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Unified Local PTA/PTSA Unit Bylaws Bylaw Amendment Recommendation Process

BYLAWS — The document containing the basic rules of the organization: defining its primary characteristics; how the organization functions; and, includes rules the organization considers so important that they cannot be changed without previous notice to the members and a vote — in a manner specified in the bylaws themselves. Bylaws cannot be suspended. All local PTA/PTSA units in Arizona are governed by the same set of Unified Local PTA/PTSA Unit Bylaws. Amendments to the Unified Local PTA/PTSA Unit Bylaws can be made **only** at the annual Arizona PTA Convention.

HOW TO SUBMIT A BYLAWS AMENDMENT RECOMMENDATION

Recommendations for amendments to the Unified Local PTA/PTSA Unit Bylaws may be submitted by:

- Any current PTA/PTSA member of an Arizona PTA/PTSA local unit.*
- A PTA/PTSA local unit affiliated with the Arizona PTA.**
- A PTA/PTSA council affiliated with the Arizona PTA.**
- The Arizona PTA bylaws committee.
- The Arizona PTA Board of Directors.

* If a recommendation is submitted by a PTA member, that person must identify the PTA/PTSA local unit in which (s)he is a member.

** If a recommendation is submitted by a PTA/PTSA local unit or council, a copy of the minutes of the meeting at which the recommendation was approved must be included. The minutes must clearly indicate that a quorum was present.

WHAT HAPPENS RECOMMENDATIONS/PROPOSALS FOR BYLAWS AMENDMENTS?

Each amendment recommendation is reviewed and discussed by the Arizona PTA Bylaws Committee. The committee may:

- Accept the proposed amendment as submitted.
- Make changes to the proposed amendment.
- Combine two or more related proposals.
- Reject any proposed amendment.

At the winter meeting of the Arizona PTA Board of Directors in January, the Bylaws Committee will make its report. The Board of Directors, when acting on the report, may:

- Propose an amendment.
- Place any proposed amendment on the convention agenda.
- Make changes to any proposed amendment.
- Reject any proposed amendment.

The Arizona PTA Board of Directors makes the final determination as to which recommendations for amendments to the *Unified Local PTA/PTSA Unit Bylaws* will be placed on the PTA Convention agenda.

The Unified Local PTA/PTSA Unit Bylaws Amendment Recommendation Form is on the following page.



Bylaws Amendment Recommendation Form

Name of Submitter:

If this recommendation is being submitted by a local unit, council, or Arizona PTA Bylaws committee:

Unit/Council Number: **Committee Name:**

Contact Person:

Address:

Phone Number: **Email Address:**

If this recommendation is being submitted by a PTA/PTSA member:

Name and local unit number of PTA: **Name of Member:**

Address:

Phone Number: **Email Address:**

Article Number: **Title of Article:** **Section Number:**

Wording of Current Bylaw (If this recommendation modifies, in any way, any portion of the current Unified Local PTA/PTSA Unit Bylaws, insert the current wording from the Unified Local PTA/PTSA Unit Bylaws.)

Proposed Amendment (Write the proposed amendment to the Unified Local PTA/PTSA Unit Bylaws exactly as you wish it to appear in the Unified Local PTA/PTSA Unit Bylaws)

Explain why this amendment is needed.

Explain how this will improve or affect: (a) the operation; (b) the management; and, (c) the governance or further the mission of the Arizona PTA.

Explain the impact of this proposed amendment on local units, councils, regions, and the Arizona Board of Directors.

Signature:

Position:

Date:

Review this recommendation form thoroughly. Additional information may be included with this recommendation form. This form must be completed in its entirety and mailed or emailed to bylaws@azpta.org **no later than November 30.**

(This form is also available on Arizona PTA's website: www.azpta.org.)

Arizona PTA Bylaws Committee Chair, 2721 N. 7th Ave. Phoenix, AZ 85007