

# Bylaws of the Marie Reed Elementary School PTO

Adopted 4/19/18, Amended 6/7/18

## ARTICLE I – NAME, DESCRIPTION & PURPOSE

**Section 1: Name** – The name of the organization is Marie Reed Elementary Parent-Teacher Organization (PTO). The PTO is located at 2201 18<sup>th</sup> Street NW Washington, DC 20009.

**Section 2: Description** – The PTO is a non-profit organization that exists exclusively for charitable, educational, literary, and scientific purposes, within section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

**Section 3: Purpose** – The purposes of the PTO are to:

- a. To build a strong multicultural, inclusive school community by hosting events throughout the year and encouraging family and teacher involvement, and
- b. To support teachers and the administration to enhance the educational experience of our children at Marie Reed, through the participation of our members.

## ARTICLE II – BASIC POLICIES

The following are policies of the PTO:

- a. The organization shall be noncommercial, nonpartisan and nonsectarian, and shall operate without regard to gender, sexual orientation, race, religion, income, national origin, or disability. The name of the organization or the names of the Officers in their official capacities shall not be used to endorse any commercial, partisan or sectarian interest.
- b. PTO Members will not use PTO funds for their own benefit.
- c. The PTO will follow all the rules of a 501(c)(3) organization. (See Internal Revenue Code Section 501(c)(3)).
- d. Only Members who have been formally assigned by the Executive Board are authorized to speak on behalf of the PTO at public events.
- e. Any Officer or Member with a conflict of interest will not vote on any issue that has a conflict.
- f. The organization will support equity among students and their families.
- g. The organization shall communicate in both English and Spanish.
- h. The organization will make every effort possible to ensure its board reflects the diversity the Marie Reed community.

## ARTICLE III– MEMBERSHIP & VOTING

**Section 1: Membership** – PTO Membership is automatically granted to all parents and guardians of Marie Reed students, plus all staff at Marie Reed. We also recognize our students, who participate in PTO events and devote of so much of their time and energy to the benefit of the

PTO, as honorary non-voting members. We value all members of the school community and encourage them – students, families, and staff – to have an active voice and participate in specific PTO activities. Our members’ participation is the essence of the PTO.

#### **ARTICLE IV – OFFICERS**

**Section 1: Executive Board** – The Executive Board shall consist of the following Officers: President, Past President (from the immediately preceding year), Vice President, Treasurer, Fund-raising Chair, Communications Chair, Events Chair, Family Engagement/Membership Chair. Officer positions are encouraged to be shared, especially when at least one Co-Officer speaks Spanish.

**Section 2: Elections** – Officer elections (other than the Past President) will take place in May of each year. Each candidate will be given an equal amount of time, but no more than five minutes, to address Members prior to the vote. The vote shall be conducted by paper ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote. Any Officer or Co-Officer position not filled in May will be held open and can be filled at the September meeting.

**Section 3: Term of Office** – The term of office begins upon election, and ends upon the election of Officers for the following school year. Upon expiration of the term of office or vacation of the office, officers shall facilitate the transition of files, materials and resources pertaining to the office. Currently there is no limit on the time period of the officer’s terms of service. As the PTO grows, the concept of “term limits” may be revisited and added to these bylaws by amendment.

**Section 4: Qualifications** – Any Member (see Article III, Section 1) may become an Officer of the PTO. It is encouraged that PTO members who already have been active in the PTO for one year run for the Executive Board, but all Members are welcome to run for office.

**Section 5: Duties** – The Executive Board will develop the PTO’s annual budget in coordination with the Principal for approval at the first General PTO meeting of a new school year and establish and oversee Committees to conduct the work of the PTO. Executive Board individual positions are:

- a. President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and serve as the primary point of contact with the PTO for the school Principal. Coordinate the work of all Officers and Committees.
- b. Past President – Provide continuity to the Executive Board and assist as needed.
- c. Vice President – Assist the President, fill-in for the President as needed, and take on special projects as assigned.

- d. Treasurer – Serve as custodian of the PTO’s finances and financial records, deposit revenue in the PTO account within 7 days of receipt, track funds donated for specific purposes, pay authorized expenses, produce a report on financial activity every month, prepare the first draft of the annual budget per Section VII, Article 2, track expenses by grade/beneficiary, and cooperate with an annual review/audit. Financial reports will be made available to PTO members.
- e. Fundraising Chair – Oversee the strategy and operations of the Fundraising Committee, which is tasked with raising funds to match or exceed the expenses in the Annual Budget. The Fundraising Chair will work closely with Treasurer.
- f. Communications Chair – Oversee the Communications Committee, which produces the monthly newsletter and maintains the website and social media accounts in partnership with Marie Reed administration.
- g. Membership/Family Engagement Chair – Organize an annual membership participation (time and/or money) drive. Recruit, organize, manage membership list serve, and assist “Class Parents” to support teachers and serve as PTO liaisons for each class in the school. Works with other committees to ensure activities are accessible and of interest to all families. Takes an active role in encouraging new families and families who have not yet been active in PTO events.
- h. Events Chair – Oversee the Events Committee in determining and managing the details, logistics, and calendar of annual PTO events (e.g. Fall Festival, International Night, Movie Nights, Teacher Appreciation Week, Book Fair, Summer Camp and welcome potlucks, etc).
- i. Staff Liaisons – Up to three representatives from the Marie Reed staff, agreed upon by the Principal and the Executive Board, who will serve as liaisons between the Executive Board and faculty, advise PTO on teacher ideas or suggested programs that require PTO sponsorship, and keep faculty informed about PTO resolutions and activities.

**Section 6: Board Meetings** – The Executive Board shall meet at least once a month during the year, in person or via phone or videoconference, or at the discretion of the President.

**Section 7: Removal** – We as a board recognize that all board positions and membership are a voluntary commitment. However, an officer can be removed from office for failure to fulfill his/her duties, after reasonable notice or attempted notice, by a majority vote of the Executive Board.

**Section 8: Vacancy** – If a vacancy occurs on the Executive Board, other than the President, it may be filled for the duration of the Term of Office by an individual elected by majority vote of the Executive Board. A replacement President must be elected by majority vote at a General PTO Meeting.

**Section 9: Quorum** – A simple majority of Officers present and voting, including the President, is enough Executive Board members for voting. Absentee votes are allowed. For example, if there are ten Board members, six or more must be present or send in their absentee vote.

#### **ARTICLE V – COMMITTEES**

**Section 1: Existing Committees** – Standing Committees of the PTO include Fundraising, Communications, Events, Membership/Family Engagement. Each PTO Committee is chaired by an elected Officer.

**Section 2: New Committees** – Any member can propose a new committee at a general PTO meeting. The Executive Board must vote to form a new committee and the scope of work.

#### **ARTICLE VI – MEETINGS**

**Section 1: General PTO Meetings** – General PTO Meetings will conduct the business of the PTO. Meetings will happen every month during the school year or at the discretion of the Executive Board. The monthly agenda shall be sent to the membership prior to the general meeting and include, at a minimum, updates from Officers and Committee Chairs on their work and an opportunity for Members to raise new business.

**Section 2: Voting** – Each Member present at a General PTO Meeting is eligible to vote. Absentee or proxy (sending in a vote with another member) votes are not allowed. Votes (other than Bylaw changes) are carried by the majority.

**Section 3: Quorum** – 15 Members present and voting make a quorum (enough members) for the purpose of voting.

#### **ARTICLE VII – FINANCIAL POLICIES**

**Section 1: Fiscal Year** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year. Any unfunded projects that are intended to roll over to the next fiscal year must be added to the budget for the next fiscal year, so that the PTO is only ever operating under one budget.

**Section 2: Annual Budget** – The sitting Treasurer will prepare for the incoming Treasurer a rough draft of the annual budget for the coming Fiscal Year, based on historical and other knowledge, to hand off after the May election. The new Executive Board will refine a one-year budget, in collaboration and partnership with the Principal, and present it for approval by the Members at a General PTO Meeting in June. The Executive Board may present revisions to the budget for approval at the first General PTO Meeting of the school year in September and also

at the January meeting, based on the progress of fundraising.

The Executive Board will have discretion to approve unbudgeted expenditures of no more than \$2,000 in total for the Fiscal Year, which must be added to the next monthly financial report and highlighted at the next General PTO meeting. Unbudgeted expenses over \$2,000 must be presented for approval by the Members at a General PTO Meeting.

**Section 3: Banking** - All funds shall be kept in one checking account in the name of the Marie Reed Elementary School PTO, held at a local financial institution, with the President, Vice President, Treasurer, and one Marie Reed Staff person on file as authorized signatories. Any withdrawal of PTO funds will require two signatures of the authorized signatories.

Within 30 days of an election of new officers, designated incoming and outgoing officers will meet in person at the bank to transfer signature control.

If the Marie Reed staff person decides they no longer want to be a signatory on the account, or stops working at Marie Reed, they shall remove their name from the account in 30 days or less. When incoming and outgoing officers transfer signature control, they should also confirm with the staff person that they are willing to continue to keep their name on the account.

**Section 4: Reporting** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and produce a report of all financial activity monthly. The PTO shall review its financial records each year.

**Section 5: Contracts** - Contract signing authority is limited to the President with the consent of the Executive Board.

### **ARTICLE VIII – BYLAW AMENDMENTS**

Amendments to these Bylaws may be proposed by any PTO Member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of a quorum (see Article VI, Section 3) of Members is required to adopt an amendment to the Bylaws.

### **ARTICLE IX - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be directed by the school Principal and be used solely for student activities.