

Arizona PTA Bylaws Summary

Article I: Name

- The name of this association is the Anna Henry Parent-Teacher Association (Henry PTA) and it is located in the town of Tucson, Arizona. It is in the PTA region of Southern Arizona, located in the state of Arizona. It is a local PTA unit organized under the authority of the Arizona Congress of Parents and Teachers, Inc. (AZ PTA), a branch of the National Congress of Parents and Teachers, Inc. (National PTA).

Article II: Purposes

- To promote the welfare of children and youth in our school;
- To advocate for laws that further the education of children;
- To promote the collaboration and engagement of families and educators in the education of children;
- To engage in the public in united efforts to secure the physical, mental, emotional, and social well-being of children; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Article III: Principles

- To be noncommercial, nonsectarian, nonpartisan, and inclusive; and
- To not enter into any other membership or commitment as the Henry PTA.

Article IV: Constituent Associations

- Henry PTA is organized under the authority of Arizona PTA in the Southern Arizona region.
- Henry PTA adopts Arizona PTA's bylaws for governance.
- Henry PTA Standing bylaws may not be in conflict with the National PTA bylaws or the AZ PTA bylaws.
- The purposes and principles of National PTA and AZ PTA shall in every case also be the purposes and principles of Henry PTA.
- Proxy voting is not allowed by officers or members.
- Each officer must be a dues-paying member of the Henry PTA.
- The adoption of an amendment to any provision of the National PTA Bylaws or the AZ PTA Bylaws shall serve automatically and without the requirement of further action by Henry PTA.

Article V: Local PTA Units

- To remain a local unit of the AZ PTA in good standing, Henry PTA shall:
 - Approve the adoption of the AZ PTA bylaws;
 - Require dues for membership:
 - AZ PTA and National PTA dues for Henry PTA members will be submitted monthly.
 - Submit to AZ PTA annually:
 - Officers list;
 - Approved bylaws;
 - Approved budget;
 - Approved audit report;
 - Meeting minutes voting in officers;
 - Meeting minutes approving bylaws, budget, and audit report; and
 - Provide other records upon request.

- Submit IRS form annually.
- Pay insurance annually.
- Officers must attend training, either in-person or online by September 30.
 - If included in annual budget, training costs can be reimbursed to officers.
- Maintain financial records.
- All officers must be paid members.
- Only dues-paying members have voting rights.
- Meet other criteria as prescribed.
- Should Henry PTA decide to dissolve (or eventually get reinstated), a specific process will be followed.

Article VI: Standing Rules

- Standing Rules shall be established by Henry PTA and sent to AZ PTA for review annually.
- These Standing Rules will be updated as needed as AZ PTA Bylaws are updated.
- Standing Rules will be reviewed and approved annually. Meeting minutes approving the Standing Rules will be submitted to AZ PTA along with the Rules annually.

Article VII: Members and Dues

- Every individual who is a member of Henry PTA is also a member of the National PTA and AZ PTA; they are afforded benefits of membership accordingly.
- Membership in PTA at all levels is open to anyone who supports the mission, purposes, and principles of Henry PTA, AZ PTA, and National PTA.
- The annual enrollment period is 25 July – 1 September annually; however, members are welcome to join at any point during the year.
- Annual dues will be charged to members. Henry PTA has three types of membership:
 - Individual: \$10 (for any single adult member)
 - Household: \$15 (for two adults within a single household)
 - Business: \$25 (for one or two adult business-owners choosing to support Henry PTA’s mission. Includes advertising in Henry PTA’s monthly newsletter).
- For each type of membership, the breakdown of dues is as follows:
 - Individual:
 - AZ PTA: \$3.25
 - National PTA: \$2.25
 - Henry PTA: \$4.50
 - Household:
 - AZ PTA: \$6.50
 - National PTA: \$4.50
 - Henry PTA: \$4.00
 - Business:
 - If one adult listed:
 - AZ PTA: \$3.25
 - National PTA: \$2.25
 - Henry PTA: \$19.50
 - If two adults listed:
 - AZ PTA: \$6.50
 - National PTA: \$4.50
 - Henry PTA: \$14.00

- AZ PTA and National PTA portions of dues are paid by each member via Henry PTA. Henry PTA remits AZ PTA and National PTZ dues via AZ PTA.
- State and National PTA dues are remitted to:
 - Arizona PTA
 - 2721 N. Seventh Ave.
 - Phoenix, AZ 85007-1102
- A membership roster and associated dues will be submitted to AZ PTA on a monthly basis.
- The annual membership year runs 1 July through 30 June of the following year.
- Henry PTA’s charter may be withdrawn, and membership terminated for:
 - Non-compliance to AZ PTA and National PTA bylaws, the AZ Nonprofit Corporation Act, or the regulations for federal tax-exempt organizations under the Section 501(c)(3) of the Internal revenue Code.
 - Practices/activities that defeat the Purposes and Principles of AZ PTA and National PTA.

Article VIII: Officers and Elections

- Officers of Henry PTA shall consist of a President, a Vice-President, a Secretary, and a Treasurer.
- Officers shall be elected by ballot in April or May for the following year.
- Only dues-paying members may vote.
- Members must be present to vote – voting by proxy is prohibited.
- A nominating committee shall be composed consisting of three members elected by Henry PTA during a regular general membership meeting in March or April of each year. The committee shall elect its own chair.
- The nominating committee shall nominate an eligible person for each office and report nominees at a general membership meeting prior to the election meeting. Additional nominations may be made from the floor at the election meeting.
- Only individuals who have signified their consent to serve shall be listed on the ballot.
- If there is only one nominee for an office, the election for that office may be by voice vote.
- A “term” is defined as a single calendar year, running 1 July through 30 June of the following year.
- Officers may serve two consecutive terms, unless a successor cannot be found.
- Reasonable efforts must be made to find a successor for each board position. If a successor cannot be found for a position, a special meeting should be held. Printed and written notification of the special meeting must be provided. A majority of general membership must be present, and a quorum obtained. Minutes of the special election meeting must be submitted to AZ PTA.
- 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.
- Notification of the vacancy as well as election of new officer shall be submitted promptly to AZ PTA.
- In the event of an absence, the line of succession shall be:
 - President
 - Vice-President
 - Secretary
 - Treasurer.

Article IX: Duties of Officers

- President:
 - Preside over meetings;
 - Manage other officers;
 - Appoint chairs of standing/special committees;
 - May not serve on financial review/audit committee if a signer on financial account; and

- Other duties as needed, as outlined in the Standing Rules.
- Vice-President:
 - Act as aid to President;
 - Perform duties of President in their absence;
 - May not serve on financial review/audit committee if a signer on financial account; and
 - Other duties as needed, as outlined in the Standing Rules.
- Secretary:
 - Record minutes;
 - Have copies of bylaws;
 - Maintain roster of members;
 - Review monthly bank statements to verify the monthly financial reports presented by the Treasurer;
 - Other duties as needed, as outlined in the Standing Rules; and
 - Shall not be a signer on the financial account.
- Treasurer:
 - Have custody of all funds;
 - Keep a full and accurate account of receipts and expenditures;
 - Make disbursements as authorized by the association in accordance with approved budget;
 - Have checks signed by two persons, the treasurer and one other officer; or two officers if the treasurer is unable to act;
 - Present a financial statement at every meeting;
 - Make a full treasurer's report at meeting when new officers assume their duties;
 - Maintain books and all associated financial records; and
 - Submit the records annually, upon resignation, or upon request, to a financial review committee:
 - The review committee shall consist of at least three PTA members who are not current financial account signers (or related to current signers). The committee must be elected.
- Annual reports must be submitted to IRA by 15 November annually.
- No two members related by blood or marriage, or living in the same household, may be authorized signers on the financial account.
- When cash and checks are received, the funds must be counted immediately by the Treasurer and verified by the Secretary. A form with the total amount received must be completed and signed by both parties. This form shall be used to verify the deposit slip.
- Funds must be deposited within 7 days of receipt and the deposit slip and signed verification form kept for audit purposes.

Article X: Executive Board

- Consists of Henry PTA Officers and chairs of standing/ad hoc committees
- The Executive Board shall:
 - Transact necessary business in intervals between association meetings;
 - Create standing and special committees;
 - Approve the plans of work of the standing committees;
 - Present a report at executive board and general membership meets as appropriate;
 - Adhere to the Standards of Affiliation with AZ PTA and National PTA, the rules and regulations for Nonprofit Corporations under the Arizona Revised Statutes, and rules and regulations for organizations exempt from federal income tax under the Section 501(c)(3) of the Internal Revenue Code; and
 - Conduct regular financial reviews.
- Annual financial review/audit:

- An elected committee shall conduct an annual review of Henry PTA financial accounts. The committee shall consist of:
 - The of at least three members who are:
 - Not current term officers or related to current officers; or
 - Not listed as a signatory on financial account.
- The Treasurer cannot serve on the financial review committee but may meet with the financial review committee to assist with the examination.
- When complete, the members of the financial review committee shall sign the report and submit to the President and executive board a statement noting the findings.
- The completed review shall be presented to the general membership and submitted to AZ PTA by 30 September of each year.
- A copy of the meeting minutes approving the review shall be submitted to AZ PTA with the review.
- Regular executive board meetings can be held during the year. The tentative dates/times shall be established at the first general membership meeting of the year. A majority of the executive board members present shall constitute a quorum

Article XI: General Membership Meetings

- At least three general membership meetings of Henry PTA shall be held during the school year.
- Notification for meetings shall be provided in advance.
- Special meetings can be called with 10 days' notice
- A quorum must be established, consisting of at least 5 dues-paying members, at least two of whom are officers.
- If a quorum cannot be established, voting shall not occur.
- A vote shall pass with approval of the majority of the present dues-paying members.
- All dues-paying members have the opportunity to vote in person. Proxy voting is not permitted.

Article XII: Committees

- The executive board may create standing and special committees as it may deem necessary.
- Only members shall be eligible to serve as voting members of the committee.
- Their work must be approved by the executive board.
- The president shall be a member ex-officio of all committees except the nominating and financial review committees.

Article XIII: Conventions

- Henry PTA is entitled to be represented at the annual convention of the AZ PTA by four officers or their alternates and by one additional voting delegate per 50 members (as of the membership roster on 1 March).
- Henry PTA may submit resolutions to be considered by the convention body.
- Any current member of an AZ PTA unit (including Henry PTA) may apply to be a delegate at the annual National PTA Convention by making a request to the AZ PTA President.

Article XIV: Fiscal Year

- The fiscal year begins on 1 July and ends on the following 30 June. This correlates with AZ PTA's fiscal year.

Article XV: Operational Requirements

- Earnings can only be used for appropriate reasons.
- Activities must be in accordance with IRS rules.

- Henry PTA cannot participate in any political activities.

Article XVI: Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Henry PTA and AZ PTA.

Article XVI: Governing Law

- Henry PTA shall be governed by:
 - Arizona Revised Statutes for tax-exempt nonprofits;
 - The Association's articles of incorporation;
 - The bylaws of National PTA;
 - The bylaws of AZ PTA;
 - The bylaws of the Local Unit of AZ PTA; and
 - The bylaws of Henry PTA.

Article XVII: Amendments

- Henry PTA may submit recommendations for amendments to the AZ Local Unit/State PTA Bylaws prior to 30 November of each year.
- These recommendations will be voted on at the AZ PTA annual convention.

Article XVII: PTA/PTSA Council Membership

- Henry PTA is eligible for membership in a council upon payment of council dues and shall be represented in general meetings of the PTA council, as specified in the PTA council's bylaws.
- Delegates shall be chosen according to Henry PTA's standing rules.