

Bylaws Adoption Date:

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Signature, Bylaws Chair

## UNIFIED LOCAL PTA/PTSA UNIT BYLAWS

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## 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: PURPOSES

Section 1. The purposes of PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the National PTA and the Arizona PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The association is 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 (hereinafter referred to as "Internal Revenue Code").

## ARTICLE III: BASIC POLICIES

The following are basic policies 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 with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, 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 between parents, schools and the community at large.
- d. 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.
- e. 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.

- f. 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 are in accordance with those of National PTA and Arizona PTA.
- g. 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.
- h. 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 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.

Section 2. Each constituent association shall adopt such bylaws for the government 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.

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

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

Section 5. Each constituent association shall adopt bylaws for the government of the association. Such bylaws shall not be in conflict with National PTA or Arizona PTA bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

Section 6. Each officer or board member of a constituent association shall be a member of a Local PTA/PTSA Unit within its area.

Section 7. 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 8. The adoption of an amendment to any provision of the National PTA Bylaws or the Arizona PTA Bylaws, shall serve automatically and without the requirement of further action by the constituent association. Arizona PTA shall incorporate such amendments into the Unified Local PTA/PTSA Unit Bylaws and redistribute to the constituent associations.

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

Section 1. Local PTA/PTSA Units shall be organized under the authority of the Arizona PTA and in the area in which the Local PTA/PTSA Unit functions, in conformity with such rules and regulations, not in conflict with the National PTA bylaws, as the Arizona PTA may in its bylaws prescribe. A Local PTA/PTSA Unit in "Good Standing" is one that:

- a. Adheres to the purposes and basic policies of the National PTA and Arizona PTA;
- b. Remits the National PTA portion of the dues through the Arizona PTA to reach the national office by dates designated by the National PTA; and
- c. Has bylaws approved according to the procedures of the Arizona PTA; and
- d. Remits the state and national portions of each member's dues; and
- e. Submits a membership list; and
- f. Submits an annual officer's list; and
- g. Remits an annual insurance fee; and
- h. 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 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 VII hereof.

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/PTSA Unit be dissolved. This group will draft a written motion of such dissolution to be voted on at a special meeting of the Local PTA/PTSA Unit's members. Written or printed notice stating that the purpose of such special meeting is to consider the advisability of dissolving the Local PTA/PTSA Unit shall be provided to each member entitled to vote at the meeting at least 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 Unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.
- e. Upon dissolution each Local PTA/PTSA Unit, after providing for the current debts of the 501 (c) (3) associations must surrender the remaining assets, minutes, financial records and property to Arizona PTA or a designated Arizona PTA board member immediately.

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

This Local PTA/PTSA Unit shall be assigned to a region of the Arizona PTA. Members within each region shall nominate and elect a region director who will represent their region on the Arizona PTA Board of Managers. The region director shall serve as a contact person for members that have questions or concerns regarding PTA policies and procedures.

### **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 and shall be reviewed annually by the Executive Committee/Board of the Local PTA/PTSA Unit. Proposed amendments or additions shall be presented to the general membership of this Local 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 to be reviewed 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 shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA and Arizona PTA.

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 one dollar and seventy-five cents (\$1.75) per annum. The total amount remitted to the Arizona PTA shall be four dollars (\$4.00) 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 N. Seventh Avenue, Phoenix, Arizona 85007-1102, on or before November 1, January 15, and March 1.

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 November 1 through October 31.

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; (b) practices or activities that may defeat the Purposes and Basic Policies of Arizona and National PTA. Non-compliant Local PTA/PTSA Units may be subject to a probationary period until they are in compliance.

Section 13. An Arizona PTA Honorary Life Membership may be awarded to any person subscribing to the policies 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 PTA/PTSA Unit. Funds received from Honorary Life Memberships shall be placed in the Arizona PTA scholarship fund.

Section 14. Supporting Memberships shall be granted to individuals, institutions, commercial firms, and other associations on payment of the annual dues determined by the Arizona PTA Board of Managers. A Supporting Member may or may not be a member of a Local PTA/PTSA Unit. Supporting Memberships do not convey the right to make motions, vote, or hold office in the PTA, except by holding Local PTA/PTSA Unit membership.

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

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 1 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 unless a majority of the board at a meeting in which a quorum is present, votes to appoint a board member for one additional year. A board member may be eligible for reconsideration for the same office after two years have passed since the conclusion of said board member's service.

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 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 Meeting in March. 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 vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the President, the Vice-President shall serve notice of election.

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.

**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
- d. Coordinate the work of the officers and committees of the association in order that the purposes shall be promoted.

Section 2. 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 that officer to act.

Section 3. The SECRETARY shall:

- a. Record the minutes of all of the meetings of the association; and
- b. Have a current copy of the bylaws; and
- c. Maintain a membership list; and

- d. Perform other duties as assigned.

Section 4. 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 President, executive board, or association in accordance with the budget adopted by the association; 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 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 2 of these bylaws; and
- h. Submit the records annually, upon resignation, or upon request of the executive board to an auditing committee appointed by the executive board; and
- i. Ensure that the annual reporting to the Internal Revenue Service (IRS) is completed prior to the federal government's required report date of November 15 each year.

Section 5. No two members of the same family may be authorized to be signatories for this PTA bank account.

Section 6. 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.

Section 7. Additional duties for officers shall be specified in the 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 regular meetings of the association; and
- e. Prepare and submit to the association for adoption a budget for the year; and
- f. Approve routine bills within the limits of the budget.

Section 3. AUDITS

- a. The treasurer's accounts shall be examined annually by an auditing committee at least two weeks before the annual meeting at which new officers are installed.

- b. The treasurer's accounts shall be examined by an auditing committee upon resignation of the treasurer and at any time, it is deemed necessary by the executive board.
- c. When necessary, the executive board shall select an auditing committee of not fewer than three (3) individuals. The treasurer shall not serve on the auditing committee but may meet with the committee to assist with the examination. The members of the auditing committee shall sign and submit to the President, a statement noting the findings of the audit when the examination of the books is complete.

Section 4. Regular meetings of the executive board shall be held during the year, the 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. Special meetings of the executive board may be called by the President or by three (3) members of the executive board, three (3) days notice having been given.

#### **ARTICLE XI: GENERAL MEETINGS**

Section 1. At least three (3) General Meetings of the association shall be held during the school year. Seven (7) days notice must be given of a change in meeting dates or times.

Section 2. Special meetings of the association may be called by the President or by a majority of the executive board, seven (7) days notice having been given.

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. Members present shall constitute a quorum for the transaction of business in any general meeting of this association.

#### **ARTICLE XII: COMMITTEES**

Section 1. The executive board may create such standing and special committees as it may deem necessary to promote the PTA Purposes and 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 consent of the executive board.

Section 4. The President shall be a member ex-officio of all committees except the nominating 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 1.

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

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: 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 articles of incorporation.

#### **ARTICLE XVI: 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 31 of each year. Such recommendations must be received at the Arizona PTA office no later than November 30.

Section 2. An invitation to submit recommendations for amendments to the Arizona PTA bylaws shall be sent to Local PTA/PTSA Units prior to October 31 of each year. Such recommendations must be received at the Arizona PTA office no later than November 30 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 XVII: 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 council PTA by the President or alternate, and by delegates or their alternates as specified in the council's bylaws.

Section 2. Delegates shall be chosen according to the Local PTA/PTSA Unit's Standing Rules.