



everychild.one voice.

*Unified Local PTA/PTSA Unit Bylaws TABLE OF CONTENTS

Article I: Name.....2

**Article II: Purposes.....2

**Article III: Principles.....3

**Article IV: Constituent Associations.....3

Article V: Local PTA/PTSA Units..... 5

Article VI: Standing Rules.....8

Article VII: Members and Dues.....8

Article VIII: Officers and their Elections.....10

Article IX: Duties of Officers.....12

Article X: Executive Board.....14

Article XI: General Membership Meetings.....15

Article XII: Committees.....16

Article XIII: Conventions.....16

Article XIV: Fiscal Year.....17

**Article XV: Operational Requirements.....17

**Article XVI: Parliamentary Authority.....17

Article XVII: Governing Law.....18

Article XVIII: Amendments.....18

Article XIX: PTA/PTSA Council Membership.....18

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 I: Name

The name of this association is the _____, and it is located in the town or city of _____. 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: Purposes¹

Section 1. Objectives. The purpose or purposes (Objects) which the local PTA unit will hereafter pursue are:

- 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; and
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. Awareness. The purposes of the National PTA, Arizona PTA and this association 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, Arizona PTA and this association 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”).

¹ Stated in National Congress of Parents and Teachers Articles of Incorporation

****/* Article III: Principles**

The following are the basic principles of Arizona PTA and this association, 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. Constituent Associations. The constituent associations of the Arizona PTA (referred to as "Constituent Associations") include:

- A. Local PTA Units (Parent Teacher Associations) or PTSA units (Parent Teacher Student Associations) 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.

****Section 2. Qualifications.** Local constituent associations organized under the authority of the state PTA (Arizona) constituent associations shall meet the qualifications of the state PTA (Arizona) constituent associations.

****Section 3. Governance.** Each constituent association shall adopt such bylaws for the governance of the association as may be approved by the Arizona PTA. Such bylaws shall not be in conflict with the National PTA bylaws or the Arizona PTA bylaws and are subject to review by the National PTA and Arizona PTA Bylaws Committee. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

Section 4. Proxy Voting. There shall be no proxy voting by any constituent association of Arizona PTA.

****Section 5. Purposes and Principles.** 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 6. Membership in Constituent Associations.** Membership in a PTA constituent association shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pay dues as prescribed in Section 7 of this Article.

- A. Each officer or board member of a constituent association shall be a member of a local PTA/PTSA unit within its area.
- B. 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. Dues.** Members shall pay annual dues, as may be determined by the constituent association, which shall include the portion payable to the local and state PTA (Arizona) constituent association as determined by the local and state PTA (Arizona) constituent associations, and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds vote of the voting body at a National PTA Annual Meeting.

****Section 8. Adoption of Amendments.** The adoption of an amendment to any provision of the National PTA bylaws, identified by a double star (**) symbol or adoption of an amendment to any provision of Arizona PTA bylaws, identified by a single star (*) symbol, shall serve automatically and without the requirement of further action by the constituent associations. Arizona PTA shall incorporate such amendments into the Unified Local PTA/PTSA Unit Bylaws and redistribute to the constituent associations. The constituent associations shall promptly incorporate such amendments in their respective bylaws.

***Article V: Local PTA/PTSA Units**

Section 1. Local PTA/PTSA Units shall be organized and chartered 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 be in 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 standards of affiliation; and

- A. ******The purposes and principles of the National PTA and Arizona PTA; and
- B. Adopts the current version of the 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; and
- 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 epostcard 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 PTA/PTSA Unit financial review or professional audit report and the Local Unit Treasure'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 PTA/PTSA unit 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/PTSA unit 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/PTSA 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.

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 withdrawal and 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 withdrawal of its charter by the Arizona PTA,

- A. To surrender all of its books and records and all of its assets and property to the Arizona PTA or an agency designated by the Arizona PTA; and
- 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 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 as provided for in Article V. Section I, c. and VII. Members and Dues.

****Section 8. Dissolution.** A local PTA/PTSA unit shall dissolve its association with the Arizona PTA (and the 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 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 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/PTSA 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 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 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.
- D. In absence of a region director another designated Arizona PTA board member will serve in the region director's place.

Section 11: Local PTA/PTSA 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

*** 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 Standing Rules shall not be inconsistent or in conflict with these bylaws, the Arizona PTA Bylaws, or the Arizona Nonprofit Corporation Act and shall be reviewed annually by the Executive Committee/Board of the local unit, and present to the general membership. Proposed amendments or additions shall be distributed, with time to read and review and be presented to the general membership of this PTA/PTSA unit for adoption.

Section 2. The procedure for amending Standing Rules shall be incorporated in the body of the Standing Rules.

Section 3. A copy of this local PTA/PTSA unit's Standing Rules shall be sent to the Arizona PTA office accompanied by a copy of the official meeting minutes expressing general membership approval to be reviewed and approved according to the procedures of Arizona PTA and will remain on file until the next amendment when an update shall be sent.

*** Article VII: Members and Dues**

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

****Section 2.** Membership in PTA/PTSA 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 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 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 two dollars and twenty-five cents (\$2.25) 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 four dollars and fifty cents (\$4.50) 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 unit 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;
- B. Practices or activities that may defeat the Purposes and Principles of Arizona and National PTA. Non-compliant PTA/PTSA units may be subject to a probationary period until compliance is met.

Section 13. The Charter of a new PTA/PTSA unit must secure a minimum of ten (10) members to be established and organized at their Charter meeting, which shall include the unit Officers.

- A. Each local PTA/PTSA unit must secure a minimum of ten (10) members annually, which shall include the Unit Officers.

Section 14. An Arizona PTA Honorary Life Membership may be awarded to any person subscribing to the purposes, principles and mission of the Arizona PTA. The life membership is solely honorary and does not entitle the holder to make motions, vote, or hold office. An Honorary Life Member may become an active member upon payment of all inclusive dues in a local unit PTA/PTSA. Funds received from Honorary Life Memberships shall be placed in the Arizona PTA scholarship fund or another designated fund.

***Article VIII: Officers and their Elections**

Section 1. The officers of this local PTA/PTSA unit shall consist of a President, a President-Elect if desired, 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 members on the membership list submitted to the Arizona PTA office. A member must be present at an election meeting to vote. Voting by proxy shall be prohibited. If there is but one nominee for any office, election for that office may be by voice vote.

Section 3. Officers shall assume their official duties 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. A majority of the general membership at the election meeting can vote to re-elect an officer to one additional year. A quorum of the general membership along with written and printed notification of the meeting is required.

Section 5. Nominating Committee

- A. There shall be a nominating committee composed of three (3) members who will be elected by this local PTA/PTSA unit at a regular general membership meeting 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/PTSA unit 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;
2. 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 would follow);
3. The Secretary; and
4. The Treasurer.

***Article IX: Duties of Officers**

Section 1. The **PRESIDENT** shall:

- A. Preside at all meetings of the association; and
- B. Appoint chairs of standing and special committees and if desired a parliamentarian subject to the approval of the executive committee; and
- C. Be a member ex officio of all committees except the nominating committee and financial review/audit committee, the President cannot serve on either of these committees; and
- D. Manage the work of the officers and committees of the association in order that the purposes and principles shall be promoted.
- E. Perform duties as approved by the PTA/PTSA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA/PTSA Unit Standing Rules.

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

- A. Preside at all meetings of the association in the absence or inability of the President to act; and,
- B. Perform the duties of the President in the absence or inability of the President to act including those stated in Section 1.e.; and
- C. Perform duties as approved by the PTA/PTSA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA/PTSA Unit Standing Rules; and
- D. Shall not be a member of the financial review/audit committee if a signer on the financial accounts.

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

- A. Act as an aide to the President; and
- 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/PTSA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA/PTSA 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/PTSA Unit Executive Board and deemed necessary. These duties shall be outlined in the PTA/PTSA 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
- G. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 1, 2, 3 and 4 of these bylaws; and
- H. 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; and

- I. The review committee shall consist of at least three (3) PTA members who are not current term signers, or related to current term signers on financial accounts, elected by a majority of the executive board or a professional auditor approved by the executive board; and
- J. Ensure that the annual reporting to the Internal Revenue Service (IRS) is completed prior to the federal government's required report date of November 15th each year.

Section 6. No two members, related by blood or marriage, or a in the same household shall be authorized to be signers for Local PTA/PTSA Unit financial accounts.

Section 7. Upon the expiration of the term of office or a resignation, out-going officers shall promptly turn over to the President all funds, records, books, and other materials pertaining to the office. When President is officer leaving, the records shall be turned over to the officer designated by the Region Director or designated Arizona PTA representative.

Section 8. Additional duties for officers shall be specified in the Local Unit Standing Rules.

***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 such other business as may be referred to it by the association; and
- B. Create standing and special committees; and
- C. Approve the plans of work of the standing committees; 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/PTSA 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 4. Executive Board Meetings

- A. Regular meetings of the executive board shall be held during the year, the expected dates and time to be fixed by the 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, seven (7) day notice having been given.
- C. All current PTA/PTSA members may attend executive board meetings with the understanding that they do not have the right to vote during the executive board meeting. Speaking privileges will be outlined in the Local Unit Standing Rules. (RRONR)

***Article XI: General Membership Meetings**

Section 1. At least three (3) general membership meetings of the association shall be held during the school year. Notification for members shall include the date, time, place and purpose of each

annual and regular general membership meeting with at least ten (10) days but not more than sixty (60) days before the meeting date. Ten (10) day notice must be given of a change in meeting dates or times. (Arizona Revised Statutes)

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, ten (10) day notice, and shall include a description of the purpose for which the meeting is called. (Arizona Revised Statutes)

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 business at any general meeting of this association. Quorum shall be determined within the local unit's most current standing rules.

***Article XII: Committees**

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

Section 2. Only 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 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/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 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.

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.

Section 4. Dissolution. Upon the dissolution of National PTA, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

****/*Article XV: 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 and articles of incorporation.

***Article XVI: Governing Law**

This local PTA/PTSA unit shall be governed by Arizona Revised Statutes (ARS) for non profits, the association's articles of incorporation, the bylaws of National PTA, the bylaws of Arizona PTA, the unified local PTA/PTSA unit bylaws, and this local unit's standing rules.

***Article XVII: Amendments**

Section 1. An invitation to submit recommendations for amendment to the Arizona 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 at the Arizona PTA office no later than November 30th.

Section 2. An invitation to submit recommendations for amendments to the Arizona State PTA Bylaws shall be sent to local PTA/PTSA units prior to October 31st of each year. Such recommendations must be received at the Arizona PTA office 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 proposed amendments has been in the Call to Convention.

***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