

Bylaws of the Brent Diversity Working Group

Approved May 30, 2018

Article I: Name

Section 1. The name of this organization is the Robert Brent Museum Magnet Elementary School Diversity Working Group of Washington DC, also hereby known as the Brent Diversity Working Group (DWG).

Article II: Purposes

Section 1: The purposes of the DWG are:

- a) To promote academic programming that respects and celebrates the diverse cultural, historical and economic backgrounds within Brent's student population and that is delivered in a manner that provides linkages to students' own experiences and communities, with a focus on students of color.
- b) To facilitate student, parent and faculty involvement in community events celebrating the history and cultures that contribute to the diversity of our city and school populations
- c) To help develop a professional staff that reflects the diversity of its student population, with a focus on addressing the relative absence of minorities and males in teaching positions at the school.
- d) To foster a socio-cultural experience at Brent that is an inclusive and welcoming place for our minority students and their families.
- e) To secure and enhance resources to quantify and address disparities in the academic achievements within Brent's student population, including supports to help minority students improve performance on PARCC tests.

Section 2: The purposes of the DWG are promoted through an advocacy and educational program directed toward students, parents, teachers, administrators, and the general public; developed through committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3: The DWG is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future federal tax code (hereinafter "the Internal Revenue Code.")

Article III: Basic Policies

The following are the basic policies of the DWG:

- a) The DWG shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the Brent Diversity Working Group 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 purposes of the organization.
- c) The DWG shall not directly or indirectly participate or intervene in any way 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 DWG shall work to promote diversity, inclusion and equity and shall seek to participate in the decision-making processes establishing the school's policies, working with the School Chapter Advisory Committee (SCAC), Local School Advisory Team (LSAT), School Improvement Team (SIT) and the parent teacher organization.
- e) The DWG and its divisions may cooperate with other organizations to advance its purposes, but a DWG representative shall make no commitments that bind the DWG as may be approved by Brent DWG Officers.
- f) No part of the net earnings of the DWG shall be inure to the benefit of its members, directors, or officers or any other private individual. The Brent DWG shall be authorized and empowered to reimburse documented costs

for items and services approved by the DWG Secretary in the furtherance of the purposes set forth in Article II hereof.

- g) Notwithstanding any other provision of these Articles, the DWG shall not carry on any activities not permitted to be carried on by an organization (i) exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) that meets the criteria for receipt of charitable contributions under Section 170(c)(2) of the Internal Revenue Code.
- h) Upon the dissolution of the DWG, after paying or adequately providing for its debts and obligations, the remaining assets of the DWG 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 and subsidiary organizations shall prohibit voting by proxy.

Article IV: Membership and Dues

Section 1. Membership in the DWG is available without regard to race, color, creed, religion, national origin, gender or sexual orientation.

Section 2. Payment of dues shall not be a condition of membership in the DWG.

Article V: Officers

Section 1. The Officers of the DWG shall be a Chairperson, Secretary, Rising Tides Parent Liaison, and Rising Tides Academic Liaison.

Section 2. The Officers shall be elected by the Brent Diversity Working Group membership annually in accordance with the procedures in Article VIII.

Section 3. No person may serve as Chairperson for more than three (3) consecutive terms.

Section 4. To be eligible to be an Officer other than the Rising Tides Academic Liaison, the individual must have a child attending Brent or accepted to attend Brent the following school year, except in cases where the individual would be the only candidate for that position.

Section 5. No person is eligible to serve as Chairperson without one year of prior participation as a member of the DWG.

Section 6. No person is eligible to serve as Rising Tides Parent Liaison unless he/she has a child participating in or accepted to participate in the Rising Tides program, except in cases where the individual would be the only candidate for that position.

Section 7. No person is eligible to serve as Rising Tides Academic Liaison unless employed by either DCPS or funded by the Brent PTA, except in cases where the individual would be the only candidate for the position.

Article VI: Duties of Officers

Section 1. The Chairperson shall –

- a) Preside at all meetings of the DWG;

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- b) Serve as an ex-officio member of all committees;
- c) Coordinate the work of the Officers and committees of the DWG in order that its purposes may be promoted;
- d) Prepare and submit an annual budget to the DWG's general membership;
- e) Confirm special committees and committee chairs; and
- f) Perform such other duties as may be provided for in these bylaws or as directed by DWG's general membership.

Section 2. The Secretary shall –

- a) Perform the duties of the Chairperson in the Chairperson's absence or inability to serve;
- b) Record the official minutes of the meetings of the DWG;
- c) Be prepared to read minutes at all scheduled meetings of DWG;
- d) Have a current copy of the bylaws and approved budget;
- e) Maintain the current membership listing of DWG, and its Officers;
- f) Approve payment of routine bills within the limits of the approved budget; and
- g) Perform such other duties as may be provided for in these bylaws or as directed by the Chairperson or DWG's general membership.

Section 3. The Rising Tides Parent Liaison shall –

- a) Solicit feedback from students enrolled in the Rising Tides program and their caregivers on program strengths and opportunities for growth;
- b) Provide a Liaison's report to the DWG at each meeting, with a focus on student and caregiver feedback;
- c) Provide a Liaison's report to Rising Tides program staff and the school administration at least semi-annually, with a focus on student and caregiver feedback;
- d) Coordinate advocacy for the Rising Tides program with PTA and school administration; and
- e) Perform such other duties as may be provided for in these bylaws or as directed by Chairperson or the DWG's general membership.

Section 4. The Rising Tides Academic Liaison shall –

- a) Provide school administration and Rising Tides program staff with content suggestions for Rising Tides program enrollment and curriculum;
- b) Collaborate with school administration on development of performance metrics for the Rising Tides program, with input from the Rising Tides Parent Liaison;
- c) Review performance metrics for the Rising Tides program no less than semi-annually;
- d) Provide a Liaison's report to the DWG at each meeting, with a focus on changes in enrollment and curriculum and performance metrics; and
- e) Perform such other duties as may be provided for in these bylaws or as directed by Chairperson or the DWG's general membership.

Article VII: Committees

Section 1. By majority vote of the general membership, the DWG may create such special committees as it deems necessary to promote the purposes of the DWG.

Section 2. The chair of each committee shall present a plan of work to the Chairperson within 30 calendar days of his/her appointment. No committee work shall be undertaken without approval of the Chairperson.

Article VIII: Election/Tenure

Section 1. The Officers of the DWG shall be elected at the last general membership meeting of the school year.

Section 2. The vote for each Officer shall be conducted by a show of hands and a majority vote shall elect.

Section 3. Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year unless removed from their position in accordance with section 5 of this Article VIII.

Section 4. The chair of each committee of the DWG shall appointed by the Chairperson and confirmed by the general membership. Each committee chair shall serve for a term of one (1) year, unless the Committee is disbanded earlier by resolution adopted by the general membership or the individual is removed from their position in accordance with section 5 of this Article VIII.

Section 5. If any Officer or committee chair at any time ceases to meet the qualifications or fulfil the duties of the position, including without limitation missing three consecutive meetings of the DWG, that individual may be removed from his/her position by a resolution adopted by voice vote by the general membership.

Section 7. Upon expiration of a term in office, removal or by other means any individual otherwise ceases to hold a position as an Officer or committee chair on the DWG, that individual shall be immediately be relieved of all duties and responsibilities incident to such membership. Such individual shall turn over all records, accounts, funds or other materials pertaining to the position to the Chairperson within 14 calendar days after the individual ceases to hold the position.

Section 8. A vacancy in the position of Chairperson shall be filled for the remainder of the unexpired term by the Secretary. The general membership of the DWG shall by voice vote fill vacancies in any position other than Chairperson.

Article IX: General Membership Meetings

Section 1. General membership meetings of the DWG shall be held each month at a time agreed upon by the DWG at the first general membership meeting of the year, unless an alternative time is announced to the membership by the Chairperson with two business days' prior written notice.

Section 2. Each Officer have the authority to call special meetings of the DWG with two business days' prior written notice.

Section 3. The last general membership meeting of the school year shall serve as the annual meeting. The conduct of this meeting shall include election of new Officers, introduction of committee chairs (if applicable), reflection on accomplishments and planning for the upcoming school year.

Section 4. Five (5) members shall constitute a quorum for the transaction of business at any membership meetings of the DWG. The Chairperson or his/her designee must be present.