



Capitol Hill Cluster School
Where Every Child Achieves
Peabody | Watkins | Stuart-Hobson | A DC Public School

**Bylaws of the
Capitol Hill Cluster School
Parent-Teacher Association**

*June 2014
Amended January 2020*

BYLAWS OF THE
CAPITOL HILL CLUSTER SCHOOL
PARENT TEACHER ASSOCIATION

Article I - Name

The name of this association is the Capitol Hill Cluster School Parents and Teachers Association (CHCS PTA). It is a local PTA unit organized under the authority of the District of Columbia Congress of Parents and Teachers (DC PTA), a branch of the National Congress of Parents and Teachers (National PTA).

Article II - Articles of Organization

The articles of organization of the local PTA include (a) the bylaws of such organization and (b) the certificate of incorporation.

Article III – Mission

Section 1. Mission

The Cluster School PTA supports our students, teachers, staff, and families with the goals of increasing student achievement, building our community and creating a positive school culture from Pre-K through 8th grade. We support the success and diversity of our school through four major activities: community building, fundraising, communications, and advocacy.

Section 2. Purposes and Objectives

Community Building. We are a diverse community, and the PTA seeks to strengthen that diversity by fostering positive relationships among families, staff, students, and community members in Cluster-wide family events. We also organize PTA meetings that engage Cluster families in important discussions about teaching and learning, education policy issues, and school budget and PTA budget development.

Fundraising. Our ambitious and successful fundraising efforts serve to fill in gaps in public funding as well as enhance teaching and learning, and nurture a positive school climate. Our events involve large numbers of family volunteers working together to make each event successful.

Communications. The PTA uses a robust communications infrastructure to get the word out about activities and news at all three of our campuses. Our goal is to keep our school community informed and connected to the people and happenings at our school.

Advocacy. The PTA advocates for fair funding for the Cluster school, and fair and sensible education policy in the District of Columbia.

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 IV - Basic Policies

The following are basic policies of the CHCS PTA:

- a) The association 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 the purposes of the organization.
- c) The organization shall not – directly or indirectly – participate in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d) 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.
- e) Notwithstanding any other provision of these articles, the organization shall not carry on any activities prohibited (i) to an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) to an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f) Upon dissolution of the 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 that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- g) Voting by proxy is not allowed, but with five business days' notice and without objection, balloting on issues by electronic mail is permitted.

Article V - Membership and Dues

Section 1. Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the DC PTA by which this local PTA is chartered, and is entitled to all benefits of such membership.

Section 2. Membership in the CHCS PTA shall be made available without regard to race, color, creed, sexual orientation, gender identity/expression, or national origin to any individual who subscribes to the purposes and basic policies of the National PTA.

Section 3. The CHCS PTA shall conduct an annual enrollment of members, actively encouraging participation from all segments of the CHCS community. Families, however, may join at any time.

Section 4. Each family unit that is a member of the association shall be asked to pay annual dues to the organization, but these dues will not be required for PTA membership. The amount of dues will be set by the full PTA executive board.

Section 5. A member's dues shall include the amount of dues owed to the DC PTA and National PTA.

Section 6. The DC PTA state and national portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the DC PTA through such channels and at such time as any DC bylaws may provide.

Article VI—Relationship with National PTA and DC PTA

Section 1. The CHCS PTA shall be organized and chartered under the authority of the DC PTA in conformity with such rules and regulations as the DC PTA may in its bylaws prescribe. Towards that end, the CHCS PTA shall

- a) Adhere to the purposes and basic policies of the PTA;
- b) Remit the national portion of the dues through the DC PTA to reach the national office by dates designated by National PTA;
- c) Have bylaws approved according to the procedures of the DC PTA; and
- d) Meet other criteria as may be prescribed by the DC PTA.

Section 2. The bylaws for the governance of the organization must be approved by the DC PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of DC PTA.

Section 3. Bylaws shall include an article on amendments.

Section 4. Bylaws shall include a provision establishing a quorum.

Section 5. Each officer or board member shall be a member of the DC PTA.

Section 6. The bylaws shall prohibit voting by proxy.

Article VII – The Board and Elections

Section 1. Each board member of this PTA shall be a member of this PTA.

Section 2. Officers, board members and their election:

- a) **Officers:** The officers of this association shall be a president; one or more vice presidents, each with roles to be decided together with the Board of the PTA, a secretary, a treasurer and co-treasurer, a fundraising chair and co-chair, and a communications chair and co-chair. The first vice president shall also serve as the PTA’s voting representative on the Local School Advisory Team, and shall act as the liaison between the two organizations. Officers shall have authority to:
 - 1) Approve funds up to a certain amount as determined by the full executive board at its first meeting of the year within limits of the approved annual budget;
 - 2) Recruit and nominate new board members throughout the year to fill vacancies as needed;
 - 3) Meet separately from the full executive board to develop funding, budget, policy and other proposals for future consideration by the full board.
- b) **Board Members:** The board of the PTA shall consist of the officers together with board members who are responsible for various activities including, but not limited to: campus Executive Committee co-chairs, fundraising, communications, events, membership, meeting

coordination, volunteer outreach, and family and teacher representatives from each campus of the CHCS.

c) Elections: Officers and board members shall be elected by ballot (or by voice vote in the case of an uncontested office) in either the month of May or June.

d) Terms: Officers and board members shall assume their official duties July 1. Officers will serve up to two-year terms, either with both years as an officer or one year as a board member and one year as an officer. Terms end June 30th or until their successors are elected. Whenever possible, officers should have staggered two-year terms so that they rotate off the board on alternate years. Officers shall not be eligible to serve more than two consecutive two-year terms in the same office.

e) Nominations:

1) There shall be a nominating committee composed of at least one representative per campus, which shall be approved by the executive board at a regular meeting at least one month prior to the election of board members.

2) The nominating committee shall nominate at least one eligible person for each position to be filled and report its nominees to the executive board. Additional nominations will be solicited from the cluster community in May. Furthermore, the nominating committee shall seek to fill the non-elective committee positions as required by the work load of each of the coordinators. The nominating committee shall widely advertise the availability of all positions to all cluster families.

3) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to board positions

Section 3: Commitment to Diversity of Family Representation

a) Pursuant to the CHCS PTA mission (See Section 1 Mission and Section 2 Purposes and Objectives) to building our community and support[ing] the success and diversity of our school, the CHCS PTA is committed to taking all necessary actions to ensure diverse representation on all families within the PTA Officers and Board Members.

Section 4. Standing Committee and Special Committees

a) In addition to the executive board, the CHCS PTA will have committees for various functions and activities with chairpersons and members who are not elected and who are not voting members of the executive board.

b) Only members of the association shall be eligible to serve in any elected or appointed position.

c) Committees will meet separately from the regular PTA general or executive board meetings and will report back to the board regularly regarding activities.

d) Standing Committees include:

a. Campus Executive Committees

i. Each Cluster Campus will have a campus specific Executive Committee, to serve as a “mini- PTA” for that campus (Peabody, Watkins, Stuart-Hobson). Each campus Executive Committee will be composed of co-chairs, elected as part of the PTA Board, in addition to committee members.

- ii. Campus-based Executive Committees will function each school year, under the leadership of co-chairs. Executive Committees will meet jointly with PTA General Meetings in addition to other times designated by the co-chairs as needed.
- iii. Campus-based Executive Committees focused on the needs and interests of a specific CHCS campus and have responsibility for allocating the campus-based funds under the leadership of the campus Executive Committee co-chairs
 - b. Equity and Inclusion Committee
- e) The Board may create other Special Committees each year depending on identified needs. These committees may include, but are not limited to:
 - a. Grant-writing committee
 - b. CHCS PTA Nominating committee

Section 5. Vacancies:

- a) A vacancy occurring in any office shall be filled for the unexpired term of a member of the board by a majority vote of the remaining members of the board. Unexcused absences from two consecutive Board meetings, whether regular or special, shall constitute prima facie evidence of a vacancy. In case a vacancy occurs in the office of the president, a vice-president shall serve notice of the election.

Section 6. Removal:

- a) Failure to fulfill duties for the elected position as defined below, and as assigned, in a reasonable amount of time, and with reasonable notification, shall also constitute prima facie evidence of a vacancy.

Article VIII– Duties of Officers and Board Members

Section 1. **President** shall:

- a) Preside at all meetings of the association and of the board.
- b) Perform such other duties as may be prescribed in these bylaws or assigned to the president by the association or by the board.
- c) Serve as a member ex officio of all committees except the nominating committee.
- d) Coordinate the work of the officers and committees of the association in order that the objectives may be promoted.
- e) Serve as the primary representative of the CHCS PTA to the CHCS administration, or may delegate that responsibility.

Section 2. **Vice Presidents** shall:

- a) With the approval of the board, provide support, coordination and oversight to specified chairs and committees, and shall fulfill temporary vacancies in such assigned until filled.
- b) Act as aides to the president.
- c) Perform the duties of the president in the absence or inability of that officer to act.
- d) Perform such other duties as may be determined by the board.
- e) The first vice president shall act as LSAT representative, attending as a voting member of the LSAT, representing the CHCS PTA to the LSAT and acting as conduit between the two organizations.

Section 3. **Treasurer Co-Chairs** shall:

- a) Have custody of all of the funds of the association.
- b) Be responsible for the maintenance of such books of account and records as conform to the requirements of these bylaws, and keep a full and accurate account of receipts and expenditures.
- c) Make disbursements as authorized in writing by the executive board or the individual authorized by the executive board (as reflected in an executive board resolution) for each line item in the budget adopted by the association.
- d) Have checks or vouchers signed by two authorized officers, the treasurer and one other officer.
- e) Present a financial statement at every meeting of the association and at other times when requested by the president or executive board.
- f) Have the accounts examined annually or upon change of treasurer (whichever is sooner) by an auditor or a financial review committee selected by the Board, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- g) Call a public budget preparation meeting of the members of the association prior to the meeting of the executive board on the proposed budget.
- h) Propose to the board, with a majority present, a balanced operational budget prior to the last meeting of the association during each school year, indicating anticipated income and proposed expenditures for the coming year.
- i) Insure the filing of federal and state taxes, and other tax forms, including 1099 forms completely and in a timely manner.
- j) File documents necessary to maintain the PTA's tax exempt status with the Federal and District governments.

Section 4. **Fundraising Co-chairs** shall:

- a) Create and maintain a fundraising calendar of activities for the year.
- b) Provide support, coordination and oversight to all fundraising event chairpersons and committee heads.
- c) Seek chairs for all fundraising activities on an as-needed basis and fulfill duties temporarily until vacancies are filled.
- d) Deposit and track receipts of funds raised and provide a fundraising report to the board monthly or as requested.
- e) Check signing authority.

Section 5. **Communications Co-chairs** shall work in coordination with the CHCS Administrators and CHCS PTA to:

- a) Provide support, coordination and oversight to all communication committee heads and volunteers. Recruit volunteers for specific communications tasks on an as-needed basis.
- b) Create and/or maintain school calendar.
- c)
- d) Maintain and update school website and other social media other electronic communication tools.
- e) Create, update and distribute school marketing materials, including digital and printed materials.

Section 6. **Secretary** shall:

- a) Record minutes of all meetings of the association and of the board and make those minutes public within thirty days. If unable to attend a meeting, secretary shall arrange in advance for an alternate to take notes in his or her stead.

- b) Maintain electronic documents of the association at a designated on-line site, including the bylaws, and certify at the end of each financial year that documents required to be maintained by these by-laws or DC PTA are in order.
- c) Acknowledge the tax-deductible contributions of contributors within 30 days of when the contribution is made and in no case later than January 31 of the calendar year following.
- d) Maintain corporation paperwork with the District of Columbia.
- e) Maintain the Master Business for Charitable Solicitation license with the District of Columbia.
- f) Maintain the calendar for the PTA.

Section 7. Membership Co-Chairs shall:

- a) Promote PTA membership.
- b) Collect and track membership dues.
- c) Submit regular membership reports and dues payments to the DC PTA.
- d) Maintain a membership database.
- e) Coordinate the production and distribution of a school directory for all three campuses.
- f) Maintain and distribute, as appropriate, all official correspondence from the DC PTA and National PTA and serve as CHCS liaison to DC PTA.

Section 8. Family Event Co-Chairs shall:

- a) Plan and implement family events during the school year as agreed upon by the executive board.
- b) Recruit volunteers as needed to support planning and implementation of family events.
- c) Plan childcare and engaging student activities for PTA general meetings.
- d) Coordinate and provide food and childcare as necessary for PTA general meetings, within meeting support budget.

Section 10. Campus Executive Committee Co-Chairs for each campus shall:

- a) Serve as liaisons between families, including designated room parents, from their campus and the PTA, including representing families' interests and concerns from their campus to the PTA executive board.
- b) Assist PTA executive board in effectively communicating important information and PTA notices to families at that campus.
- c) Lead the campus-based process to propose spending plans for campus-based allocations of PTA dollars.
- d) Lead the process to solicit, approve, and award campus-based discretionary funds via grants, stipends and other uses as needed,
- e) Lead Campus-based parent/teacher committees, where issues, opportunities and concerns regarding specific campuses can be discussed.
- f) Provide leadership and support to implementation of campus-based projects, initiatives or strategies.
- g) Assist with open houses and teacher appreciation week for their campus.

Section 11. Campus Teacher Representatives shall:

- a) Serve as liaisons between teachers from their campus and the PTA, including representing teacher interests and concerns from their campus to the PTA executive board.
- b) Assist PTA in effectively communicating important information and PTA notices to teachers at that campus.
- c) Recruit teachers to support activities at their campus and cluster-wide.

- d) Participate in Campus-based family/teacher committees, where issues, opportunities and concerns regarding specific campuses can be discussed.

Section 12. Upon expiration of the term of office or in case of resignation, each member of the board shall give to the secretary, or president in the case of an absence, without delay, all records and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the position. The secretary shall add electronic records, as appropriate, to the PTA on-line document sharing system.

Article IX - The Board

Section 1. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

Section 2. The duties of the board shall be to:

- a) Transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association.
- b) Create standing and special committees.
- c) Approve the plans of work of the committees.
- d) Select an auditor or a financial review committee to review the treasurer's accounts and help in the preparation of the budget.
- e) Prepare and submit to the association for adoption a budget for the year.
- f) Vote on budget requests submitted two weeks prior to the meeting of the board on the proposed budget. Upon its approval and/or amendment by the board, the proposed budget shall be submitted in the form of a resolution to the membership at the last meeting of the association. Upon its adoption and or amendment, the budget resolution shall become the association's official budget for the school year. The board, without the approval of the full membership, may approve expenditures not specifically identified in the budget resolution, the total not to exceed 5% of the approved budget. The association, upon recommendation of the finance committee, may from time to time amend the budget resolution adopted at the last meeting of the previous school year.
- g) Submit budget requests submitted at the public budget preparation meeting held two weeks prior to the meeting of the board on the proposed budget. Upon its approval and or amendment by the board, the proposed budget shall be submitted in the form of a resolution to the membership at the last meeting of the association. Upon its adoption and or amendment, the Budget Resolution shall become the association's official budget for the school year. The Board without the approval of the full membership may approve small expenditures not specifically identified in the Budget Resolution , the total not to exceed 5% of the approved budget. The association, upon recommendation of the finance committee, may from time to time amend the Budget Resolution adopted at the last meeting of the previous school year.
- h) Approve routine bills within the limits of the budget or at the direction of the membership.
- i) Delegate specified budget expenditure items to the officers. All such delegated expenditures shall be reported to the Board at each monthly meeting.

Section 3. Regular meetings of the board shall be held during the school year, the days and times of which should be on a regular schedule throughout the school year. A quorum shall constitute 50% of the elected membership of the board present. Special meetings of the board may be called by the president or by a majority of the members of the board with three days notice.

Article X - Meetings

Section 1. At least four regular meetings of the association shall be held during the school year. Dates of meetings shall be determined by the board and shall be announced by the secretary with a minimum of 10 days notice to the membership. At least three days notice shall be given for a change of date or location, except in emergency situations when a majority of the Board may reschedule the meeting and notify the membership via electronic communications.

Section 2. Officers may meet separately from the executive board to develop funding, budget, policy and other proposals for future consideration by the full board.

Section 3. Special meetings of the association may be called by the president or by a majority of the board with at least three days notice.

Section 4. The final association meeting shall be held in the month of May.

Section 5. Thirty (30) members or twenty five percent of the membership, whichever is fewer, shall constitute a quorum for the transaction of business in any meeting of the association.

Article XII - Fiscal Year

The fiscal year of this association shall begin July 1 and end June 30.

Article XIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CHCS PTA in all cases in which they are applicable and in which they are not in conflict with the sense and purposes of the meeting, with these bylaws, the bylaws of the DC PTA, and the bylaws of the National PTA.

Article XIV - Amendments

Section 1. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the DC PTA.

Section 2. Amendments or revised bylaws submitted for approval by the DC PTA shall be in accordance with the bylaws or regulations of the DC PTA.

Section 3. A continuing resolution may be attached to these bylaws and may include on-going policy decisions and changes so long as they are in accordance with these bylaws.