



Bylaws of the Arizona Chapter of the National School Public Relations Association (Arizona School Public Relations Association)

Article I — Name

The name of this organization shall be the Arizona Chapter of the National School Public Relations Association, also known as the Arizona School Public Relations Association (ASPRA).

Article II — Purpose

The purposes of ASPRA include, but are not limited to:

1. Providing ongoing professional development in school public relations for those with responsibilities in the field of educational public relations in Arizona through professional meetings, seminars, resource materials, member communications and other methods determined by the chapter.
2. Training Arizona educators and governing board members in sound public relations practices which includes the four-step process of researching, planning, implementing, and evaluating, and establishing two-way-communications between the school and its publics.
3. Informing the public about the function and importance of the public schools at the local, state and national levels.

Article III — Fiscal Organization

1. The chapter is organized and shall be operated exclusively for charitable, scientific and educational purposes, as may qualify it as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue Law.
2. The fiscal year of the organization shall be September 1 - August 31.

Article IV — Prohibited Activities

No part of the earnings of the chapter shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons, except that the organization 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 these bylaws. Except as provided in Section 501(h) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal

Revenue law, no substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law.

Upon dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, as the Executive Board shall determine.

Article V — Geographical Jurisdiction

The NSPRA Executive Board may establish a chapter on petition of ten (10) or more members in good standing in a given area. To continue in good standing, the chapter must continue to have at least 10 members who are also NSPRA members. The NSPRA Executive Board shall determine the exact territory of chapter jurisdiction. The geographical jurisdiction of the Arizona Chapter shall encompass the State of Arizona.

Article VI — Membership

There will be five membership categories:

1. **Professional Membership.** Open to any person who has full- or part-time responsibilities in the field of public-school communications and public relations and is employed by a public school district, public school education association, or higher education public institution, and whose primary purpose is to support Arizona public education, school districts or an individual public school. Professional membership includes voting privileges and the right to hold office.
2. **Non-Profit Membership.** Open to any person who has full- or part-time responsibilities in a non-profit or not-for-profit organization of which the primary purpose is advancing public education and school public relations. Non-profit membership includes voting privileges and the right to hold office.
3. **Affiliate Membership.** Open to any person who has full- or part-time responsibilities in a private sector school, business or as a freelance consultant whose primary purpose is to support an Arizona school district or an individual school. Affiliate members are not eligible for voting privileges nor the right to hold office.

4. **Retiree Membership.** Open to any professional member who has retired from public education and who is not working full-time in communications or public relations. This membership level is reserved for individuals who are interested in continuing to interact and network with ASPRA members in a non-business relationship. Retiree members are not eligible for voting privileges nor the right to hold office.
5. **Honorary Membership.** Bestowed on nonmembers of ASPRA or longstanding members of ASPRA deemed worthy of such recognition by the Executive Board. Consideration for honorary membership may include contributions to ASPRA, years of service and body of work. Honorary members may hold this status for life and carry no special privileges. Honorary membership status shall be put on hold if that member gains or returns to full- or part-time employment in school communications or public relations.

Article VII — Nominations Committee

1. The President shall appoint the nominations committee each year by February 1. The committee will consist of a minimum of three members, including the immediate past president, who will serve as chairperson.
2. The committee will present a slate of candidates for each office to the Executive Board no later than March 31.
3. The Executive Board will approve a slate of candidates and email to the membership for a vote of approval not later than May 1.
4. An election may occur if deemed necessary by the Executive Board.
5. In the event that a candidate runs uncontested, the Executive Board may affirm the candidate by acclamation and no election will be held for that office.

Article VIII — Dues

1. The Executive Board will establish dues and all policies pertaining thereto by August 1 for the coming 12-month period.
2. Dues become payable in September of each year. The treasurer and vice president of membership will coordinate invoicing of members and recruiting potential members.

Article IX — Officers and Executive Board

1. The governing body of the chapter shall be the Executive Board, consisting of the elected officers of the chapter.
2. Officers of ASPRA shall be president; president-elect; past president; vice presidents of programs; vice president of membership; vice president of website; secretary; and treasurer.
3. All chapter officers shall be members of the national association. The officers will be reported to the national office each year by May 1.
4. Newly elected officers shall take office on the Friday following the end of the yearly NSPRA conference.
5. No elected officer shall serve in the same capacity for more than two consecutive elected terms.
6. President, president-elect, past president, vice president of membership and secretary are elected to one-year terms. Vice presidents of programs, vice president of website and treasurer are elected to two-year terms.

7. Officers and their duties shall be:
- a. **President.** Shall be the executive director of the chapter and shall preside at the meetings of the chapter and the Executive Board; shall appoint all committees; shall recommend disbursements to the executive board; shall ensure all required annual reports are submitted to NSPRA; shall maintain a definite liaison with NSPRA through the regional vice president and the national office. The chapter may provide funding to assist the president with expenses associated with attending the NSPRA Seminar. The executive board will determine funding.
 - b. **President-Elect.** Shall perform all the duties of president in the event of the inability of the president to act; and shall serve as chairperson for the annual awards program. The chapter may provide funding to assist the president-elect with expenses associated with attending the NSPRA Seminar. The executive board will determine funding.
 - c. **Past President.** Shall serve as an advisor to the current President and President-Elect once their term as President concludes.
 - d. **Vice Presidents of Programs.** Shall organize the chapter's yearlong programming including general meetings, seminars, conferences and workshops. Terms for each individual shall be for two years and end on alternating years.
 - e. **Vice President of Membership.** Shall maintain membership records and coordinate all membership drives, including recruiting members for NSPRA.
 - f. **Vice President of Website.** Shall serve as the ASPRA webmaster; make decisions, along with the executive board, on the hosting of the website (especially if hosting fees are incurred); maintain the website on a regular basis.
 - g. **Secretary.** Shall assist in handling the chapter's correspondence and shall keep records of chapter meetings and meetings of the Executive Board.
 - h. **Treasurer.** Shall keep records of funds, provide financial statements monthly and annually to the membership; disburse chapter funds as approved by the president and/or Executive Board. If it is not possible to wait for an executive board meeting, both the president and treasurer may approve an expenditure, which must then be ratified by the executive board at its next meeting.

Article X — Vacancies on the Executive Board

In the event of a vacancy in any office other than those of the president or president-elect, the Executive Board shall fill the office for the unexpired term based on the recommendation of the president. In the event of a vacancy in the office of president, the president-elect shall succeed at once to the office of president and the office of president-elect shall remain vacant until a special election is held. The Executive Board shall canvass the membership for nominations and conduct an election within one month to fill the unexpired term.

Article XI — Removal from Office

The Executive Board, by a majority vote, may remove any officer from office for failure to perform assigned duties, corruption or dishonor on the chapter. The removal shall take place only after due process procedures, as developed by the Executive Board, have been carried out.

Article XII — Meetings

1. The Executive Board shall establish a meeting calendar for each year and provide a copy to the membership no later than September of each year.
2. A majority vote of members present at any meeting may transact business.

Article XIII— Amendments to the Bylaws

A two-thirds vote of membership by e-ballot or present at any chapter meeting, seminar or workshop may amend the Bylaws. Thirty (30) days' notice in writing must be given of any proposed amendment. Amendments to the Bylaws of a chapter must be approved by the NSPRA Executive Board before adoption by the Chapter to become effective.

Article XIV— Rules of Procedure

In all meetings of the chapter and Executive Board, "Robert's Rules of Order (Revised)" shall govern parliamentary procedures.

Revised 4/2023

Member Approved 6/2023