

# Phoebe Hearst Elementary School

Parent-Teacher Association (PTA)

## Bylaws



Hearst Elementary School  
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# Table of Contents

Article I: Name.....	3
Article II: Articles of Organization.....	3
Article III: Purpose.....	3
Section 1: PTA objectives	
Section 2: How objectives are developed	
Section 3: Section 501(c) (3) Status	
Article IV: Basic Policies.....	4
Section 1: Basic Policies	
Section 2: National PTA Standards for Family-School Partnerships.	
Section 3: <i>Hearst PTA Policies and Procedures Manual</i>	
Article V: Membership and Dues.....	5
Section 1: Membership Eligibility	
Section 2: Membership Enrollment.	
Section 3: Membership Dues.	
Section 4: Membership Responsibilities.	
Article VI: Officers and Their Election.....	6-7
Section 1: Definition of Officers.	
Section 2: Officers and Their Election	
Section 3: Resignation	
Section 4: Vacancies	
Section 5: Removal of Office	
Section 6: Transfer if intellectual Capital and Resources	
Article VII: Duties of Officers.....	7
Article VIII. Executive Board.....	7
Section 1: Executive Board Members	
Section 2: Duties	
Section 3: Meetings	
Article IX: General Meetings.....	8
Section 1: Regular Meetings	
Section 2: Special Meetings	
Section 3: Final Meeting	
Section 4: Quorum	
Article X: Committees.....	8
Section 1: Committees	
Section 2: Committees Chairs	
Section 3: Term of Committee Chairs	
Section 4: Coordination of Committees	
Section 5: Committee Budgets	
Article XI: Parliamentary Authority.....	9
Article XII: Financial Procedures.....	9
Section 1: Budget Cycle	
Section 2: Financial Policies and Procedures	
Article XIII: Amendments.....	9
Section 1: Amendments to By-Laws	
Section 2: Amendments to Policies and Procedures	
Article XIV: Non-discrimination.....	9

## **Article I: Name**

The name of this association is the Phoebe Hearst Elementary School Parent-Teacher Association (PTA), 3950 37<sup>th</sup> Street, NW, Washington, D.C 20008, hereinafter referred to as the "organization".

## **Article II: Articles of Organization**

The articles of organization of the Hearst PTA include (a) the bylaws of the organization (b) the policies and procedures manual and (c) the certificate of incorporation or articles of incorporation of the organization.

## **Article III: Purpose**

**Section 1:** The objectives of this PTA are:

- a. To bring into closer relation the home and the school, so that families and faculty may cooperate intelligently in the education of children.
- b. To develop between educators and the general public united efforts that give all children the best possible physical, mental, social, ethical and cultural education.
- c. To raise the quality of the childhood experience.
- d. To secure adequate laws for the care and protection of children and youth.
- e. To promote the welfare of children in the home, school, and community.

**Section 2:** The objectives of this organization are developed through conferences, committees, projects, and programs; promoted through an educational program directed toward families, faculty and the general public, and governed and qualified by the policies set forth in Article IV.

**Section 3:** 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").

## Article IV: Basic Policies

### Section 1: The following are policies of this PTA:

- 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 purposes not appropriately related to promotion of the objectives of the organization.
- c. The organization shall work with the school to provide quality education for all children, and shall seek to participate in the decision-making process establishing school policy.
- d. The organization may cooperate with other organizations and agencies concerned with child education, development & welfare.
- e. 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.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried out by an organization (i) exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon 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 non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- h. A PTA representative shall make no commitments that bind the group he/she represents, absent a vote by the executive board or the general membership, as appropriate, to approve it. Only members who have been formally assigned by the executive board are authorized to speak on behalf of the Hearst PTA.

**Section 2:** Policies and procedures for the day-to-day operations of the organization are further outlined in the policies and procedures manual (hereinafter referred to as "*Hearst PTA Policies and Procedures Manual*"), adopted by the executive committee and carrying the full weight of governance.

**Section 3:** This organization will adhere to the National PTA Standards for Family-School Partnerships. These standards are referenced in the *Hearst PTA Policies and Procedures Manual*.

## **Article V: Membership and Dues**

**Section 1: Membership Eligibility.** Membership in this organization is open to individuals who are the parent or legal guardian of a child (ren) enrolled at Hearst Elementary School as well as Hearst faculty and staff. Alumni and members of the community are also eligible for membership in a non-voting capacity.

**Section 2: Membership Enrollment.** This organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 3: Membership Dues.** Each member of this organization shall pay annual dues to the organization. The amount of dues shall be set by a vote of the executive committee and outlined in the *Hearst PTA Policies and Procedures Manual* referenced in Article IV, Section 3.

**Section 4: Membership Responsibilities.** Only members in good standing may vote in organizational proceedings.

## **Article VI: Officers and Their Election**

**Section 1:** Definition of Officers. Each officer of this organization shall be a member of this organization. An officer shall be the parent, guardian, or legal guardian of a child enrolled in the school, or shall be connected with the school by way of employment.

### **Section 2:** Officers and Their Election

- a. The officers of this organization shall consist of: president (or co-presidents up to two), a vice president, a secretary (or secretaries up to two), a treasurer (or treasurers up to two), a bookkeeper, a room parent coordinator and a faculty representative. Of that group, the president (or officer designee) will serve as the liaison to the Hearst School Advisory Board (or similar body as dictated by District of Columbia Public Schools).
- b. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- c. An individual can hold up to two offices on the executive board.
- d. Officers (not including the faculty representative) shall be elected by ballot from the organization's membership with the final 60 days of the school year prior to the start of their term. The ballot shall contain the opportunity for write-in candidates. If there is but one nominee for any office, election for that office may be by voice vote.
- e. The faculty representative to the board will be elected by school faculty body from the school faculty body annually.
- f. All officers shall serve for a term of one year. Treasurers are encouraged to serve staggered two-year terms.
- g. A person shall not be eligible to serve more than two consecutive terms in the same office unless two-thirds of the members present at any regular meeting vote to permit the officer to serve an additional term.

### **Section 3:** Resignation

Resignation from the executive board must be in writing and received by a secretary who is to inform the president (or co-presidents if applicable).

### **Section 4:** Vacancies

If a member of the executive board is unable to complete his or her term of office due to death, resignation or otherwise, the vacancy may be filled for the unexpired term by an individual elected by a majority vote of the executive board.

### **Section 5:** Removal of Office

The executive board shall have the power by two-thirds (2/3) vote to discipline, suspend or remove any officer, committee member, contractual staff or executive director of the organization. The individual involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting at their own costs to answer such charges.

### **Section 6: Transfer of Intellectual Capital and Resources**

Upon the expiration of the term of office or otherwise upon vacating the office, each officer shall turn over to the president(s), without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

### **Article VII: Duties of Officers**

The duties of executive board officers are outlined in the *Hearst PTA Policies and Procedures Manual* referenced in Article IV, Section 3.

### **Article VIII. Executive Board**

#### **Section 1: Executive Board Members**

- a. The executive board shall consist of the officers of the organization and the principal of the school. The principal serves in an advisory capacity with no voting authority.
- b. The president(s) shall appoint a parliamentarian, subject to the approval of the officers of the organization

#### **Section 2: Duties**

The duties of the executive board shall be to:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization
- b. Create standing and special committees
- c. Approve plans of work and budgets of the standing committees
- d. Present a report at regular meetings of the organization
- e. Prepare and submit to the organization membership for adoption a budget for the year
- f. Approve expenses within the limits of the budget and provide regular reports of revenue and expenses to the membership
- g. Adhere to the well established not-for-profit principals of board conduct including, duty of care, duty of loyalty, duty of obedience and confidentiality, as outlined in the *Hearst PTA Policies and Procedures Manual* referenced in Article IV, Section 3.

#### **Section 3: Meetings**

Meetings of the executive board shall be held during the school year at times to be fixed by the board. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president(s) or by a majority of the members of the board, with three day's notice. Non-members of the executive board may be invited to attend a meeting by majority vote of the board.

## **Article IX: General Meetings**

### **Section 1: Regular Meetings**

Regular meetings of the general membership of the organization shall be held a minimum of one time a year seven days notice having been given.

### **Section 2: Special Meetings**

Special meetings of the organization may be called by the president(s) or by a majority of the executive board, three days notice having been given. Special meetings are required to have an agenda announced in advance and no other business shall be added to the agenda without minimum notice being given. A special meeting may also be called by the membership at-large through a letter to the executive board containing signatures of two-thirds (2/3) of members in good standing and an agenda.

### **Section 3: Final Meeting**

The final meeting of each year shall be held at the end of the school year.

### **Section 4: Quorum**

The members present at any meeting shall constitute a quorum for the transaction of business in any meeting of this organization.

## **Article X: Committees**

### **Section 1: Committees**

The executive board will establish the standing or special committees necessary to conduct the objectives of the organization.

### **Section 2: Committees Chairs**

The executive board will appoint committee chairs to established committees. Only members of the organization shall be eligible to serve in any elective or appointive positions.

### **Section 3: Term of Committee Chairs**

The term of each chairman shall be determined by the executive board.

### **Section 4: Coordination of Committees**

No committee work shall be undertaken without the consent of the executive board.

### **Section 5: Committee Budgets**

Committees whose work involves funds connected to annual budget line items must submit a budget for their initiatives, including projected costs and revenues connected to that committee's work and initiatives. These budgets must be approved by the executive board before funds can be disbursed to cover any associated expenses.

## **Article XI: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

## **Article XII: Financial Procedures**

### **Section 1: Budget Cycle**

The fiscal year of this organization shall be established by the Hearst PTA executive board and is outlined in the *Hearst PTA Policies and Procedures Manual*.

### **Section 2: Financial Policies and Procedures**

Financial policies and procedures for the organizations are outlined in the *Hearst PTA Policies and Procedures Manual* referenced in Article IV, Section 3.

## **Article XIII: Amendments**

### **Section 1: Amendments to Bylaws**

- a. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous general membership meeting.
- c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

### **Section 2: Amendments to Policies and Procedures**

- a. Changes in the *Hearst PTA Policies and Procedures Manual* shall occur through the majority vote of members present at a given meeting.

## **Article XIV: Non-discrimination**

**Section 1:** Membership in this organization shall be made available without regard to race, color, creed or national origin, religion, sex, age, disability or sexual orientation, to any individual who subscribes to its objects and basic policies.