

BYLAWS OF THE

Parents Organized for the Power of Powell

Article I—Name, Location and Purpose

Section 1: The name of the organization shall be the Parents Organized for the Power of Powell (POPPs).

Section 2: The organization is located at 1350 Upshur St, NW, Washington, DC 20011.

Section 3: The purpose of this organization is to:

- A. Support the education of all Powell Bilingual Elementary School (Powell) students,
- B. Support Powell faculty and staff,
- C. Foster positive relationships among parents, staff, and community members,
- D. Assist Powell faculty and staff to provide a safe and nurturing environment where all students, families, and faculty can thrive and grow,
- E. To raise funds to provide enhanced opportunities for children at school, and
- F. To create activities and forums that will create and foster a sense of community between Powell students, faculty and staff and the surrounding neighborhood.

Article II – General Policies

Section 1: The organization is established exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or the corresponding Section of any further Federal Tax Code (hereinafter "Internal Revenue Code").

Section 2: POPPs shall be noncommercial, nonsectarian, and nonpartisan and shall operate without regard to gender, sexual orientation, race, religion, national origin, or disability.

Section 3: Neither the name of POPPs nor the names of any of its members in their official capacities shall be used in connection with any commercial concern or with any partisan interests or for any other purpose not appropriately related to promotion of the purposes of POPPS.

Section 4: The POPPs 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, nor shall it participate in any activities not expressly permitted of an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Nor shall it devote more than an insubstantial part of its activities to attempting to influence legislation as mandated by Section 170(c)(2) of the Internal Revenue Code as amended.

Section 5: POPPs may cooperate with other organizations and agencies concerned with child welfare and education.

Section 6: In the event of the dissolution of POPPs, its assets shall be distributed for one or more of the allowed purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended.

Section 7: No part of the net earnings of POPPs shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or any organization not operated exclusively for charitable, educational or scientific purposes and defined as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, except that POPPs shall be authorized and empowered to pay reasonable compensation for services rendered to it and to make payments and distributions in furtherance of its purposes by concurrence of voting members of the Executive Board.

Article III—Members

Section 1: Voting membership in this organization is open to any parent, guardian, or other adult caring for a current Powell student. Alumni, Powell faculty and staff as well as those living in the designated school boundaries, but without currently enrolled children at Powell are eligible for non-voting membership.

Section 2: Dues, if any, will be established on an annual basis upon approval of all voting members of POPPs. Voting members must pay dues at least 14 days in advance of any vote to exercise their right to vote.

Section 3: Membership in this organization shall be made available without regard to race, color, creed or national origin, religion, gender, age, disability or sexual orientation.

Article IV—Executive Board and Officers

Section 1. General Powers. The business and affairs of the organization shall be managed by or under the direction of the Executive Board, which may exercise all such powers of the organization and do all such lawful acts and things as are not prohibited by statute or by the Articles of Incorporation or these Bylaws.

Section 2. Membership. The Executive Board shall consist of the officers, principal or designee, teacher representative from the FELT team, and two at-large directors, and director of communications, and intends to represent the diversity of our school.

Section 3. Officers. The officers shall be a president, vice president, secretary, treasurer, and director of volunteers.

A. **President.** The president shall preside over all meetings of the organization to include general POPPS meetings and Executive Board meetings. The president shall be the chair of the Executive Committee, serve as the primary contact for the Principal and faculty, represent the organization at meetings outside the organization, coordinate the work of all officers and committees so that the purpose of the organization is served, and serve on the Local School Advisory Team (LSAT).

B. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence.

C. **Secretary.** The secretary shall keep all records of the organization, including taking and recording minutes, working with the president to prepare meeting agendas, handling correspondence, and sending meeting notices as required. The secretary also keeps a copy of the organization's minutes, bylaws, rules, membership list, and other necessary information, and brings them to all meetings.

D. **Treasurer.** The treasurer shall receive all funds for the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget. He or she will present a financial statement at every executive committee and general POPPS meeting and will make a final report at the end of the school year. He or she will also ensure that all required federal and District filings (i.e., Form 990) are filed in a timely manner each year. He or she shall maintain an on-line ledger and balance sheet to provide all POPPS members with access to an up-to-date and transparent view of POPPS finances.

E. **Director of Volunteers:** Organize volunteer sign-up and distribute list to appropriate committee chairs and board members. Oversee the committees such as External Relationships, Fundraising, Beautification, and Event Planning, and take nominations for Volunteer of the Month.

Section 4. At-Large Directors. One at large director shall be a parent or teacher representing students enrolled in the primary grades (Pre-S - 1st grade) and one at-large director shall be a parent or teacher representing students enrolled in the intermediate grades (2nd – 5th grades).

Section 5. Director of Communications: responsible for managing and directing the organization's internal and external communications.

Section 6. Voting Rights. The Officers and two at-large directors shall be voting members of the Executive Board. The principal and teacher representative shall be non-voting, ex-officio members.

Section 7. Term of Office. Each board member's term of office shall be for one year, from July 1 to June 30 of the following year. A board member may serve two or more consecutive terms. Executive Board Members elected by POPPS membership will serve an initial period in a non-voting capacity, from the time the outcome of the elections are announced to July 1, with the expectation that they will familiarize themselves with their duties until their full installation in office on July 1.

Section 8. Eligibility. To serve as an Officer or Director, an individual must be a parent or guardian of a currently-enrolled Powell student and a member at least 14 calendar days before the election. Members of the same family cannot serve as president and treasurer of the executive board.

Section 9. Elections. The Executive Board is responsible for conducting elections for POPPs officers and directors in a fair and open manner.

A. The Executive Board will notify POPPs members of positions for the upcoming school year and how members may submit their names for candidacy. Candidates for election must consent to run for election and to serve if elected.

B. The Board of Directors shall provide written notice to POPPs membership of the candidates for the Executive Board.

C. Elections will be held during the last quarter of the school year (April – June) for the forthcoming school year.

D. All POPPS members shall be entitled to vote and the election shall be held by closed ballot. Election results will be determined by majority vote.

E. Write-in candidates will be allowed for all positions. If a write-in candidate receives the highest number of votes for a position, the write-in candidate will be considered elected to the position only if he or she consents to serve.

Section 10. Transfer of Materials. All Officers and other members of the Board of Directors shall deliver to their successors all official materials not later than July 1, or 10 days after election of the successor if the office is vacated prior to July 1.

Section 11. Duties. The duties of the Executive Board shall be to transact business between general meetings, prepare for general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership for approval, monitor expenses and approve routine bills, coordinate POPPS activities, and prepare reports and recommendations to the membership. Only the Executive Board may approve expenditures made on behalf of the organization.

Section 12. Quorum. Half the number of the positions filled at the moment of voting board members plus one constitutes a quorum.

Section 13. Vacancies.

A. If there is an at-large director vacancy, the Executive Board will identify and appoint a new director through consensus. The new director elected to fill that vacancy will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next general election meeting.

B. If there is an officer vacancy, the Executive Board will identify and appoint a new officer through consensus. The new officer elected to fill that vacancy will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next general election meeting.

Section 14. Resignation and Removal from Office.

A. An officer or at-large director may resign at any time. Such resignations shall be made in writing and shall take effect as of the time specified therein, or if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be mandatory to make it effective.

B. Officers can be removed from their positions by a two-thirds vote of a quorum of the Executive Board members.

Article V—Meetings

Section 1. Executive Board Meetings. During the school year, the Executive Board shall meet at least monthly during the school year at a time and place determined by the President with approval of the Board. Special meetings of the Board of Directors may be called by the President or at the written request of a majority of the directors. Board meetings shall be open to all POPPS members unless the Board or President calls for a closed meeting.

Section 2. General Membership Meetings. At least two general membership meetings will be scheduled during the school year. These meetings are open to all members, parents, staff, and community members. All members will be notified of a membership meeting at least seven (7) calendar days in advance of each scheduled meeting. At least one meeting will be designated as the general election meeting.

Section 3. Morning Coffee Meetings. A member of the executive committee will attend one of the morning coffee meetings once a month for as long as the meetings are held.

Section 4. Special Meetings. Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Members must be notified of the special meeting at least seven (7) calendar days prior to the meeting.

Section 5. Quorum.

A. Executive Board Meetings. Half the number of the positions filled at the moment of board members plus one constitutes a quorum.

B. General Membership Meetings. The voting members present shall constitute a quorum for the transaction of business in any general meeting of the organization.

Article VI—Committees

Section 1. Membership. Committees may consist of members, nonmembers, and Executive Board members. The president will appoint a chair for each committee; only a member may serve as a chair of a committee.

Section 2. Possible Standing Committees. The organization will have committees such as External Relationships, Fundraising, Beautification, and Event Planning.

Section 3. Additional Committees. The Executive Board may create additional committees as necessary in order to conduct the business of the organization in a more expeditious manner .

Article VII—Finances

Section 1. The organization shall operate on a cash basis.

Section 2. The organization's fiscal year shall be July 1 – June 30.

Section 3. A tentative budget shall be drafted during the third quarter of the school year and submitted to the membership for consideration and approval at a general membership meeting during the last quarter of the school year.

Section 4. The treasurer shall keep accurate records of any disbursements, income, and bank account information related to the business of the organization.

Section 5. The treasurer is authorized to generate payments for invoices and other expenses insofar as the payment does not exceed authorized budget amounts. Any expense that exceeds authorized budget amounts must be approved by the Executive Board prior to payment.

Section 6. Two authorized signatures shall be required on every check over \$100.00 written on behalf of the organization. Authorized signers shall be the president, vice president, secretary, and treasurer. The treasurer will ensure that all bank documents, transactions and signature cards are current.

Section 7. The treasurer shall prepare monthly financial statements as well as a final financial statement during the last quarter of the school year. He or she will also be responsible for filing all required financial paperwork including Federal and District tax forms.

Article VIII—Dissolution

Section 1. The organization may be dissolved by a two-thirds vote of the voting members present at a general membership meeting provided that previous notice of at least 14 calendar days has been given.

Section 2. As per Article II, Section 6 of these bylaws, in the event of the dissolution of POPPS, its assets shall be distributed for one or more of the allowed purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended.

Article IX—Miscellaneous Provisions

Section 1. Amendment of Bylaws. These bylaws may be amended at any general membership meeting provided notice was given in writing at the prior general membership meeting and a copy of the proposed amendments have been provided to all members of the organization for review by the

president or secretary. Copies of the proposed amendments may be disseminated to members via postal mail, email, fliers, or telephone. Amendments will be approved by a two-thirds vote of voting members present at the next general membership meeting.

Section 2. Rules. Robert's Rules of Order shall govern the proceedings of POPPS, including meetings of the membership and Board of Directors, inasmuch as they are not inconsistent with these Bylaws.

Section 3. Gifts. The Executive Board may accept on behalf of POPPS any contribution, gift, bequest, or other object of worth for the general or special purposes of POPPS.

Section 4. Majority Vote. Whenever in these Bylaws a majority vote is referenced, it shall mean a simple majority unless otherwise stated.