of officers.
 - 122 e. Remits an annual insurance premium. A late fee may be assessed for payments
123 postmarked after the deadline.
 - 124 f. Submits a completed copy of the local PTA/PTSA unit's Internal Revenue Service form,
125 as required by IRS, such as, but not limited to, the 990, 990EZ or the 990N e-postcard to
126 Arizona PTA no later than the annual deadline.
 - 127 g. Submits a completed copy of the current local PTA/PTSA unit standing rules, approved
128 by the general membership to Arizona PTA for review and approval according to the
129 procedures of Arizona PTA, accompanied by a copy of the official meeting minutes
130 expressing general membership approval.
 - 131 h. Submits a copy of the completed of the required annual local PTA/PTSA unit financial
132 review packet. The local PTA/PTSA unit's June 30th bank statement to Arizona PTA no
133 later than the specified date accompanied by a copy of the official general membership
134 meeting minutes expressing general membership approval.
 - 135 i. Submits a copy of the current year local PTA/PTSA unit's budget, approved by the
136 general membership, to Arizona PTA no later than the specified date, accompanied by a
137 copy of the official general meeting minutes expressing general membership approval.
 - 138 j. Local PTA/PTSA unit's elected officers must attend training annually by September 30th.
139 Officers elected after September 30th must arrange training within forty-five (45) days of
140 taking office with their Region Director.
 - 141 k. Provide all local PTA/PTSA unit's records to a designated Arizona PTA representative
142 upon request of Arizona PTA.
 - 143 l. Meets other criteria as may be prescribed by Arizona PTA.
- 144

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

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

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

- 157 a. To surrender all its books and records all its assets and property to the Arizona PTA or an
158 agency designated by the Arizona PTA
- 159 b. To cease and desist from the further use of any name that implies or connotes association
160 with the National PTA or the Arizona PTA or status as a constituent association of the
161 National PTA or the Arizona PTA; and
- 162 c. To carry out promptly, under the supervision and direction of the Arizona PTA, all
163 proceedings necessary for the purpose of dissolving such local PTA/PTSA unit.

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

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

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

170 **Section 8. DISSOLUTION**

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

- 173 a. The Executive Board (or other body that, under its bylaws manages the affairs of the local
174 PTA/PTSA unit) shall make a recommendation during a meeting of that body that the local
175 PTA/PTSA unit be dissolved. This group will draft a written motion of such dissolution to be
176 voted on at a special meeting of the local PTA/PTSA unit's members. Written or printed
177 notice stating that the purpose of such special meeting is to consider the advisability of
178 dissolving the local PTA/PTSA unit shall be provided to each member entitled to vote at the
179 meeting at least forty-five (45) days prior to date of that meeting.
- 180 b. A written notice of the proposed dissolution, and a copy of the proposed motion,
181 accompanied by a copy of the notice of the special meeting given to the local PTA/PTSA unit
182 members, shall be given to the Arizona PTA President at least forty-five (45) days before the
183 date of the special meeting of the local PTA/PTSA unit members.
- 184 c. Only those persons who were members in good standing of the local PTA/PTSA unit on the
185 date of adoption of the proposed motion and who continue to be members in good standing
186 on the date of the special meeting shall be entitled to vote on the question of dissolution.
- 187 d. Approval of dissolution of the local PTA/PTSA unit shall require the affirmative vote of at
188 least two-thirds (2/3rds) of the members present and entitled to vote at the special meeting, a
189 quorum being present.
- 190 e. Upon dissolution of this association, after paying or providing for the debts and obligations of
191 the association, the remaining assets shall be distributed to Arizona PTA or one or more
192 non-profit funds, foundations, or associations designated by Arizona PTA that have
193 established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
194 and whose purposes and principles are in accordance with those of National PTA and
195 Arizona PTA.

- 196 f. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local
197 PTA/PTSA unit is to cease and desist from the further use of any name that implies or
198 connotes association with the National PTA or the Arizona PTA or status as a constituent
199 association of the National PTA or the Arizona PTA.
200 g. Upon dissolution and/or revocation of the charter of the local PTA/PTSA unit the local
201 PTA/PTSA unit is to surrender all its books and records, all its assets and property to the
202 Arizona PTA or an agency designated by the Arizona PTA.

203 **Section 9. REINSTATEMENT**

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

207 **Section 10. REGIONS AND REGION DIRECTORS**

- 208 a. Each local PTA/PTSA unit shall be assigned to a region of Arizona PTA.
209 b. Members within each region shall nominate and elect a Region Director who will serve as a
210 liaison between their region and Arizona PTA and as a voting member on the Arizona PTA
211 Board of Managers.
212 c. The role of each Region Director is to provide local PTA/PTSA units with support, guidance,
213 mentorship and oversight for PTA and nonprofit policies, procedures, and maintenance of
214 the standards of affiliation.
215 d. In absence of a Region Director another designated Arizona PTA Board of Managers
216 member will serve in the Region Director's place.

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

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

224 **ARTICLE VI: STANDING RULES**

225
226 **Section 1.** There shall be standing rules, adopted by this local PTA/PTSA unit, for guidance in
227 matters not covered in these bylaws. The local PTA/PTSA unit Standing Rules shall not be
228 inconsistent or in conflict with these bylaws, the Arizona PTA Bylaws, the National PTA Bylaws, or
229 the Arizona Nonprofit Corporation Act. The local PTA/PTSA unit Standing Rules shall be reviewed
230 annually by the Executive Board of the local PTA/PTSA unit and presented to the general
231 membership for approval. Proposed amendments to the local PTA/PTSA unit Standing Rules shall
232 be presented at a general membership meeting to the membership. Members shall be given ~~with~~
233 time to read and review any proposed amendments prior to a vote adoption.

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

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

242 **ARTICLE VII: MEMBERS AND DUES**

243
244 **Section 1.** Every individual who is a member of a local PTA/PTSA unit organized by Arizona PTA is
245 also a member of National PTA and of Arizona PTA and, as such, is entitled to all the benefits of
246 such memberships.

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

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

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

258 **Section 5.** The amount of Arizona PTA's portion of each member's dues shall be determined by
259 Arizona PTA voting delegates at the annual Arizona PTA convention. Arizona PTA's portion of each
260 member's dues shall be three dollars and twenty-five cents (\$3.25) per annum. National PTA's
261 portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The
262 total amount remitted to Arizona PTA shall be five dollars and fifty cents (\$5.50) for each local
263 PTA/PTSA unit member.

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

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

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

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

276 **Section 10.** The final deadline for receipt of a local PTA/PTSA unit members' dues and required
277 information to Arizona PTA in order for the member to qualify for voting privileges at local PTA/PTSA
278 unit elections and at the annual Arizona PTA convention shall be March 1 of each year.

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

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

- 283 a. non-compliance with Arizona PTA Bylaws, National PTA Bylaws, the Arizona Nonprofit
284 Corporation Act and/or the regulations for federal tax-exempt organizations under Section
285 501(c)(3) of the Internal Revenue Code.
- 286 b. practices or activities that may defeat the Purposes and Principles of Arizona PTA and/or
287 National PTA. Non-compliant local PTA/PTSA units may be subject to a suspension period
288 until compliance is met.

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

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

296 **Section 14.** An Arizona PTA Lifetime Achievement Award may be awarded to any person
297 subscribing to the purposes, principles, and mission of the Arizona PTA. The Arizona PTA Lifetime
298

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

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

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

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

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

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

318 **Section 5. NOMINATING COMMITTEE**

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

322 b. The nominating committee shall nominate an eligible person for each office to be filled and
323 report its nominees at a general membership meeting prior to the election meeting.
324 Additional nominations may be made from the floor at the election meeting.

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

327

328 **Section 6. VACANCIES**

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

331 a. In the case that a vacancy occurs in the office of the President, the President-Elect, first Vice-
332 President (when applicable), or the Vice President shall serve notice of the election. In
333 absence of all of the aforementioned officers, the election notice shall be served by the
334 Secretary.

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

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

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

342 **Section 7. REMOVAL FROM OFFICE**

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

347 **Section 8. LINE OF SUCCESSION**

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

350 1. The President-Elect (if applicable) or the first (1st) Vice-President.

- 351
352 2. The Vice-President or (if more than one Vice-President) then the second (2nd) Vice-
353 President, and then the third (3rd) Vice-President (and so on).
354
355 3. The Secretary.
356
357 4. The Treasurer.

358 **ARTICLE IX: DUTIES OF OFFICERS**

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

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

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

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

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

- 377 a. Act as an aide to the President.
378 b. Perform the duties of the President in the absence or inability of the President-Elect or First
379 Vice-President to act for the President, including those stated in Section 1. above.
380 c. Perform duties as approved by the local PTA/PTSA unit Executive Board and deemed
381 necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.
382 d. Shall not be a member of the financial review/audit committee if a signer on the financial
383 accounts.

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

- 385 a. Record the minutes of all of the Executive Board and general membership meetings of the
386 association.
387 b. Have current copies of the Arizona PTA Unified Local PTA/PTSA Bylaws and the local
388 PTA/PTSA unit Standing Rules.
389 c. Maintain and have available at all meetings of the association a current alphabetical roster of
390 the names and contact information of all the local PTA/PTSA unit paid members.
391 d. Perform other duties as approved by the local PTA/PTSA unit Executive Board and deemed
392 necessary. These duties shall be outlined in the local PTA/PTSA unit Standing Rules.
393 e. The Secretary shall not be a signer on the financial accounts debit cards/credit cards and
394 any online payment platforms or mobile payment services.
395 f. Monthly bank account reconciliations completed by the Treasurer are to be verified by the
396 Secretary or by another member who is not a signer on the financial accounts.
397 g. The Secretary, if related by blood or marriage, or residing in the same household as the
398 Treasurer, may not verify the monthly bank account reconciliations. Another member who is
399 not a signer on any of the financial accounts and not related by blood or marriage, or residing
400 in the same household as the Treasurer shall be appointed by the Executive Board to review
401 the monthly bank account reconciliations.

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

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

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

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

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

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

- 435 a. Credit cards/debit cards secured for authorized account signers of the local PTA/PTSA unit are
436 only to be used for the business purposes of this local PTA/PTSA unit and are never, under any
437 circumstances, to be used for personal expenses.
438 b. All charges to a local PTA/PTSA unit credit/debit card must be preapproved by the Executive
439 Board and fit within the limits of the approved/adopted local PTA/PTSA unit budget.
440 c. Following a local PTA/PTSA unit debit/credit card purchase, a receipt shall be given promptly to
441 the Treasurer and the purpose of the charge shall be noted.
442 d. Local PTA/PTSA debit/credit cards may not be used for any cash transactions including ATM
443 withdrawals and electronic cash back opportunities.
444 e. Monthly bank account reconciliations completed by the Treasurer and verified by the Secretary or
445 by another member who is a not a on the financial accounts, shall include all local PTA/PTSA unit
446 credit/debit card transactions and all transactions completed through any online payment platforms
447 or mobile payment services.
448 f. Local PTA/PTSA unit credit/debit card use, and the selection of authorized users shall be reviewed
449 annually by the Executive Board. The Executive Board shall approve all local PTA/PTSA credit/debit
450 card users.
451 g. The Executive Board will ensure that any debit/credit card user whose term in office has ended,
452 surrenders any issued credit/debit cards to them at the end of their term.
453

ARTICLE X: EXECUTIVE BOARD

454
455 **Section 1.** The Executive Board shall consist of the officers of the association and the chairs of the
456 standing committees. The parliamentarian, if one is appointed, shall be a non-voting member.

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

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

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

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

493 **Section 4. EXECUTIVE BOARD MEETINGS**

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

507 **ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

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

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

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

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

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

523
524 **ARTICLE XII: COMMITTEES**

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

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

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

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

533
534 **ARTICLE XIII: CONVENTIONS**

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

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

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

546
547 **ARTICLE XIV: FISCAL YEAR**

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

550
551 **ARTICLE XV: OPERATIONAL REQUIREMENTS**

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

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

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

567 **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

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

574 **ARTICLE XVII: GOVERNING LAW**

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

580 **ARTICLE XVIII: AMENDMENTS**

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

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

589 **Section 3.** These bylaws may be amended at an Arizona PTA annual convention by a two-thirds
590 (2/3) vote of those present and voting, provided the amendments have been approved by the Board
591 of Managers and notice of the proposed amendments has been in the Call to the Arizona PTA
592 convention.

593 **ARTICLE XIX: PTA/PTSA COUNCIL MEMBERSHIP**

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

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