**Arizona People’s Assembly Bylaws**

January 12, 2022

Bylaws of the Arizona People’s Assembly an Unincorporated Non-proﬁt Association. The name of the association is in this document will be known as “Arizona People’s Assembly”, (“APA” or the “Assembly”).

**1.0. Assembly Offices**

 1.0.1. Glendale Mailing

 1.0.1.1 - 20280 N 59th Ave. Suite 115-722 Glendale, AZ 85308.

 1.0.2. - Principal Executive or Business Offices.

 1.0.2.1.

 1.0.3. - Other Offices TBD

 1.0.3.1 Satellite Offices

**2.0. Assembly Structure**

 **2.1. General Structure**

 2.1.1. The State Assembly shall have 15 Presiding Officers of Committees

 2.1.1.1. The State Assembly shall have 5 Governance Committees

 2.1.1. 2. The State Assembly shall have 10 General Committees

 2.1.3. The State Assembly shall have 6 Operations Officers

 2.1.4.1. The State Assembly shall consist of 3 direct elected Operating Officers

 2.1.4.2. The State Assembly shall consist of 3 elected Committee Presiding Officers (Law, Law Enforcement, Treasury)

 2.1.4. The State Assembly shall have County/City Presiding Officers Representatives

 **2.2. Assembly Committees**

 **2.2.1. Governance Committees**

 2.2.1.1. Treasury

 2.2.1.2. Law Enforcement

 2.2.1.3. Law

 2.2.1.4. Security

 2.2.1.5. Spiritual

 **2.2.2. General Committees**

 2.2.2.1. Environmental

 2.2.2.2. Education

 2.2.2.3. Public Works & Infrastructure

 2.2.2.4. Family Services

 2.2.2.5. Holistic/Health & Wellness

 2.2.2.6. Communications

 2.2.2.7. Project Management

 2.2.2.8. Restoration

 2.2.2.9. Needs Assessment

 2.2.2.10. Science & Technology

 **2.3. Assembly Committees Presiding Officers and Secretary**

 2.3.1. The State Assembly will have 15 seats that are filled by election of the Assembly members presiding over their appropriate committee voted in by the committee members

 2.3.2. The Committee will also elect a Secretary for the committee voted on by the committee members.

 **2.4. Governance Committee Officers Titles**

 2.4.1. Treasurer (CFO)

 2.4.2. Sergeant At Arms

 2.4.3. Ombudsman (Judicial Investigator)

 2.4.4. Chief Security Officer

 2.4.5. Spiritual Officer

 **2.5. General Committee Officers Titles**

 2.5.1. Environmental Officer

 2.5.2. Education Officer

 2.5.3. Public Works Officer

 2.5.4. Family Services Officer

 2.5.5. Holistic/Health & Wellness Officer

 2.5.6. Communication Officer

 2.5.7. Project Management Officer

 2.5.8. Restoration Officer

 2.5.9. Needs Assessment Officer

 2.5.10. Science & Technology Officer

 **2.6. Operations Staff and Shared Services**

 2.6.1. The Assembly will have an Operations Staff consisting of 6 Operation Officers: Chief Operating Officer, Secretary, Historian. The Treasury Committee CFO, Law Enforcement Committee Sergeant at Arms and Law Committee Ombudsman supporting general assembly operations.

 2.6.2. The Assembly will have a shared services team consisting of members and employees to support committees and the Assembly in implemented required goals and services.

 **2.7. Operations Presiding Officers**

 2.7.1. Chief Operating Officer

 2.7.2. Chief Financial Officer (Treasury Committee Presiding Officer)

 2.7.3. Sergeant at Arms (Law Enforcement Committee Presiding Officer)

 2.7.4. Secretary Officer

 2.7.5. Historian Officer

 2.7.6. Ombudsman (Law Committee Presiding Officer)

 **2.8. Shared Services**

 2.8.1. Human Resources (Internal)

 2.8.2. Human Resources (External)

 2.8.3. Call Center - Internal / External Support

 2.8.4. Chief Technology Officer (Infrastructure)

 2.8.5. Communication & Marketing

 2.8.6. Facilities Management

 2.8.7. Restoration Team (State)

 2.8.8. Need Assessment Team (State)

 2.8.9. Family Services (State)

 2.8.10. Spiritual Support

 2.8.11. Secretarial and Administrative

 **2.9. Electing Presiding Officers and Secretaries**

 2.9.1. Presiding Officers will be elected by Members of the Assembly in a **2/3** Vote. These Positions will be a **single term of 3 YEARS.**

 2.9.2. Committee Secretaries will be appointed by the Committee Members in a **2/3** Vote. These Positions will be a **single term of 3 YEARS.**

 2.9.3. Sub Committee Presiding Officers and Sub Committee Secretaries will be appointed in by their corresponding Sub Committee Members. These Positions will be a **single term of 3 YEARS.**

 2.9.4. The Operations Staff Officers, not apart of a committee, will be elected by Member of the Assembly in a  **2/3** Vote. These Positions will be a **single term of 3 YEARS.**

 **2.10. Sub Committees**

 2.10.1. The Sub Committee consists of:

 2.10.1.1. Presiding Officers will be appointed by the Sub Committee Members in Good Standing in a **2/3** Vote. These Positions will be a **single term of 3 YEARS.**

 2.10.1.2. Committee Secretaries will be appointed by the Sub Committee Members in Good Standing in a **2/3** Vote. These Positions will be a **single term of 3 YEARS.**

**3.0. Membership**

 3.0.1. All people in the geographic region of Arizona are all automatically Members of the Greater Assembly and considered as the “Public”.

 **3.1 Types of Membership**

 3.1.1. Greater Assembly Members are all people within the geographic region of Arizona.

 3.1.2. APA Assembly Members are volunteers of the geographic region of Arizona who complete the Assembly Membership Requirements.

 **3.2.** **Member Volunteers**

 3.2.1. Greater Assembly members are eligible to become Member Volunteers of the APA pending completion of new membership requirements and membership documentation.

 **3.3. Assembly Membership Requirements:**

 3.3.1.Be at least 18 years of age where your date of birth is day 1 and year 0 of life.

 3.3.2. Have Primary Residence within the geographic boundaries of Arizona.

 3.3.3. Primary Residence must consists of living in Arizona for **7 months** out of the year.

 3.3.4. Valid Arizona Photo Identification with Name, Address and Date of Birth.

 3.2.4.1. Arizona Drivers License.

 3.2.4.2. Arizona Voter Identification Card.

 3.3.5. Can not hold any Arizona Public Office.

 3.3.6. Can not hold membership in the Arizona BAR association.

 3.3.7. Applicants with a felony conviction for violent crime, financial crime, or sexual crime with have a review board for application acceptance.

 3.3.8. Applicants with felonies must be off parole or probation to apply.

 3.3.9. Must sign Resolution of One Accord.

 3.3.10. Must sign APA Love Accord.

 3.3.11. Must sign APA Membership Documentation.

 3.3.12. Must sign APA Bylaws Form.

 3.3.13. Must sign Declaration of Independence for Living Beings of Earth.

 **3.4.** **Code of Conduct**

 3.4.1. Members will be respectful.

 3.4.2. Members will act with positive will and intent.

 3.4.3. Members will act with the highest levels of service possible to the community.

 3.4.4. Members will strive to make selfless decisions.

 3.4.5. Members will strive to embody unity and the best interest of the Assembly as a whole.

 3.4.6. Members work for the will of the Greater Assembly of Arizona.

 **3.5. Communication Protocols**

 3.5.1. Members and guests will raise their hands for in person meetings or virtual meetings.

 3.5.2. Members and guests will assume positive intent.

 3.5.3. Members and guests will communicate respectfully.

 3.5.4. Members and guests will allow other members to speak.

 3.5.5. Members and guests will not spam or filibuster discussions online or in person meetings.

 3.5.6. Guests, when asked to do so, must identify themselves when entering into meetings or discussions in person or online. Failing to do so may revoke access to the current meeting.

 **3.6. Members in Good Standing**

 3.6.1. Members in Good Standing are able to apply for Officer Roles, Committee Roles and Vote on Assembly Specific Matters. To be a Member in Good Standing:

 3.6.1.2. Members must attend 3 public meetings per month.

 3.6.1.3. Members must be actively participating.

 3.6.1.4. No Violations of the Declaration of One Accord, Code of Conduct, Conflict of Interest or APA’s Love Accord.

 3.6.1.5. Member removed from any other Assembly is subject to review.

 3.6.1.6. Member who have resigned prior from the APA requires a review board to reapply.

 **3.7.** **Officer Positions.**

 3.7.1. Must be a Member in Good Standing and maintain Good Standing.

 3.7.2. Must be active in volunteering in a committee for **90+ Days**

 3.7.3. Must be nominated by an Active Officer in Good Standing.

 3.7.4. Must be voted in **2/3** by Members of the Assembly.

 3.7.5. An Officer serves a single 3 year term from election. date. Any lateral moves that take place, the original term length remains in effect.

 **3.8. Suspension of Assembly Members.**

 3.8.1. A member who has repetitive verifiable failures to uphold their signed agreements to the APA, and after transparent discussions with the parties involved, will have a Membership review by the appropriate parties and a Vote by Members In Good Standing **2/3** for Temporary Suspension of Membership. The Ombudsman may oversee the process at anytime as needed.

 3.8.1.1. Suspensions range up to 90 days based on severity as voted on.

 3.8.1.2. Members will not be able to access member areas during suspension.

 3.8.1.3. Members will not be able to vote on Assembly matters.

 3.8.1.4. Members will be able to vote on Greater Assembly matters.

 3.8.1.5. Paid Officer or Paid Committee Member are suspended without pay.

 3.8.1.6. Suspension completion will be reviewed by Ombudsman, Sergeant at Arms, Spiritual Leader if requested, and Assembly Secretary and member must maintain Membership in Good Standing upon completion of review.

 **3.9. Removal of Assembly Member.**

 3.9.1.A member who has continued to have repetitive verifiable failures to uphold their signed agreements to the APA, and after transparent discussions with the parties involved, will have a Membership review by the appropriate parties and a Vote by Members In Good Standing 2/3 for removal of Membership. The Ombudsman may oversee the process at anytime as needed.

 3.9.1.1. Failure to abide by Natural Law warrants immediate review on a case by case basis.

 3.9.1.2. Members who have been removed from the Assembly may re-apply for membership after completion of program installed by the Law team.

 **3.10. Resignation of Members.**

 3.10.1. Officer or any Member may resign at anytime by giving written notice to the Assembly Secretary.

 3.10.2. Committee Member may resign at any time by giving written notice to the Committee Presiding Officer.

**4.0. Assembly Public Meetings.**

 4.0.1. Place of meetings may be online or in a physical venue.

 4.0.2. Assembly Public meeting dates and times will be posted on APA’s website and social media a min of 24 hours prior to the meeting. Members may attend in person or teleconference when applicable.

 4.0.3. Public and Guests are permitted.

 **4.1. Officer Meetings**

 4.1.1. Place of meetings may be in person or online.

 4.1.2. Officer meetings are not open to the public and are for internal work.

 4.1.3. Officers will be notified of Officer meetings via electronic notification or telephone that are not previously scheduled. Required in person meetings must include adequate travel time.

 4.1.4. A Notice of an Officer Special Meeting will provide an emergency notice to all Officers involved of a required meeting.

 4.1.5. All General Officer Meetings are defined as Required without notice and may attend in person or virtually.

 4.1.6. Acceptable reasons to miss Officer meetings must be submitted to Assembly Secretary no less than 1 hour prior to missing the meeting and reasons include:

4.1.6.1. Family or Personal Medical Situations/Emergency.

 4.1.6.2. Unforeseen Personal or Family circumstance

 4.1.6.3. APA related conflicts.

 4.1.6.4. APA related travel without access to internet.

 4.1.7. Written Waiver of Notice, Wavier of Consent or Written Notice of Proxy must be submitted to Assembly Secretary no less than 1 hour prior to missing the meeting.

 4.1.8. Officers must attend the entire meeting for Quorum to be maintained.

 4.1.9. Officers must attend 80% of all required officers meetings each quarter. Failing to meet the attendance requirement may cause Officer subject to discussion with Officer.

 **4.2. Officer Nominations & Elections Meetings.**

 4.2.1. Eligible members may be nominated for Officer positions, must meet Officer Requirements and be nominated by a current officer in a Public Meeting.

 4.2.2. Nominated Officers will partake in meet and greet discussions with Members and the public in a scheduled public discussion.

 4.2.3. Elections Meetings will take place, open to the public, for Nominated Officers and require **2/3** vote of Members in Good Standing.

 4.2.4. Notice of Election related Assembly meetings will be posted no less than **14 days** prior to the meeting. If more than one election related meeting is required, adequate time to review and meet will be provided.

 **4.3. Special Meetings.**

 4.3.1. A special meeting of the Assembly may be called at any time by Officers, Committee members or by one or more members in good standing. If a special meeting is called by anyone other than the Officers or Committee members, the person calling the meeting will make a request in writing to the Assembly Secretary requesting the time and date of the meeting (which shall be within 30 days of the request) and the general nature of the business proposed to be transacted.

 4.3.2. Notice of Special Meetings will be posted on the Assembly website and social media channels not less than 14 days prior to the meeting.

 **4.4. Manner of Giving Notice.**

 4.4.1. Notice of any Assembly meetings will be given by electronic notice on the Assembly Website and all social media channels.

 **4.5. Quorum.**

 4.5.1. The presences of 80% of members who are in good standing and eligible to vote will constitute a quorum for the transaction of Assembly business.

 **4.6. APA Assembly Voting.**

 4.6.1. APA Members may vote by simple vocal response, a visual representation in a meeting (Hand Raised), by signature on a digital document or by proxies.

 **4.7. Waiver of Notice or Consent by Absent Members.**

 4.7.1. Assembly Meetings will be held as valid if notice of meeting is provided and a quorum of members are present. Absent Members must provide a signed waiver of notice or consent to the Assembly Secretary no less than 1 hour prior to meeting. They may review and approve the meeting minutes and recordings to consist of a valid missed meeting.

 **4.8. Member Written Consent of Action without a Meeting.**

 4.8.1. A Member Action maybe voted on without a meeting and without prior notice if a Written Consent of Action is submitted to Assembly Secretary and is signed by **2/3** of Members in Good Standing to pass as if a meeting was called and all votes cast.

 **4.9. Proxies.**

 4.9.1. Every Member is entitled to vote by Proxy by providing a signed proxy notice to the Assembly Secretary no less than 1 hour prior to the specified vote.

**5.0. Assembly Powers.**

 5.0.1. The business and affairs of the Assembly will be managed, and all Assembly authorities and powers will be exercised by the direction of the Assembly Officers.

 5.0.2. Such general powers shall include (but not be limited to):

 5.0.2.1. Selection or remove contracted agents, or employees. 5.0.2.2. Assign or remove duties from contracted agents or employees.

 5.0.2.3. Adjust compensation as required for contract agents or employees.

 5.0.2.4. Change the principal State Assembly Office to a new location to conduct Assembly business within its State jurisdiction.

 **5.1. Term Limits.**

 5.1.1. Officer and Committee Members will serve a **single term lasting 3 YEARS.**

 5.1.2. If a Member has held an Officer or Committee Member role in any other Assembly, they cannot hold an Officer or Committee Member role with the APA.

 **5.2. Vacancies.**

 5.2.1. A Vacancy occurs when an Officer or Committee member dies, resigns, is removed from office or a new position / role is created.

 **5.3. Vacancies in Committees.**

 5.3.1. Members of Good standing may apply for open vacancies of committees and will be voted in by a **2/3** of the Committees.

 **5.4. Committee Presiding Officers.**

 5.4.1. The Presiding Officer will conduct meetings and represent the Committee as a whole in Assembly and cross Committee matters.

 **5.5. Assembly Secretary and Committee Secretaries.**

 5.5.1. The Secretary will keep minutes of all of the Public and Officer Assembly meetings and all Committee Secretary’s will keep minutes of Committee meetings.

 5.5.1.2. Committee Secretaries will provide Assembly Secretary all Committee minutes or updates.

 5.5.2. The Assembly Secretary will keep at the principal executive office or electronic location, a record of all members.

 5.5.3. Notice of Meetings: The Secretary will give notice of all Assembly meetings when notice is required by the Bylaws. If the Secretary or Member given authority to post on behalf of the Secretary fail to post notice, another Officer of the Assembly may post notice.

 **5.6. Treasurer (CFO).**

 5.6.1. The Treasurer will keep accurate books and records of accounts, properties and business transactions of the Assembly. Common Accounting principle forms including monthly, quarterly and annual Profit & Loss Statements, Balance Sheets and Statement of Cash Flow.

 5.6.2 The Treasurer will oversee quarterly and annual audits of all Assembly record reports, projects and provide transparency reports accessible online.

 **5.7. Transitional Roles.**

 5.7.1. The President, Vice President are transitional roles for the assembly. When vacated these roles will not be re-elected.

 5.7.2. Duties of these roles consist of helping support the launch of the assembly and assist the Chief Operating Office with any day to day assembly needs. These roles will also assist inter-assembly communication and share best practices.

 **5.8. Conflict of Interest.**

 5.8.1. A conflict of interest is defined as when an Assembly Officer, Committee Member or Assembly Employee’s decisions or actions influence decisions that result in personal or professional gain.

 5.8.2. Assembly Officers, Committee Members or employees are obligated to always act in the best interest of the Greater Assembly People.

 5.8.3. Officers, Committee Members and Employees are prohibited from using their position for unjust enrichment through solicitation of gratuities, favors, bribes, or confidential information that create unjust enrichment or political leverage.

 5.8.4. Officers, Committee Members and Employees are prohibited from participating in the selection, award, purchase or contract with a contractor or vendor, where to their knowledge, any of the following has a financial interest in that agreement:

 5.8.4.1. Is related through kinship to the Member.

 5.8.4.2. A Partner (Business or Communal Relationship).

 5.8.4.3. An Organization that an Officer, Committee Member or Employees owns or is employed by.

 5.8.4.4. An Organization that an Officer, Committee Member or Employee has prospective or arrangement for employment with.

 5.8.5. All potential Conflict of Interests must be presented to the direct Officers and Committees Members involved and recorded with the Assembly Secretary.

 5.8.6. Should a contract, service or business of an Officer, Committee Member or Employee enriches that Member, they cannot vote or participate in the discussion or decision making.

 **5.8. Nepotism**

 5.8.1**.** At no time shall a paid Assembly member promote or hire immediate family members in any role within the Arizona People’s Assembly while disregarding the merit or qualifications required for said role. Immediate Family consists of Husband, Wife, Parents, Son, Daughter, Children (Step), Siblings, or Communal Partner.

 5.8.2. At no point may a qualified immediate family Member be a subordinate or direct hire.

 5.8.2.1. Immediate Family Members may not be Assembly Officers

 5.8.2.2. Immediate Family may volunteer and be Committee Members

 5.8.2.3. Qualified Immediate Family Members may work as Assembly Employees not within the same committee or department.

 5.8.2.4. Immediate Family may be Assembly Volunteers.

 5.8.2.5. Teri Ann and Michael John (Founders) are grandfathered in prior to these bylaws being voted in.

**6.0. Indemnification**

 6.0.1. The Assembly will, to its maximum extent permitted, by these Bylaws and applicable laws, indemnify each of its Officers, Committee Members and Employees against amounts actually and reasonably incurred amounts in connection with any proceedings that arise from being part of the Assembly. The Assembly will have power to advance to each Officer, Committee Member or Employee amounts for expenses incurred in defending any such proceeding to the maximum extent permitted.

**7.0. General Assembly Matters**

 **7.1. Authorized Signatories for Checks & Financial Transactions**

 7.1.1. All checks or payments in the name of the Assembly or payable to the Assembly will be signed or endorsed by any member that has been authorized to sign on the banking accounts. Two Signatures, Treasurer and +1, will be required for any written or printed check. Two step Authorization will be required for any money transfers.

 **7.2. Executing Corporate Contracts and Instruments.**

 7.2.1. Corporate Contracts or agreements maybe signed on behalf of authorized Banking account signers including Chief Operating Officer, Treasury Officers and Committee Presiding Officers.

7.2.2. Committee Contracts will be reviewed by the Committee Presiding Officers and Treasury Officer(s).

 7.2.3. Operating Contracts will be reviewed by the Chief Operating Officer and Treasury Officers(s).

 7.2.4. Authorized Officers may authorize any Officer to execute a specific contract or agreements on behalf of the Assembly and must first notify the Assembly Secretary in writing of the authorization for documentation purposes.

 7.2.5. All executed contracts or agreements must be submitted to the Assembly Secretary upon completion of documents.

 **7.3. Grievances**

 7.3.1. A grievance is a formal complaint that is an accusation of a violation of workplace contracts, terms or policies and has caused distress.

 7.3.1.1. Examples of a grievance would be violating the Declaration of One Accord, failure to disclose a conflict of interest or not performing responsibilities of your Assembly role as outlined in the **Assembly Grievances Document**.

 7.3.1.2. Things that are not a Grievance include but are not limited to not getting your way, not getting the position you want, not liking how someone thinks, or not having your ideas used as outlined in the **Assembly Grievances Document**.

 7.3.2.Any grievance may be submitted in writing to the Ombudsman for official review and merit.

 7.3.3. All grievances will follow review and merit based on the APA Grievance Policy and the Declaration of One Accord.

 7.3.3.1. The accused must be given notice with full transparency and all verifiable supporting evidence.

 7.3.3.1. All parties must be given fair opportunity to present their case.

 7.3.3.2. Non-criminal cases will be mediated with a non-biased moderator.

 7.3.3.3. Any accusations of a criminal nature will present to a proper Grand Jury to investigate accusations, irrefutable evidence and present their findings to the Assembly when investigation is complete.

 7.3.3.4. If a filed grievance is found to be without merit, the accusing party may lose their Member in Good Standing status.

**8.0. Amendments**

 8.0.1. These Bylaws may be amended, repealed, added and new portions adopted by a **2/3** vote of Members in Good Standing.

 8.0.2. Documents included in these Bylaws by reference are the responsibility of the Officers of the Assembly for amendment or corrections.

**9.0. Certification of the adoption of the Bylaws**

 9.0.1. The undersigned, Secretary of the Arizona People’s Assembly - Sharon Rose, hereby certifies that the foregoing is a true and correct copy of the Bylaws of the Assembly adopted as of [INSERT DATE] by the Officers of the Assembly.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_