
**BARD HIGH SCHOOL EARLY COLLEGE
PARENT STUDENT TEACHER ASSOCIATION
BYLAWS**

Article I – Name

The name of this nonprofit association shall be the Bard High School Early College Parent Teacher Student Association (PTSA), District of Columbia. It is a local PTSA organized under the authority of the DC PTA, Inc., a branch of the National Congress of Parents and Teachers (National PTA).

Article II - Purposes

Section 1. Objectives. The purposes which this local unit will hereafter pursue are:

- A. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To promote the collaboration and engagement of families and educators in the education of children and youth; and
- D. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Section 2. Federal Status. Bard High School Early College PTSA 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 (referred to as “Internal Revenue Code”).

Article III—Principles

The following are basic principles of Bard High School Early College PTSA:

- A. PTA shall be noncommercial, nonsectarian, and nonpartisan.
- B. PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, 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.
- C. PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in PTA.

Article IV Constituent Associations

Section 1. Organization. This local PTSA shall be organized and chartered under the authority of the DC PTA, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the DC PTA may in its bylaws and policies prescribe.

Section 2. Good Standing. This local PTSA shall attain good standing status by DC PTA, by the:

- A. adoption of bylaws, which are not in conflict with the bylaws of the National PTA and the DC PTA and subsequently approved by the DC PTA;
- B. adoption of any amendment required by the National PTA and the DC PTA automatically and without any further action of this local PTSA; and
- C. adherence to the policy on the standards of affiliation set by the DC PTA.

Section 4. Dissolution. This local PTSA is obligated, upon surrender or withdrawal of its charter by DC PTA, to:

- A. yield up and surrender all of its books, records, assets and property to the DC PTA or to such association as may be designated by the DC PTA;
- B. cease and desist from the further use of any name that implies or connotes association or affiliation with the National PTA or the DC PTA; and
- C. carry out promptly, under the supervision and direction of the DC PTA, all proceedings necessary for the purpose of dissolving this local PTSA.

Section 5. Records Retention. This local PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association including, specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the DC PTA, and the records of the proceedings of this local unit. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the DC PTA and/or the National PTA.

Article V - Membership and Dues

Section 1. Members.

- A. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and meets other qualifications for membership as prescribed in these bylaws and pays dues as required in these bylaws.
- B. Every individual who is a member of this local PTSA is a member of the National PTA and the DC PTA and is entitled to all the benefits of such membership.
- C. The members of this local PTSA shall be the individual members who have paid dues for the current membership year.
- D. The membership year shall be July 1st through June 30th of each year.

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- E. Only members of this local PTSA who have paid dues for the current membership year may participate in the business of the association and be eligible to serve in any elected or appointed position.
 - F. This local PTSA may admit individuals to membership at any time.
 - G. Members of this local PTSA are recognized as members of DC PTA and National PTA when membership rosters and dues are received by DC PTA.

Section 2. Dues.

- A. Annual dues for each member shall be \$5 for students, \$6 teachers/staff, \$7 individual, \$10 family (2 memberships), \$25 Corporation. This includes the state dues as determined by DC PTA and national dues as determined by National PTA.
- B. This local PTSA shall remit a membership roster and the national and state portions of the dues paid by each member of this local PTSA to the DC PTA as required by DC PTA.

Article VI - Officers

Section 1. Eligibility. Each officer shall be a member of this local PTSA prior to taking office.

Section 2. Officers. The officers of this local PTSA shall be a president, a vice president, a secretary, and a treasurer. The position of president and secretary shall not be held simultaneously by one individual.

Section 3. Term of Office. Officers shall assume their official duties following the close of the fiscal year and shall serve a term of one (1) year.

Section 3. Term Limitations. The elected officers shall not serve more than two (2) consecutive terms in the same office. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 4. Vacancy in Office. All officer positions not filled by election shall become vacant. In the case of a vacancy in the office of president, the vice president shall serve notice to the board of directors of the election to fill the vacancy of the president and shall conduct the election. A vacancy in any office shall be filled by an affirmative vote of a majority of the remaining members of the board of directors. In the interim, duties of any vacancy shall be assumed by the board of directors.

Section 5. Duties of Officers. The officers shall perform the duties as prescribed for the office in these bylaws, by the board of directors in applicable state statutes, and in the parliamentary authority.

A. **President.** The president shall:

1. coordinate the work of the officers and committees of the association in order that the purposes may be promoted;
2. preside at all meetings of the association;
3. confirm that a quorum is present at all meetings of the association before conducting business;

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4. appoint the chair of each standing committee and special committee, subject to the approval of the board of directors, unless otherwise provided in these bylaws;
 5. appoint a parliamentarian, subject to the approval of the board of directors;
 6. be authorized to sign on bank accounts, unless prohibited by terms of employment;
 7. be authorized to sign contracts approved by the board of directors;
 8. be listed as the principal officer and be authorized to sign tax documents, unless prohibited by terms of employment;
 9. appoint a member, subject to the approval of the board of directors, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
 10. submit the names and contact information of the officers and chairs to the DC PTA within 30 days after election; and
 11. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

B. **Vice President.** The vice president shall:

1. serve as aide-to-the-president;
2. preside in the absence of the president; and
3. perform such other duties as may be prescribed in these bylaws or assigned by the board of directors or the association.

B. **Secretary.** The secretary shall:

1. record and maintain the minutes of all meetings of the members and the board of directors;
2. send, or cause to be sent, notice of meetings of the members and of the board of directors;
3. be responsible for correspondence;
4. collect and preserve documents relating to the history of the association;
5. present a written report to the association as the official history to be adopted at the annual meeting;
6. maintain the required documents of the association; and

7. not be a member of the financial reconciliation committee.

C. **Treasurer.** The treasurer shall:

1. have custody of all the funds of the association;
2. serve as the chair of the budget and finance committee;
3. present a written and verbal financial report at board of directors and association meetings and as requested by the board of directors or association;
4. maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
5. make disbursements in accordance with the budget adopted by the association;
6. be authorized to sign on bank accounts;
7. be authorized to sign tax documents, if the president is prohibited by terms of employment;
8. present a preliminary annual report, i.e. budget to actual, at the last association meeting; and
9. complete and file all necessary tax documents.

ARTICLE VII - Nominations and Elections

Section 1. Nominating Committee.

- A. **Composition.** The nominating committee shall consist of 5 members and 1 alternate member. No individual shall serve as a member of the nominating committee for two (2) consecutive terms. The president shall not serve as a member of this committee nor appoint any member of this committee. Student members shall not constitute a majority of this committee.
- B. **Election of Committee.** The members of this local PTSA shall elect the members of the nominating committee at a regular association meeting at least one month prior to the election meeting. The election shall be by plurality vote. A vacancy on the nominating committee shall be filled by the alternate with the next greatest number of votes. The committee members shall elect the committee chair.
- C. **Duties.** The nominating committee:
1. shall consider all candidates for elected positions whose submissions meet the requirements set forth by these bylaws and who have signified their consent to serve if elected;
 2. may consider additional candidates during its deliberations; and
 3. shall submit only one (1) name for each position to be filled.
- D. **Report of the Nominating Committee.** The report of the nominating committee shall be published to the membership through regular publicity channels at least seven (7) days before the election meeting.

Section 2. Nominations from the Floor. Nominees from the floor shall be accepted at the election meeting.

Section 3. Elections. Officers shall be elected by ballot in the month of May. However, if there is but one (1) nominee for an office, election for that office may be by voice vote.

ARTICLE VIII - Membership Meetings

Section 1. Regular Membership Meetings.

- A. Meetings of the membership of this association shall be held at least once a year. Meetings shall occur in the months of September, October, November, December, January, February, March, April, May and June, time and date to be established by board of directors. Five (5) days' notice shall be given if a change of date is needed. The membership shall be notified through regular publicity channels of the date and time of all association meetings following the first meeting of the board of directors, at which time this schedule is determined.
- B. The association membership meeting held in May shall be the election meeting.
- C. The association membership meeting held in June shall be the annual meeting.

Section 2. Quorum. The quorum for the transaction of business in any association membership meeting shall be minimum of ten (10) members.

Section 3. Proxy Voting. There shall be no proxy voting.

Section 4. Special Meetings. A special membership meeting may be called by the president and shall be called upon written request by a majority of the board of directors, with at least three (3) days' notice giving the place, date, time and purpose of the special meeting. No other business may be conducted.

ARTICLE IX - Board of Directors

Section 1. Composition. The members of the board of directors shall be:

- A. the officers of the association;
- B. the principal of the school or the principal's representative appointed by the principal;
- C. the chairs of standing committees;
- D. Faculty/teacher representatives; and
- E. Student representative.

Section 2. Eligibility. Members of this board of directors shall:

- A. subscribe to, believe in and support the mission, purposes, and principles of National PTA and DC PTA;
- B. be a member of this PTA at the time he/she is serving on the board of directors;

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- C. agree to join the association promptly, if not a current member at the time of election or appointment;
 - D. receive no compensation from the association except reimbursement for reasonable expenses; and
 - E. have served no more than two (2) consecutive terms in the same position.

Section 4. Capacity. Members of this board of directors shall serve in only one (1) capacity.

Section 5. Board Duties. The duties of the board of directors shall be to:

- A. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- B. present a report at the regular association meetings;
- C. approve the Plans of Work of all officers and committee chairs;
- D. create standing and special committees;
- E. prepare an annual budget for the upcoming fiscal year and submit to the association for adoption at the annual meeting;
- F. approve routine bills within the limits of the budget; and
- G. fill vacancies on the board of directors.

Section 6. Board Member Duties. The duties of member of the board of directors shall be to:

- A. submit a written Plan of Work to the board of directors for approval;
- B. have a current copy of the local PTSA bylaws;
- C. deliver to successor or the president all official materials within fifteen (15) days following the date on which the successor assumes duties;
- D. attend all meetings of the association;
- E. abide by the policies and procedures as set forth by the DC PTA; and
- F. perform the duties outlined in these bylaws, governing documents and those assigned by the president, this board of directors, or the association.

Section 7. Meetings of the Board of Directors.

- A. **Regular Meetings.** Regular meetings of the board of directors shall be held as determined by the board of directors.
- B. **Special Meetings.** Special meetings of the board of directors may be called by the president and shall be called by a majority of the members of the board of directors with notice given in writing, including electronic mail, to each member of the board of directors at least three (3) days before the meeting.
- C. **Proxy Voting.** There shall be no proxy voting.

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- D. **Quorum.** A majority of the members of the board of directors then in office shall constitute a quorum.
- E. **Emergency Voting.** In an emergency situation, the board of directors may vote by phone, email, or other electronic means if authorized by the president. Members shall have at least twenty-four (24) hours to cast their votes. A two-thirds (2/3) vote of the entire board of directors is required for adoption, and the vote shall be recorded in the minutes of the next regular meeting of the board of directors.

Section 9. Removal and Resignation. Any member of the board of directors may be removed from office with cause by the affirmative vote of two-thirds (2/3) of the members of the board of directors then in office. Any member of the board of directors may resign at any time by delivering a written resignation to the local PTSA president or secretary.

ARTICLE X - Committees

Section 1. Committees. The board of directors may create such standing and special committees as it may deem necessary. The president shall be an ex-officio member of all committees except the financial reconciliation committee and nominating committee.

Section 2. Term. Chairs shall assume their official duties following the close of the school year and shall serve a term of one (1) year.

Section 3. Capacity. Only one (1) person shall be appointed to serve in any one (1) chair position.

Section 4. Term Limitations. No chair shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 5. Standing Committee Chairs. All standing committee chairs shall:

- A. deliver to their successors or the president all official materials;
- B. present a written Goals to the board of directors for approval;
- C. have a current copy of the local PTSA bylaws; and
- D. perform other duties as assigned by the president, the board of directors, or the association.

Section 6. Proxy Voting. There shall be no proxy voting.

Section 7. Quorum. The quorum of any committee shall be a majority of its members.

ARTICLE XI - Fiscal Accountability

Section 1. Fiscal Year. The fiscal year of this association shall begin July 1st and end on the following June 30th.

Section 2. Signers. Signers on the bank account shall not be related by blood or marriage and shall not reside in the same household. There shall be two signatures on each check, and the individual receiving the check cannot be one of the two signatures.

Section 3. Financial Reconciliation.

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- A. A financial reconciliation shall be performed:
 - 1. at the end of the fiscal year;
 - 2. when any authorized check signer is added or deleted on any bank account; and
 - 3. at any time deemed necessary by the president or three (3) or more members.
 - B. The president shall appoint, subject to the approval of the board of directors, a financial reconciliation committee consisting of not less than three (3) members, who are not authorized signers. Members of the financial reconciliation committee shall not be the incoming treasurer or be related by blood or marriage and shall not reside in the same household as the authorized signers.
 - C. For the financial reconciliation required at the end of the fiscal year, the president shall appoint the financial reconciliation committee at least thirty (30) days before the last meeting of the year.
 - D. The financial reconciliation committee report shall be adopted by a majority vote of the association at the first regular meeting following the financial reconciliation.

ARTICLE XII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this local PTSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by the National PTA and the DC PTA.

ARTICLE XIII - Amendment of Bylaws

Section 1. Submission. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting. The amendment shall be subject to approval of the DC PTA.

Section 2. Approval. After adoption at a meeting of the association, the bylaws and standing rules shall be submitted for approval to DC PTA according to the policies and procedures of DC PTA. Amended bylaws or standing rules go into effect when an approved copy is returned by the DC PTA.

Section 3. Adoption. The adoption of an amendment to any provision of the bylaws by the DC PTA shall serve automatically and without the requirement of further action by the local PTSA to amend its corresponding bylaws.