



BRENT ELEMENTARY SCHOOL
MUSEUM MAGNET PROGRAM

**BYLAWS OF
ROBERT BRENT PTA,
A LOCAL UNIT OF
THE DISTRICT OF COLUMBIA
CONGRESS OF PARENTS AND TEACHERS**

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ARTICLE I: NAME

Section 1. The name of this organization is the Robert Brent Museum Magnet Elementary School Parents and Teachers Association (Brent PTA), also hereby known as Brent PTA, Washington, District of Columbia.

Section 2. It is local PTA 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 Brent PTA are:

- a) To promote the welfare of children and youth in home, school, community, and places of worship;
- b) To raise the standards of home life;
- c) To work for a more conducive learning environment;
- d) To secure adequate laws for the care and protection of children and youth;
- e) To foster a closer relationship between home and school by parents and teachers cooperating intelligently in the education of children and youths; and
- f) To develop relationships between educators and the public so that such relationships and efforts of those relationships will secure the highest physical, mental, social advantages and spiritual education for all children and youth.

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 Brent PTA 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(s) of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

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

- a) The Brent PTA shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the Brent PTA 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 Brent PTA 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 Brent PTA shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing the school's policies. The Brent PTA recognizes 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 Brent PTA 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 Brent PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a Brent PTA representative shall make no commitments that bind the group he or she represents.
- f) No part of the net earnings of the Brent PTA shall be used to the benefit, or distributed to its members, directors, trustees, officers, or to other private person. However, the Brent PTA shall be authorized and empowered to pay documented reimbursement costs for Executive Board approved services in the furtherance of the purposes set for in Article III hereof.
- g) Notwithstanding any other provision of these articles, the Brent PTA shall not carry on any other activities

not permitted to be carried on (i) by an organization exempt from federal income under Section (501) (c) (3) of the Internal Revenue Code and (ii) by an organization whose receipt of contributions are deductible under Section 170(c) (2) of the Internal Revenue Code.

- h) Upon the dissolution of the Brent PTA, after paying or adequately providing for the debts and obligations of the Brent PTA, 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/subsidiary organizations shall prohibit voting by proxy.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND DCPTA

Section 1. The Brent PTA shall be organized and chartered under the authority of the DCPTA in the area in which the Brent PTA functions, in conformity with such rules and regulations, as the DCPTA may in its bylaws prescribe. The DCPTA shall issue to the Brent PTA an appropriate charter evidencing the due organization and good standing of the Brent PTA. A Local PTA in good standing is one that:

- a) Adheres to the purposes and basic policies of the PTA;
- b) Remits the National portion of the dues through the DCPTA to reach the national office by dates designated by the National PTA;
- c) Has bylaws approved according to the procedures of its state; and
- d) Meets other criteria as may be prescribed by the DCPTA.
- e) The portion of annual dues payable to the DCPTA is determined by the DCPTA and the portion of annual dues payable to the National PTA is approved by the National PTA at their annual convention. The portion of annual dues payable to the Brent PTA is recommended by the Brent PTA Board of Directors and approved at the last membership meeting of the school year.

Section 2. The Brent PTA shall adopt such bylaws for the government of the organization and those bylaws must be approved by the DCPTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of DCPTA.

Section 3. Bylaws of the Brent PTA shall include an article and amendment.

Section 4. Bylaws of the Brent PTA shall include a provision for establishing a quorum.

Section 5. Each officer and Board member of the Brent PTA shall have paid their dues to this local PTA.

Section 6. The bylaws of the Brent PTA shall prohibit voting by proxy.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Membership in the Brent PTA shall be made available without regard to race, color, creed, religion, or national origin.

Section 2. Every individual who is member of the Brent PTA is, by virtue of that fact, a member of the National PTA and of the DCPTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

Section 3. Each member of the Brent PTA shall pay annual dues as established by the PTA Board of Directors. The amount of such annual dues shall include the portion payable to the DCPTA and the portion payable to National PTA.

Section 4. The DCPTA is responsible for payment to the National PTA of the national portion of dues paid by members of the Brent PTA. The remittance 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 Brent PTA, the amount of dues collected during the period covered by the report, and the number of members of the association. The treasurer shall reflect the portion of dues sent to the DCPTA and the National PTA and shall send them to the DCPTA on the 25th of each month.

Section 5. The membership year for the Brent PTA, as dictated under the authority of the DCPTA, shall begin September 30 and end on October 1 of the following year. A member must be a paid member by the end of March in order to vote in year-end elections.

ARTICLE VI: OFFICERS

Section 1. The officers of the Brent PTA shall be President, Vice-president, Principal, Secretary, Treasurer and three (3) members-at-large from the Board of Directors.

Section 2. The President will be elected by the PTA membership annually, according to the procedures in Article IX Section 3. The remaining officers will be elected by the Board of Directors from the current elected Board of Directors.

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

Section 4. Officers must have served one-term as a PTA Board of Director before being eligible to serve as an officer, except for the Principal.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The president shall—

- a) Preside at all meetings of the Brent PTA;
- b) Serve as an ex-officio member of all committees except the nominating committee;
- c) Coordinate the work of the officers and committees of the Brent PTA in order that the purposes may be promoted; and
- d) 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 shall—

- a) Act as aide to the president;
- b) In their designated order vice president, secretary, treasurer shall 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 and/or the Executive Committee.

Section 3. The secretary shall—

- a) Record the official minutes of the General Body Meeting and the Executive Board Meetings of the Brent PTA. All sub committees of this the Brent PTA will be responsible for their own respective minutes;
- b) File all records;
- c) Be prepared to read the minutes at all scheduled meetings of the General Body and the Executive Board meetings;
- d) Have a current copy of the bylaws;
- e) Maintain a copy of the current membership listing with the date of paid membership;
- f) Upon authorization from the treasurer and in the absence of the Membership Chairperson prepare and issue PTA membership cards to members; and
- g) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president of the Executive Board.

Section 4. The treasurer shall—

- a) Have custody of the funds of the Brent PTA;
- b) Maintain a full account of the funds of the Brent PTA;
- c) Make disbursements as authorized by the president, Executive Board, or the Brent PTA in accordance with the budget adopted by the Brent PTA;
- d) Have checks signed by two people; the treasurer and president or vice-president, except in the case of an approved check request form that is signed by the treasurer and the president/vice-president;
- e) Keep a full and accurate account of receipts and disbursements in the books belonging to the Brent PTA;
- f) Provide a treasurer's report to the Executive Board and PTA members at each meeting;
- g) Present an annual report of financial condition of the organization;
- h) Submit the books annually to an audit committee selected by the Executive Board at least one month before the Board meeting at which new officers assume duties. One member of the audit committee should be the incoming treasurer;
- i) Report the finding of the annual audit to the Executive Board and Brent PTA members; and
- j) 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(s).

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. The officers will serve as the Executive Committee of the Brent PTA Board. Officers must have served one term as a PTA Board of Director before being eligible to serve as an officer, except for the Principal.

Section 2. The Executive Committee, when empowered by the Board of Directors, will continue the work of the PTA Board of Directors between meetings of the Board.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. The PTA Board shall manage the affairs of the Brent PTA in the intervals between local PTA general membership meetings.

Section 2. Each Board member shall be a member of the Brent PTA.

Section 3. The members of the Board shall be—

- a) Officers;
- b) Immediate past president or if the immediate past president is unavailable an immediate past elected officer;
- c) Principal. The Principal has no vote;
- d) Teacher representative (s) who will be elected by the teachers. This position may be shared but only has one vote.
- e) By appointment of the president with confirmation of the PTA Board of Directors; Fundraising Chairperson, Membership Chairperson, Education/Legislation Chairperson and Adhoc Committees as needed.
- f) The position of Parliamentarian serves at the pleasure of the president and by appointment of the president. The Parliamentarian has no vote, unless the Parliamentarian is an elected member of the Board.

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) Confirm special committees;
- c) Create a report at the regular general membership meetings of the Brent PTA;
- d) Select an auditor or an auditing committee to audit the Treasurer's accounts;

- e) Prepare and submit an annual budget to the Brent PTA's general membership for adoption;
- f) Approve payment of routine bills within the limits of the approved budget;
- g) Confirm standing committee chairs and members;
- h) Approve the work of the committees;
- i) Act in emergencies between meetings of the membership; the board of directors is responsible to the General Membership and meets between meetings of the general membership to handle business as required. The PTA Board meetings are open for observation only. Notification of open meetings will be announced prior to the General Body Meetings.

Section 5 – If any member of the Board of Directors shall at any time cease to meet the qualifications or fulfill the duties of the position, or miss more than three (3) consecutive meetings of the Brent PTA, that person may be removed from the PTA Board by resolution adopted by the Board.

Section 6 – Regular meetings of the PTA Board shall be held with the date and time to be fixed by the PTA Membership at its first meeting of the year.

- a) The board shall develop standing rules—
- b) Each member must be a paid member;
- c) PTA members may come to observe only;
- d) Issues should be presented in advance in writing to the president or vice president which will be presented at a meeting of the PTA Board; and
- e) The PTA Board is to prepare a calendar of events for the PTA Board and PTA general body.

Section 7 – Special meetings of this board may be called by the president or when requested by 5 Board members upon 2 business days written or email notification to each member of the board.

Section 8 – At all meetings of the PTA Board, 6 members of the board shall constitute a quorum for the transaction of business. The president and the secretary, or designee, must be present.

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 and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within 14 calendar days after the member cease to hold office.

Section 10 – The Board of Directors shall take no action in conflict with any other action taken by membership.

ARTICLE X – ELECTIONS

Section 1 – Board of Directors and the President shall be elected at the last General Body meeting of the school year.

Section 2 – The vote shall be conducted during the last General Body meeting of the school year by a show of hands and a majority vote shall elect. When there is only one candidate for any office, the voting for that office may be held by voice vote. The office of Principal is not an elected position.

Section 3. The following provisions shall govern the eligibility of individuals to be Board members of the Brent PTA.

- a) Each candidate shall be a member of the Brent PTA.
- b) The member must have a child attending the school or accepted to attend the following school year, except in cases where the individual would be the only nominee for that position.
- c) A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 4. Officers and Directors shall assume their official duties July 1. Officers and Directors shall serve for a term of one (1) year.

Section 5. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. The PTA Board shall fill a vacancy in any office other than the president.

Section 6. There shall be a nominating committee composed of no less than three members and shall be chosen by the Brent PTA at a regular general membership meeting at least one month prior to the election of officers. Nominating Committee members must be active paid members of the Brent PTA.

- a) The committee shall elect its chair.
- b) The nominating committee shall nominate an eligible person for each office to be filled, have the nominee complete an application for the office in which he or she is seeking, and reports its nominees at the last regular general membership meeting of the school year. At that meeting, additional nominations may be made from the floor, and those nominees must complete an application for the office, which he or she is seeking. After such nominations are received and recorded from the floor, the Nomination Committee Chair announces that all nominations for the election of officers and directors of the Brent PTA are hereby closed.
- c) Only those individuals who are current members of the Brent PTA and who have signified their consent to serve if elected shall be nominated for and elected to, such office.

ARTICLE XI – COMMITTEES

Section 1. Only members of the Brent PTA, who meet the requirement set in these bylaws, shall be eligible to serve in any elective or appointed position.

Section 2. The Board of Directors may create such special committees, Adhoc, as it deems necessary to promote the purposes and to carry on the work of the Brent PTA.

Section 3. The term of office of a committee chair shall be one (1) year or until the selection of a new successor.

Section 4. The chair of each committee shall present within 30 calendar days of their appointment a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.

ARTICLE XII – GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of the Brent PTA shall be held each month at a time agreed upon by the PTA membership at the first general meeting of the year, unless change is provided by the Brent PTA or the Board with a 7-business day notification.

Section 2. The president may call special meetings of the Brent PTA or by a majority of the Board. Two (2) business days notice having been given.

Section 3. The last general body meeting of the school year shall serve as the annual meeting and will include the introduction of new officers and directors, the issuance of final reports, accomplishments, discussion of plans for the upcoming school, etc.

Section 4. Ten members shall constitute a quorum for the transaction of business in any meetings of the Brent PTA. The quorum consists of the PTA Board of Directors plus any other paid Brent PTA membership attendees. The president and the secretary, or designee, must be present.

ARTICLE XIII – COUNCIL MEMBERSHIP

The District of Columbia is divided into councils, the boundaries of which shall be defined by the DCPTA board of directors. Boundaries maybe 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 the council. Councils shall not legislate for Local Units.

ARTICLE XIV – FISCAL YEAR

Section 1. The fiscal year of the Brent PTA shall begin on September 30 and end on the following October 1.

ARTICLE XV – PARLIAMENTARY AUTHORITY

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

ARTICLE XVI – AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Brent PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the Board of Directors and notice of the proposed amendments have been provided to the membership Five (5) business days prior to the meeting.

Section 2. The Board of Directors by a majority vote may authorize the committee on bylaws to submit a revised draft of bylaws as a substitute for the existing bylaws.

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

These bylaws were approved by the Executive Board of the Robert Brent Elementary School PTA on March 10, 2005.

On April 5, 2005, the General Membership of the Robert Brent Elementary School PTA adopted these bylaws, which are effective as of April 5, 2005.

Revised: May 23, 2012