

Anthony J. Hyde Parent Teacher Association (PTA)

3219 O Street N.W.
Washington, D.C. 2007

Phone (202) 282-0170

Facsimile (202) 282-0087

<http://www.hydeaddisondc.org>

**BYLAWS OF
a
Parent-Teacher Association**

No bank accounts may be opened for this organization without at least two (2) officers of the Executive Board present.

Furthermore, all PTA bank accounts must have at least two (2) officers as signatories.

ARTICLE I: NAME

The legal name of the organization is the Anthony J. Hyde Parent Teacher Association (PTA). The organization also operates as the Hyde-Addison Parent Teacher Association.

ARTICLE II: PURPOSES

1. The purposes of the Hyde-Addison PTA are:
 - A. To support the educational mission and goals of the Hyde-Addison Elementary School and its teachers for the benefit of the students;
 - B. To promote the welfare of Hyde-Addison students in the home, school, and community;
 - C. To strengthen and sustain the Hyde-Addison school community so that the school teachers, staff, and families may cooperate in the physical, mental, social, and emotional development of the students; and
 - D. To raise funds to support the school's academic program, extra-curricular activities, and other opportunities for growth.
2. The purposes of the Hyde-Addison PTA are promoted through an advocacy and educational program directed toward families, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.
3. The Hyde-Addison PTA is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name(s) of the organization or any officers in their official capacities shall not be used to endorse or promote a commercial concern, in connection with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

4. The organization shall work with the school to provide quality education for all students and shall contribute, as appropriate, to the decision-making process establishing school policy.
5. The organization may cooperate with other organizations and agencies concerned with elementary-age education.
6. The organization shall not discriminate with regard to race, color, religion, national origin, sex, marital status, sexual orientation, gender identity or expression, political affiliation, or disability.
7. PTA funds shall be spent exclusively to support the PTA's Article II purposes and shall never be used for an individual's personal enrichment, convenience, or benefit.
8. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, 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 Article II.
9. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization (1) exempt from federal income tax under Section (501)(c)(3) of the Internal Revenue Code, or (2) contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
10. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are concerned with elementary-age education.

ARTICLE IV: MEMBERSHIP

1. Membership in the PTA automatically includes all current Hyde-Addison families, teachers, and staff. Any member may attend PTA meetings, run for the PTA Executive Board, and organize and attend PTA events.

2. No dues are required for membership.

ARTICLE V: ALLOCATION, EXPENDITURE, AND MANAGEMENT OF FUNDS

1. PTA funds are to be used exclusively to support the PTA's Article II purposes.

2. No bank accounts may be opened for the PTA unless at least two (2) officers of the Executive Board are present.
3. All PTA bank accounts must have at least two (2) officers as signatories.
4. All expenditures shall be associated with specific line items in the approved budget.
5. For ALL expenses, receipts for expenditures must be provided within ten (10) days to the Treasurer.
6. Unbudgeted net expenses under \$5,000 in the aggregate for a single fiscal year may be approved by the Executive Board. Unbudgeted net expenses over \$5,000 in the aggregate for a single fiscal year require board approval.
7. The Treasurer and other bank account signatories shall closely monitor all PTA transactions and notify the Executive Board of any apparent inconsistencies or irregularities in persons, purpose, or amounts.
8. In consultation with the Executive Board, the Treasurer shall keep and maintain a list of all Financial Policies for officers and school administrators to follow.
9. No bank account signatories shall be family members.

ARTICLE VI: OFFICERS AND ELECTIONS

1. The eleven (11) voting officers of the Executive Board of the Hyde-Addison PTA are:
 - A. President;
 - B. Vice President;
 - C. Treasurer;
 - D. Secretary;
 - E. Vice President for Aftercare;
 - F. Vice President for Communications;
 - G. Vice President for Events;
 - H. Vice President for Fundraising; and
 - I. Vice President for Room Parent Engagement.

In addition, two (2) faculty/staff Representatives shall serve on the board as non-voting officers.

2. Officers shall be elected during the month of May, except for the two (2) Faculty Representatives, who shall be selected by the Principal by the date of the Executive Board election.
3. Elections will be conducted by paper ballot, with the results determined by majority vote.

4. Incoming and outgoing officers shall begin to transition duties between the election and July 1. Incoming officers shall assume their official duties on July 1 of the year in which they are elected and serve for a term of one (1) year. Bank account signatories shall transition signing control to the incoming officers on or before July 1.
5. Any signatory on a PTA bank account shall first complete the D.C. Public Schools (DCPS) Clearance Process and have a current clearance letter on file with the school.
6. Any two individuals who wish to serve in a position together as Co-officers must run as a slate and vote as one (1) officer. However, the position of President may not be filled by Co-officers.
7. The following provisions shall govern the eligibility of individuals to be officers:
 - A. Each officer must be a parent or guardian of a student enrolled in the school or a member of the school faculty or staff;
 - B. Any member of the Hyde-Addison PTA may nominate any eligible person for any office. If that person consents to the nomination, he or she will be included on the ballot. Self-nominations are permissible with the support of at least one (1) other member;
 - C. No officer may serve more than three (3) consecutive terms in the same office;
 - D. An officer who has served in a position for more than one half (1/2) of a full term will be deemed to have served a full term in that office;
 - E. The President may not be an employee of the school and may not serve as Treasurer; and
 - F. The President and the Treasurer may not be family members.
8. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President. A vacancy in any office other than President shall be filled by the Executive Board.

ARTICLE VII: DUTIES OF OFFICERS

1. The duties of the Executive Board are to:
 - A. Carry out such business as may be referred to it by the membership of the organization and such business as it deems necessary and proper to promote its purposes;
 - B. Create any special committee or standing committee, when it deems it necessary, and oversee the work of any such committee;
 - C. Approve an annual budget for the upcoming school year to present to the general membership for adoption at either the last meeting of the year or the first meeting of the year;
 - D. Cause the books of the organization to be submitted annually for either an audit or review by an audit committee of at least two (2) individuals, within sixty (60) days after the end of each fiscal year; and
 - E. Take appropriate actions in emergencies consistent with its duties and responsibilities.

2. The duties of each officer are as follows:

A. The President shall:

- Serve as a leader and spokesperson for the PTA;
- Preside at all meetings of the Hyde-Addison PTA utilizing the Robert's Rules of Order;
- Coordinate the agenda for each General Assembly and Executive Board meeting;
- Oversee and assist with the work of the officers and any committees of the Hyde-Addison PTA in support of its responsibilities; and
- Perform such other duties as may be provided for by these bylaws or special projects as directed by the Executive Board.

B. The Vice President shall:

- Fill in for the President as needed; and
- Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.

C. The Treasurer shall:

- Have custody and maintain a full account of the funds of the Hyde-Addison PTA;
- Make disbursements in accordance with the budget adopted by the Hyde-Addison PTA or as authorized by the President, Executive Board, or a majority vote of the general membership;
- Ensure that checks for amounts over \$250 are signed by two Executive Board members;
- Present a summary of the financial activities of the organization at each General Assembly meeting;
- Prepare a detailed report of PTA income and expenses, categorized by area of operations (fundraising, aftercare, events, etc.) for each fiscal year;
- Reconcile bank accounts monthly and coordinate a review of such reconciliations by another PTA officer or member who is not a signatory on the bank account;
- Prepare the first draft of the annual budget, in coordination with the Vice President, Vice President of Fundraising (so that expenses align with funds anticipated to be available), and the other officers, for presentation to the Executive Board in March of each year;
- Report findings of annual audit/review to the Executive Board;
- Ensure that the PTA's registration with the D.C. Department of Consumer and Regulatory Affairs is kept current;
- Ensure compliance with IRS filings to maintain 501(c)(3) status; and
- Perform such other duties as may be provided for by these bylaws or special projects as directed by the President or Executive Board.

D. The Secretary shall:

- Take notes (or cause notes to be taken) at all General Assembly and Executive Board meetings and provide them to the Executive Board, including the Vice President of Communications for distribution to the general membership;
- Read the records, as appropriate, of any previous meeting;
- File all records as directed by the Executive Board;
- Maintain a current version of the Bylaws;
- Keep the schedule of General Assembly and Executive Board meetings, and send out electronic calendar invitations of such to the Executive Board; and
- Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.

E. The Vice President for Aftercare shall:

- Be responsible for providing overall program guidance to the Beforecare, Aftercare, and Enrichment programs, consistent with the guidelines in the Aftercare Internal Handbook and by DCPS Out of School Time;
- Assist in the recruitment, evaluation, and selection of staff hired for the Beforecare, Aftercare, and Enrichment programs;
- Coordinate the program execution directly with the Administrative Assistant and the Program Director;
- Report on the state of the Aftercare/Enrichment Program to the Executive Board and the general membership; and
- Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.

F. The Vice President for Communications shall:

- Be responsible for oversight of all PTA communications to the school community, including current and prospective families;
- Manage social media and web presence of the PTA, with the approval of the administration in the case of the school social media accounts and website; and
- Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.

G. The Vice President for Events shall:

- Be responsible for recruiting and securing parent volunteers to schedule, plan, promote, and execute the various Hyde-Addison events throughout the school year;
- Present to the Executive Board for approval a proposed schedule of events for the school year, with a description of each as well as anticipated income and expenses; and
- Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.

H. The Vice President for Fundraising shall:

- Be responsible for overseeing fundraising activities, including but not limited to an annual giving drive, an auction and/or gala, merchandise sales, business partnerships, grants, and rebate programs;
 - Prepare the first draft of the annual budget, in coordination with the Treasurer (so that expenses align with funds anticipated to be available) for presentation to the Executive Board in February or March of each year; and
 - Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.
- I. The Vice President for Room Parent Engagement shall:
- Be responsible for facilitating communications between the PTA and the Room Parents for each class or grade;
 - Provide coordination and support to Room Parents for assisting teachers, organizing volunteers, publicizing PTA and other school events, and performing other activities involving family participation; and
 - Perform such other duties as may be provided for by these Bylaws or special projects as directed by the President or Executive Board.
- 3.** If any officer of the Executive Board at any time ceases to meet the qualifications or fulfill the duties of the position, makes unauthorized expenditures of PTA funds, or becomes non-responsive, that person may be removed from the Executive Board by resolution adopted by the remaining officers.
- 4.** Regular meetings of the Executive Board shall be held with the dates and times to be determined by the Board shortly after their election.
- 5.** Special meetings of the Executive Board may be called by the President or when requested by a majority of the Executive Board upon five (5) days' written notice to each officer.
- 6.** A majority vote of the Executive Board will determine approvals. Executive Board votes may be requested and delivered electronically. If any officer recuses themselves from a vote or fails to deliver a vote within forty-eight (48) hours, the majority vote will be determined based on the vote of the other remaining officers.
- 7.** Upon the expiration of the term of office or removal from the Executive Board, all records, books, and other materials pertaining to each officer's position must be turned over to the successor or the President.
- 8.** The Executive Board will take no action in conflict with any action taken by the membership.
- 9.** The Executive Board will set up checks and balances on its account passwords to ensure that no one person controls all of the information of the organization.

ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

1. A minimum of four (4) regular meetings of the Hyde-Addison PTA will be held during the school year, with the dates and times announced to the membership no later than at the first meeting of the year in September. Should any change of date become necessary, written notice of at least ten (10) days will be given to the membership.
2. Special meetings of the Hyde-Addison PTA may be called by the President or by a majority of the Executive Board upon five (5) days' written notice to the membership.
3. A quorum for the transaction of business in any meeting of the Hyde-Addison PTA shall be at least twelve (12) members. A majority vote of a quorum of members will determine approvals. Member votes may not be delivered by proxy and/or electronically.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Hyde-Addison PTA will begin on July 1 and end on the following June 30.

ARTICLE X: AMENDMENTS

These Bylaws may be amended at any regular general membership meeting of the Hyde-Addison PTA by a two-thirds (2/3) vote of voting quorum of the members, provided the amendments have been approved by the Executive Board and the proposed amendment have been provided to the membership at least fourteen (14) days before the meeting.