

**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 will be:

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. More specifically, such purposes include, but are not limited to:

A. To provide for continuing professional development in educational public relations for those with responsibilities in the field of educational public relations in Arizona. This will be accomplished through professional meetings, seminars, resource materials, communication among professionals and other methods determined by the chapter.

B To encourage and to assist in the training of Arizona educators and governing board members in sound public relations practices which includes the four-step process of analyzing, planning, communicating and evaluating, and establishing two-way-communications between the school and its publics.

C To inform the public about the function and importance of the public schools at the local, state and national levels.

Article III - 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 IV - Geographical Jurisdiction

A chapter may be established by the NSPRA Executive Board 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 exact territory of chapter jurisdiction shall be determined by the NSPRA Executive Board. The geographical jurisdiction of the Arizona Chapter shall encompass the State of Arizona.

#### Article V – Membership-

There will be two membership categories:

1. **Professional Membership.** Professional membership is open to any person who has full- or part-time responsibilities as a public relations practitioner and/or administrator in the field of educational communications and public relations, or who teaches courses in the educational communication field. Professional membership includes voting privileges and the right to hold office.

2. **Honorary Membership.** Honorary membership may be bestowed by a majority vote of the Executive Board to nonmembers of ASPRA who are deemed worthy of such recognition. Such membership shall be life-long and shall carry no special privileges. Honorary lifetime memberships can also be bestowed by a majority vote of the Executive Board to a longstanding member of ASPRA who has demonstrated leadership in school public relations and supported ASPRA through leadership and active participation over time.

#### Article VI - Nominations Committee

1. The nominations committee shall be appointed by the president by February 1<sup>st</sup> of each year. The committee will consist 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 a general meeting of the membership no later than March 1.

3. Additional names may be added to the slate by any member in good standing at the March meeting, providing the nominee has no objections.

4. The committee will send a ballot via e-mail to all members in good standing, tabulate the results and report same to the membership not later than April 15.

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 VII - Dues

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

## Article VIII - Officers

Officers of ASPRA shall be president; president-elect; first vice president(s), programs; second vice president, membership; vice president, website; secretary; and treasurer; . The president, president-elect, first vice president, second vice president; and treasurer shall be a member of the national association. All other chapter officers are encouraged to be members of the national association. The officers will be reported to the national office by May 1 of each year. Newly elected officers shall take office on the Friday following the end of the yearly NSPRA conference. No elected officer shall serve in the same capacity for more than two consecutive elected terms. Officers are elected for one-year terms with the exception of the vice president, website and treasurer, who shall serve two-year terms. Officers and their duties shall be:

1. **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 maintain a definite liaison with NSPRA through the regional vice president and the national office. The president must be a member of the national Association. The chapter may provide funding to assist the president with expenses associated with attending the NSPRA Seminar. The executive board will determine funding.
2. **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 first vice president will attend the national conference of NSPRA when possible. The chapter may provide funding to assist the first vice president with expenses associated with attending the NSPRA Seminar. The executive board will determine funding.
3. **First Vice President(s), Programs** - Shall be responsible for the chapter's year-long programming including general meetings, seminars and workshops.
4. **Second Vice President, Membership** – Shall maintain membership records and coordinate all membership drives, including recruiting members for NSPRA.
5. **Vice President, 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.
6. **Secretary** - Shall assist in handling the chapter's correspondence and serve as the webmaster. The executive board will determine another person or organization to be paid to assist with the web site. Shall keep records of chapter meetings and meetings of the Executive Board.
7. **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 IX – 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 X - 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 XI - Executive Board

The governing body of the chapter shall be the Executive Board, consisting of the elected officers of the chapter plus the immediate past president.

#### 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. Business may be transacted by a majority vote of members present at any meeting.

#### Article XIII - Fiscal Year

The fiscal year of the organization shall be September 1 - August 31.

#### Article XIV - Amendments to the Bylaws

The Bylaws may be amended by a two-thirds vote of the membership present at any chapter meeting. Thirty (30) days notice in writing must be given of any proposed amendment. Bylaws shall be approved by the Executive Board of the association before adoption by the chapter. Amendments to the bylaws of the chapter must be approved by the Executive Board of the national association to become effective.

#### Article XV - Rules of Procedure

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

*Revised 7/2018*