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Note: Throughout this document, Arizona PTA uses the single star symbol (\*) to identify bylaw Articles and Sections that are required by Arizona PTA to be in local unit and council bylaws and Arizona PTA uses the double star symbol (\*\*) to identify bylaws that are required by National PTA to be in local unit and council bylaws.

### **\*\*/\*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
- e. The association shall not enter into membership with other associations except such international or national associations as may be approved by the National PTA Board of Directors. The Arizona PTA or any of its Local PTA/PTSA units and PTA/PTSA Councils may cooperate with other associations and agencies concerned with child welfare, but a PTA representative shall make no commitments on behalf of the group they represent.

### **\*ARTICLE IV: CONSTITUENT ASSOCIATIONS (LOCAL PTA/PTSA UNITS AND PTA/PTSA COUNCILS)**

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

- a. 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.
- b. PTA (Parent Teacher Associations) Councils or PTSA (Parent Teacher Student Associations) Councils organized under the authority of Arizona PTA in organized areas.

- c. \*Submits the state and national portions of each member's dues through Arizona PTA on a monthly basis, with appropriate dues form and membership roster, and with the first dues submission due no later than the specified date; and
- d. \*Submits an annual officer's list with the names and contact information for newly elected and continuing PTA officers within ten (10) days of election, when a vacancy occurs, or with the change of officers; and
- e. \*Remits an annual insurance and fidelity bond premium no later than the specified date. A late fee will be assessed for payments postmarked after the deadline; and
- f. \*Submits a complete copy of the completed 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; and
- g. \*Submits a complete copy of the current Local 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; and
- h. \*Submits a copy of the completed annual Local PTAPTSA Unit financial review or professional audit report and the Local Unit Treasurer's final report to Arizona PTA no later than the specified date accompanied by a copy of the official general membership meeting minutes expressing general membership approval; and
- i. \*Submits a copy of the current year local PTAPTSA 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; and
- j. \*Local PTA 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; and
- k. \*Provide all local PTA unit records to a designated Arizona PTA representative upon request of Arizona PTA; and
- l. \*Meets other criteria as may be prescribed by the Arizona PTA.

meeting is to consider the advisability of dissolving the local PTA/PTSA unit shall be provided to each member entitled to vote at the meeting at least forty-five (45) days prior to date of that meeting.

- b. \*A written notice of the proposed dissolution, and a copy of the proposed motion, accompanied by a copy of the notice of the special meeting given to the local PTA unit members, shall be given to the President of the Arizona PTA at least forty-five (45) days before the date of the special meeting of the local PTA/PTSA unit members.
- c. \*Only those persons who 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 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 adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more non-profit funds, foundations, or associations 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.

## **Section 9. REINSTATEMENT**

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

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

- a. Each local PTA/PTSA unit shall be assigned to a region of the Arizona PTA.
- b. Members within each region shall nominate and elect a region director who will serve as a liaison between their region and the 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 Units with support, guidance, mentorship and oversight for PTA and nonprofit policies, procedures and maintenance of the standards of affiliation.

**\*\*/\*Section 4.** Each member of a local PTA/PTSA unit shall pay such annual dues to said association as may be determined by the association. The amount of the dues shall include the portion payable to Arizona PTA as determined by the state, and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

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

**\*\*Section 6.** The state 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 as defined in Article VII, Section 5. Each state PTA shall pay to the National PTA the amount of the national 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 to this association. The amount of such dues shall include the portion payable to Arizona PTA and the portion payable to the National PTA.

**\*\*Section 8.** The Arizona PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA.

**\*Section 9.** The state and national portions of the dues are paid by each member to a local PTA/PTSA unit and remitted to the Arizona PTA located at 2721 North Seventh Avenue, Phoenix, Arizona 85007-1102, on a monthly basis.

**\*Section 10.** The final deadline for receipt of a local PTA/PTSA unit membership, in order to qualify for voting privileges at local PTA/PTSA unit elections and at the annual Arizona PTA convention, shall be March 1 of each year.

**\*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 may be withdrawn and membership terminated for:

- a. non-compliance to Arizona PTA and National PTA bylaws, the Arizona Nonprofit Corporation Act or the regulations for federal tax-exempt organizations under the Section 501(c)(3) of the Internal Revenue Code;

- a. 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 report its nominees at a general membership meeting prior to the Election meeting. Additional nominations may be made from the floor at the election meeting.
- c. Only those persons, who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

## **Section 6. VACANCIES**

- a. A vacancy occurring in any office shall be filled for the unexpired term by a PTA member elected by a majority that are present of the general membership.
- b. In case a vacancy occurs in the office of the President, the President-Elect or first Vice-President (when applicable), or the Vice President shall serve notice of the election. In absence of all of the aforementioned officers, the election notice shall be served by the Secretary.
- c. Active pursuit to seek out officers to fill vacancies should continue until the office is filled. Written and printed notification of the continued pursuit to fill the position is required.
- d. Notification of the vacancy as well as when a new officer has been elected shall be submitted to Arizona PTA promptly.
- e. Any vacancy occurring in any office, for resignation, leaving by officer, or removal from office for 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 and printed 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 President-Elect (if applicable) or the first (1st) Vice-President;

- b. Perform the duties of the President in the absence or inability of the President-Elect or First Vice-President to act for the President, including those stated in Section 1.e above; and
- c. Perform duties as approved by the PTA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA Unit Standing Rules; and
- 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 of the executive board and general membership meetings of the association; and
- b. Have current copies of the Unified Local PTA/PTSA Bylaws and Local Unit Standing Rules; and
- c. Maintain and have available at all meetings a current alphabetical roster of the names and contact information of all its paid members and to have that current roster available at all meetings of the association; and
- d. Perform other duties as approved by the PTA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA Unit Standing Rules.
- e. The Secretary shall not be a signer on the financial accounts.

**Section 5. The TREASURER shall:**

- a. Have custody of all of the funds of the association; and
- b. Keep a full and accurate account of receipts and expenditures; and
- c. Make disbursements as authorized by the association in accordance with the budget adopted by the association at a general membership meeting; and
- d. Have the checks or vouchers signed by two persons, the treasurer and one other officer, or two officers if the treasurer is unable to act; and
- e. Present a financial statement at every meeting of the association and at other times as may be requested by the executive board; and
- f. Make a full treasurer's report at the meeting at which new officers officially assume their duties; and

- d. Present a report at the executive board and general membership meetings of the association; and
- e. Prepare and submit to the general membership the proposed budget, with adequate time for review prior to the vote, for adoption of the budget for the current year; and
- f. Approve routine bills within the limits of the budget.
- g. Have financial account reconciliations and financial statements reviewed each month by current term officers other than those who are authorized signers or related to authorized signers, or residing in the same household on these accounts.
- h. \*\*Adhere to the; Standards of Affiliation with Arizona PTA 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 financial review committee, consisting of at least three (3) PTA 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. A financial review or audit shall be completed upon the resignation of the treasurer, or other check signing officer or at any time deemed necessary by the executive board or by a 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 report and submit to the President and the executive board a statement noting the findings of the financial review when the examination of the books is complete.
- d. The completed financial review or the professional audit shall be presented to the general membership with a copy submitted to Arizona PTA by the specified date.



**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 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 units may submit resolutions to be considered by the convention body. Such resolutions shall be submitted in written form to the Resolutions subcommittee in care of the Arizona PTA office and be postmarked or delivered by December 15th. The 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 member of an Arizona local PTA 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 unit shall begin on July 1 and end on the following June 30, to coincide with the fiscal year of the 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.

## **\*ARTICLE XVIII: PTA/PTSA COUNCIL MEMBERSHIP**

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

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