

**Bylaws of the Maury  
Elementary School PTA,  
A Local Unit of the  
District of Columbia  
Congress of Parents and Teachers**

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## **Article I – Name**

The name of this organization is the Maury Elementary School Parents and Teacher Association (PTA), Washington, District of Columbia. It is a local PTA/PTSA organized under the authority of the District of Columbia, Congress of Parents and Teachers (DCPTA), a branch of the National Congress of Parents and Teachers (National PTA).

## **Article II – Purposes**

**Section 1.** The purposes of the Maury Elementary School PTA are:

- a) To promote the welfare of children and youth in home, school and community.
- b) To raise the standards of home life;
- c) To secure adequate laws for the care and protection of children and youth;
- d) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- e) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, 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.

**Section 3.** The organization 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**

The following are basic policies of the Maury Elementary School PTA in common with those of the National PTA and the DCPTA:

- a) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.

- c) 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.
- d) The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- e) The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA board of directors. The Maury Elementary School PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a Maury Elementary School PTA representative shall make no commitments that bind the group he represents.
- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, 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 III hereof.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) 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 which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- i) The bylaws of all constituent organizations shall prohibit voting by proxy.

#### **Article IV – Relationship with National PTA and DCPTA**

**Section 1.** The Maury Elementary School PTA shall be organized and chartered under the authority of the DCPTA in the area in which Maury Elementary School PTA functions, in conformity with such rules and regulations, as the DCPTA may in its bylaws prescribe. The DCPTA shall issue the Maury Elementary School PTA an appropriate

charter evidencing the due organization and good standing of the Maury Elementary School PTA. A local PTA in good standing is one that:

- a) Adheres to the purposes and basic policies of the NPTA and DCPTA;
- b) Remits the national portion of the dues through the DCPTA to reach the national office by dates designated by National PTA;
- c) Has bylaws approved according to the procedures of the DCPTA; and
- d) Meets other criteria as prescribed by the DCPTA.

**Section 2.** The Maury Elementary School PTA shall adopt such bylaws for the government of the organization and must be approved by the DCPTA. Such bylaws should not be in conflict with National PTA bylaws or the bylaws of the DCPTA.

**Section 3.** Bylaws of the Maury Elementary School PTA shall include an article on amendments.

**Section 4.** Bylaws of the Maury Elementary School PTA shall include a provision on establishing a quorum.

**Section 5.** Each officer or board member of the Maury Elementary School PTA shall be a member of the Maury Elementary School PTA. Officers and board members children (to include grandchildren and teachers) must attend or work at Maury Elementary School.

**Section 6.** The bylaws of the Maury Elementary School PTA shall prohibit voting by proxy.

## **Article V – Membership and Dues**

**Section 1.** Every individual who is a member of the Maury Elementary School PTA is, by virtue of the fact, a member of the National PTA and of the DCPTA by which the Maury Elementary School PTA is chartered, and is entitled to all the benefits of such membership.

**Section 2.** Membership in PTA shall be made available to current parents, guardians, or grandparents, teachers, or students without regard to race, color, creed, or national origin. Community members may be members of the PTA, may vote, may be members of committees, but may not hold office on the executive board.

**Section 3.** Each member of Maury Elementary School PTA shall pay annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the DCPTA as determined by the DCPTA, and the portion payable to National PTSA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA annual convention. The current annual

per capita dues for active membership in the DCPTA and the National PTA shall be (\$4.25) for every member of each Local Unit: (\$2.25) per capita shall be sent to the National PTA and two dollars (\$2.00) per capita shall retained as the DCPTA dues.

**Section 4.** The DCPTA is responsible for payment to the National PTA of the national portion of dues paid by members of the association. The remittance of the Maury Elementary School PTA to the DCPTA shall be accompanied by a report, in such form as may be required by the DCPTA, showing the name and address of the president of the association, the amount of dues collected during the period covered by the report, and the number of members of the association. The treasurer shall keep the DCPTA and National PTA portion of dues in a fund separate from the general funds of the association, and shall send them to the DCPTA on the 25<sup>th</sup> of each month.

**Section 5.** The membership year for the Maury Elementary School PTA organized under the authority of the DCPTA shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup> of the following year.

#### **Article VI – Officers**

**Section 1.** The officers of the Maury Elementary School PTA shall be president, vice president, secretary, a parliamentarian, and treasurer.

**Section 2.** Officers shall be elected in the month of May. President, Treasurer and Parliamentarian will be elected in alternating years from Vice-President and Secretary to ensure continuity.

**Sections 3.** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 4.** The following provisions shall govern the eligibility of individuals to be officers of the Maury Elementary School PTA:

- a) Each officer shall be a member of the Maury Elementary School PTA.
- b) No officer may be eligible to serve more than 2 consecutive terms in the same office.
- c) A person who has served in office for more than one half of a full term shall be deemed to have served a full term in such office.
- d) Each officer shall undergo a background check.

**Section 5.** Officers shall assume their official duties following the close of the meeting in May in which they are elected and shall serve for a term of 2 years or until their successors are elected.

**Section 6.** 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**

**Section 1.** The president shall:

- a) Preside at all meetings of the Maury Elementary School PTA;
- b) Serve as an ex officio member of all committees;
- c) Serve as the PTA’s representative to the LSAT;
- d) Coordinate the work of the officers and committees of the Maury Elementary School PTA in order that the purposes may be promoted; and
- e) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

**Section 2.** The vice president(s) shall:

- a) Act as aide(s) to the president;
- b) In their designated order, perform the duties of the president in the president’s absence or inability to serve; and
- c) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Executive Board, or the executive committee.

**Section 3.** The secretary shall:

- a) Record the minutes of all meetings of Maury Elementary School PTA;
- b) Be prepared to read the records of any previous meetings;
- c) File all records;
- d) Have a current copy of the bylaws;
- e) Maintain a membership list and volunteer code of conduct ; and
- d) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the Executive Board.

**Section 4.** The treasurer shall:

- a) Have custody of the funds of the Maury Elementary School PTA;
- b) Maintain a full account of the funds of the Maury Elementary School PTA;
- c) Retain records for cash activities (e.g. deposit slips, receipts and/or transfer confirmations)
- d) Ensure that any time more than \$500 cash is handled, two separate signatures appear on the count.
- e) Make disbursements as authorized in writing (may be handled through email) by the president, executive board, or the Maury Elementary School PTA in accordance with the budget adopted by the Maury Elementary School PTA;
- f) Have checks or vouchers signed by two people: the treasurer and one other person;
- g) Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Maury Elementary School PTA;
- h) Provide a written financial statement to the Executive Board at each meeting;
- i) Present an annual report of the financial condition of the organization;
- j) Submit the books for an audit at least one month before the meeting at which the new treasurer assumes their duty;
- k) Report the findings of the annual audit to the Executive Board; and
- l) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Executive Board, or the executive committee.

**Section 5.** The parliamentarian shall:

- a. Have a fair and impartial mind and attitude, as well as knowledge of parliamentary procedure and a fundamental knowledge of the Mission, Purposes, and policies of the PTA.
- b. Advise the presiding officer on parliamentary law and matters of procedure, when requested, and have on hand a copy of the PTA bylaws at every meeting.
- c. Administer Board elections.
- d. Solicit PTA volunteers to become classroom parents, manage the roster of classroom parents, and maintain communication between them and the Principal and PTA Executive Board.

## **Article VIII – Executive Board**

**Section 1.** The affairs of the Maury Elementary School PTA shall be managed by the Executive Board in intervals between local PTA general membership meetings.

**Section 2.** Each board member shall be a member of the Maury Elementary School PTA.

**Section 3.** The members of the board shall be:

- a) Elected officers;

**Section 4.** Duties of the board shall be to:

- a) Carry out such business as may be referred to it by the membership of the association;
- b) Create special committees;
- c) Create a report at the regular general membership meetings of the Maury Elementary School PTA;
- d) Select an auditor or an auditing committee to audit the treasurer's accounts;
- e) Prepare and submit an annual budget to the Maury Elementary School PTA's general membership for adoption;
- f) Approve payment of routine bills within the limits of the approved budget;
- g) Appoint standing committee chairs and members;
- h) Approve the work of the committees; and
- i) Act in emergencies between meetings of the membership
- j) Periodically review and reconcile cash activities (This review should be performed by Board members who are not authorized user of the bank accounts)

**Section 5.** If any member of the Executive Board of the Maury Elementary School PTA shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed for the board by resolution adopted by the Executive Board.

**Section 6.** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

**Section 7.** Special meetings of the board may be called by the president or when requested by 3 members upon 5 days written notice to each member of the board.

**Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the positions shall be turned over to the president and all funds pertaining to the positions shall be returned to the treasurer within 14 days.

**Section 10.** The executive board shall take no action in conflict with any action taken by membership.

**Section 11.** All executive board officers must have a child in the school at the time at which they are holding office or teach at the school. If the child leaves the school during the person's tenure, the person must step down from the position and a new election will take place or the position will be filled by appointment executed by the executive board.

#### **Article IX – Committees**

**Section 1.** Only members of the Maury Elementary School PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of the Maury Elementary School PTA shall be:

- a) Hospitality Committee
- b) Fundraising Committee
- c) Grants Committee
- d) Other committees as agreed upon by the Executive Board.

**Section 3.** The executive board of Maury Elementary School PTA may create such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of the Maury Elementary School PTA.

**Section 4.** The term of office of a committee chair shall be 2 year(s) or until the selection of a successor.

**Section 5.** The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive board.

**Section 6.** The audit and fundraising committees can be joined only upon review of the executive committee.

## **Article X – General Membership Meetings**

**Section 1.** Regular meetings of the Maury Elementary School PTA shall be held on the Third Thursday of each month, unless otherwise provided by the Maury Elementary School PTA, or the executive board. Five days notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of the Maury Elementary School PTA may be called by the president or by a majority of the executive board, 5 days notice having been given.

**Section 3.** The annual meeting shall be held in May.

**Section 4.** 10 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

**Section 5.** No absentee balloting is permitted.

**Section 6.** Notice of meetings must be given at least 5 days in advance.

## **Article XI – Council Membership**

The District of Columbia is divided into councils, the boundaries of which shall be defined by the DCPTA board of directors. Boundaries may be adjusted by the board of directors whenever necessary.

**Section 1.** All local PTA and PTSA units of the DCPTA shall be participating members of a council. The DCPTA shall determine the eligibility of local PTA and PTSA units for membership and participation in a council. Councils shall not legislate for local units.

**Section 2.** The purpose of councils shall be to create public opinion in the interest of child welfare, to stimulate child welfare projects in the various units, to assist in the formation of new units, to extend training to the Local Unit executive boards, and otherwise to promote the objectives of the National PTA and the DCPTA. Councils shall be governed by the bylaws of the DCPTA

**Section 3.** Each council director shall represent his respective council on the board of directors. In the event a council director cannot attend a meeting of the board of directors, he or she shall designate a Local Unit president to represent the council.

**Section 4.** Councils shall exercise no administrative control over constituent units. Council directors shall be active members of the Local Units of the DCPTA.

**Section 5.** A council director shall serve for a term of one year or until his successor is elected. He shall not be eligible to serve more than two (2) consecutive terms in the same office.

- a) In February of each year, the nominating committee of the DCPTA shall convene a meeting of the Local Unit presidents or their designees, of each council whose directorship will expire that year, for the purpose of soliciting nominations for appointment of a director for the next term.
- b) Council directors shall be appointed by the DCPTA President following the annual DCPTA annual convention.

**Section 6.** The Maury Elementary School PTA shall be represented in meetings of the DC Council PTA by the president, or appointed alternate, and by 2 delegate(s) or alternate(s). The following shall apply:

- a) All representatives to the council PTA must be members of the Maury Elementary School PTA.
- b) Delegates and their alternates shall be chosen by election in the first membership meeting of the year.
- c) Delegates to the DC Council PTA shall serve for a term of 2 year(s).

## **Article XII - DCPTA Annual Convention**

**Section 1.** An annual convention of the DCPTA shall be held annually in May, the time and place to be fixed by the board of directors. Notice of such convention shall be sent to each member of the board of directors and to the president of each Local unit of the DCPTA at least sixty (60) days before the convention.

**Section 2.** The annual convention shall be the governing body for the DCPTA.

**Section 3.** The annual convention of the DCPTA shall be open to all members of the DCPTA, upon the payment of a registration fee set by the board of directors, however, the privilege of making motions, debating, and voting shall be limited to the voting body which shall consist of the members of the board of directors and duly accredited delegates from each local PTA and PTSA in good standing. A voting member shall have but one vote.

**Section 4.** Each local unit of the DCPTA in good standing as provided for in Article VI of these bylaws shall be entitled to be represented at all annual conventions of the DCPTA by its president or alternate, and by one (1) delegate, or alternate, for every twenty (20) members, or major fraction thereof, of such Local Unit of the DCPTA, these delegates or alternates to be elected or appointed by the unit or its executive board.

**Section 5.** Thirty-five (35) delegates shall constitute a quorum.

### **Article XIII – Fiscal Year**

The fiscal year of the Maury Elementary School PTA shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

### **Article XIV – Parliamentary Authority**

**Section 1.** The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern Maury Elementary School PTA in all cases in which they are applicable and in which they are not in conflict with National PTA bylaws, the DCPTA bylaws, special rules of order or articles of incorporation.

### **Article XV – Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Maury Elementary School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the Executive Board and notice of proposed amendments have been provided to the membership 5 days prior to the meeting.

**Section 2.** The executive board by a majority vote may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

**Section 3.** Submission of amendments or revised bylaws for approval by the DCPTA shall be in accordance with the bylaws or regulations of the DCPTA

### **Volunteer Code of Ethics (to be included in PTA membership forms)**

PTA volunteers must maintain a professional code of ethics. The code is stated below.

1. A volunteer shall always act in a professional manner in his/her relations with students and staff.
2. A volunteer shall maintain confidentiality with respect to the students, the teachers and the school.
3. A volunteer shall only discuss grievances and suggestions with the principal, the appropriate PTA chairperson or a member of the PTA Executive Board.
4. A volunteer shall always remember that he/she is a helper in the school and is to work cooperatively and under the direction of those in charge.
5. A volunteer must contact the teacher or committee chairperson directing the volunteer activity if he/she is unable to fulfill his/her commitment.
6. A volunteer shall always remember that the rewards for volunteer service do not include special treatment or special consideration for themselves or their children.
7. A Volunteer shall understand “volunteer” to mean that he or she has agreed to work without compensation in money