

JANNEY PTA BYLAWS

<u>INDEX</u>	<u>PAGE</u>
ARTICLE I NAME.....	2
ARTICLE II ARTICLES OF ORGANIZATION.....	2
ARTICLE III PURPOSES.....	2
ARTICLE IV BASIC POLICIES.....	3
ARTICLE V MEMBERSHIP AND DUES	4
ARTICLE VI OFFICERS AND THEIR ELECTION	5
ARTICLE VII DUTIES OF OFFICERS.....	6
ARTICLE VIII EXECUTIVE BOARD.....	8
ARTICLE IX MEETINGS.....	9
ARTICLE X COMMITTEES.....	9
ARTICLE XI PARLIAMENTARY AUTHORITY.....	9
ARTICLE XII FINANCIAL PROCEDURES.....	10
ARTICLE XIII AMENDMENTS.....	13

Article I: Name

The name of this association is the Janney School Parent-Teacher Association (PTA), Washington, D.C.

Article II: Articles of Organization

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

Article III: Purposes

Section 1. The objects of this PTA are:

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

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

Section 3. The organization is organized 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

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 objects of the organization.
- c. The organization shall work with the schools to provide quality education for all children and youth, 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 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 the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organizations, 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 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 Janney PTA.

Amended May 2008

Article V: Membership and Dues

Section 1. Membership in this PTA shall be made available without regard to race, color, creed or national origin, to any individual who subscribes to its objects and basic policies.

Section 2. This PTA shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Each member of this PTA shall pay annual dues to the organization. The amount of dues each year shall be set by a vote of the general membership during the previous spring.

Section 4. Only members in good standing may vote in PTA proceedings.

Article VI: Officers and Their Election

Section 1. Each officer of this PTA shall be a member of this PTA. An officer shall be the parent or 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 a president, a faculty co-president, a president-elect, a past-president, a secretary, and a treasurer. They also shall include a PTA liaison to the Janney School Improvement Team (SIT), who shall be appointed by the executive board.
- b. Any of the offices may be shared by more than one individual.
- c. Officers shall be elected by ballot within the final 60 days of the school year prior to the start of their term. If there is but one nominee for any office, election for that office may be by voice vote.
- d. All officers shall assume their official duties at the beginning of the PTA fiscal year (July 1st). Officers other than the president shall serve for a term of one year. A president shall serve as president-elect for his/her first year, president for his/her second year, and past president for his/her third year. Treasurers also are encouraged to serve staggered two-year terms.
- e. 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. Nominating Committee

- a. There shall be a nominating committee composed of the president, the Janney principal, and three at-large members. The at-large members shall be elected at a general membership meeting at least one month prior to the election of officers.
- b. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees to the general membership.
- c. Additional nominations may be made by petition of any five members of the association, by submitting the petition to a member of the nominating committee at any time up to one week prior to the election.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4. Vacancies

A vacancy occurring in any office may be filled for the unexpired term by an individual elected by a majority vote of the executive board.

VII: Duties of Officers

Section 1. The president shall:

- a. preside at meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association ;
- c. be a member ex officio of all committees;
- d. coordinate the work of the officers and committees of the association in order that its objects may be promoted.

Section 2. The president-elect shall:

- a. assist the president in carrying out his or her duties and responsibilities;
- b. perform the duties of the president in the absence or inability of that officer to act;
- c. perform other duties as assigned.

Section 3. The secretary shall:

- a. record the minutes of all general membership meetings of the PTA and the executive board;
- b. make available to the public for review the approved minutes of the general membership meetings and the approved minutes of the executive board meetings;
- c. have a current copy of the bylaws;
- d. perform other duties as assigned.

Section 4. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. review all checks and vouchers monthly or, if there is no separate bookkeeper, have all checks and vouchers reviewed monthly by another member of the executive board, to assure that expenditures are in accordance with the budget;
- e. present a financial statement at every meeting of the association and whenever the executive board requests;

- f. make a full report at the meeting at which new officers officially assume their duties;
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article XII, Section 3, of these bylaws;
- h. be bonded;
- i. maintain a membership list;
- j. perform other duties as assigned.

Section 5. The PTA liaison to the SIT shall:

- a. be a former PTA president currently on the executive board if they are willing and able. If that is not the case it shall be a PTA president-elect if they are willing and able. If that is not the case it shall be any other member of the PTA executive board.
- b. make regular reports to and maintain active communication with the executive board.
- c. attend and participate in meetings of the SIT;

Section 6. Upon the expiration of the term of office or otherwise upon vacating the office, each officer shall turn over the president, 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 VIII. Executive Board

Section 1.

- a. The executive board shall consist of the officers of the association, the principal of the school, and the past president for the previous year.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the association.

Section 2. The duties of the executive board 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. create standing and special committees;
- c. approve the plans of work of the standing committees;
- d. present a report at the regular meetings of the association;
- e. prepare and submit to the association for adoption a budget for the year;
- f. approve routine bills within the limits of the budget or at the direction of the membership.

Section 3. 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 or by a majority of the members of the board, with one day's notice. Non-members of the executive board may be invited to attend a meeting by majority vote of the board.

Amended May 2008

Article IX: Meetings

Section 1. Regular meetings of the general membership of the association shall be held a minimum of quarterly unless otherwise provided by the association or by the executive board, seven days notice having been given.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, three days' notice having been given. An announcement in a newsletter or a notice delivered to the students present at school on any given day shall constitute sufficient notice.

Section 3. The final meeting of each year shall be held in June.

Section 4. The members present at any meeting shall constitute a quorum for the transaction of business in any meeting of this association.

Article X: Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the association. The term of each chairman shall be one year or until the selection of a successor.

Section 3. No committee work shall be undertaken without the consent of the executive board.

Section 4. The power to form special committees and appoint their members rests with the executive board.

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTA 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 XIII: Financial Procedures

Section 1. Budget Cycle

- a. The fiscal year of this association shall begin July 1st and end June 30th .
- b. Each spring, the executive board shall draft a proposed budget for the following school year, to be presented to the general membership near the end of the school year for modification (as necessary) and approval.
- c. After midnight on June 30th of a given budget year, any funds for which expenses have not yet been incurred (unobligated balances) shall cease to be available for projects approved during that budget year. Expenses incurred during that budget year but not yet reimbursed (uncosted balances) shall be carried over to the next year's budget in a category entitled "Prior Year Uncosted Balances," and closed out as expeditiously as possible.
- d. Within 30 days of the end of each budget year, the treasurers for the year just ended shall develop a balance sheet (a summary of PTA assets and liabilities) reflecting the state of the budget at the close of their budget year. Those statements shall identify all account balances and any outstanding financial obligations.
- e. At each PTA meeting during the school year (September through June), the treasurers—with support from the PTA bookkeeper—shall present a balance sheet as well as a monthly profit-and-loss or PAL statement (showing credits and debits by line item during the previous calendar month) to the general membership for review and discussion.

Section 2. Expenditures

- a. ***Access to PTA Bank Accounts.*** As soon as possible after the start of each new budget year, incoming treasurers and the president shall complete signature cards for all Janney PTA bank accounts to enable a smooth financial transition. Treasurers are authorized to monitor activity on PTA accounts. Only the PTA bookkeeper may write checks on, deposit checks to, or move funds between these bank accounts, absent specific prior approval in writing from a president.
- b. ***Linking the Approved Annual Budget to Budget Execution.*** All expenditures of PTA funds shall be associated with specific line items in the approved budget. As such, each request for disbursement of funds shall be accompanied by a statement of the line item from which it is to be drawn, and no funds shall be disbursed in the absence of such a link. All disbursements shall be reflected in the reports provided by the treasurers to the general membership.

- c. ***Authority to Request Disbursements of Funds.*** The executive board shall designate no fewer than one and no more than three “managers” for each budget line item. The board shall provide a written list of those managers to the bookkeeper at the start of each budget year, with timely updates as needed. The line item managers—typically committee chairs, individual members of the executive board, or Janney teachers or staff, as appropriate to the item—shall have exclusive authority to request from the bookkeeper disbursements from that account. Each manager shall ensure that expenditures against his/her line item are appropriate to the intended purpose of the budgeted item, and do not exceed the authorized budget allocation. All requests for disbursements of funds must be made in writing using a Check Request Form, and copies of those requests shall be retained at least until the audit committee’s review at the end of each budget year.
- d. ***Instructions for Individuals with Authority to Request Disbursements against Budget Line Items.*** At the start of the budget year (or, when appropriate, as a manager assumes responsibility for a given year’s budget line item), the treasurers shall provide written guidance to each manager concerning:
- which budget line item(s) pertain to their responsibilities;
 - who besides each individual manager can draw on that line item;
 - what the specific procedures are for requesting funds disbursements, either from the line item as approved or above and beyond money allocated;
 - how much (if anything) is available to the committee chair to spend; and
 - how much (if anything) the committee has been budgeted to earn.

The PTA bookkeeper shall receive a copy of such guidance, including any changes to the guidance or the managers responsible for administering them over the course of the school year.

- e. ***Authority to Approve Disbursements against Budget Line Items.*** Each request to expend funds from a budget line item shall be approved prior to disbursement. All requests from managers who are Janney teachers and staff shall be approved by the Janney principal. All other managers’ requests for disbursements shall be approved by a president or treasurer. Similarly, all invoices to be paid from PTA accounts shall be approved by the principal (if to be paid from a line item managed by a DCPS employee) or by a president or treasurer (if to be paid from a line item managed by a PTA volunteer or employee).
- f. ***Authority to Exceed Expenditures against Line Items.*** After the budget has been approved by the general membership, any request for a single expenditure that exceeds the amount budgeted for by up to \$500 must be approved in writing by a President. Any request for an expenditure that exceeds the amount budgeted for by more than \$500 must be approved by the executive board. The treasurer shall incorporate newly approved expenses into the budget under an existing or new line item, and highlight them as new expenses to the general membership at the next membership meeting.

Amended May 2008

- g. ***Approval for Expenditures Greater Than \$5,000.*** All checks for expenditures of funds totaling \$5,000 or more shall be co-signed by a treasurer or president, regardless of whether or not such requests fall within the approved budget.
- h. ***Changes to Line Items during the Course of the School Year.*** The amounts or intended uses of budget line items during the course of the budget year by up to \$5,000 by vote of the PTA Executive Board, subject to a limit of \$20,000 across all line items per budget year. Changes to a line item by over \$5,000 or in excess of a cumulative total of \$20,000 must be approved by a vote of the PTA membership. All changes shall be recorded by a treasurer, and provided in writing to each of the following: the managers authorized to draw on that line item, the individuals responsible for approving it, and the PTA bookkeeper. Notice of such changes also shall be made available to the general membership at the next regular meeting.
- i. ***Cross-Checking Disbursement Requests.*** The PTA bookkeeper shall verify that each request for disbursement of funds conforms to the treasurer's guidance for the current budget year, and seek guidance from the approving authority and/or the presidents concerning any apparent inconsistencies in the persons, purpose, or amounts requested before proceeding with disbursement. The PTA bookkeeper shall notify the president and treasurer prior to making any disbursement if a request exceeds the amount allocated to that line item.

Section 3. Other Financial Procedures

- a. An Audit Committee, consisting of one member of the executive board and a minimum of two members appointed by the executive board from the Janney community at large (at least one of whom has professional financial experience) shall review the budget and budget processes at the end of each fiscal year. This Committee shall evaluate consistency between the approved budget as presented to the membership, on one hand, and its execution, on the other; identify areas in which financial practices could benefit from the application of other financial best practices; and consider improvements in the PTA's financial risk management approach. Each Audit Committee shall produce a written report detailing its conclusions by August 15th of that year, and the executive board shall ensure that the Audit Committee's report is available to all PTA members.
- b. Should the PTA decide to fund the salaries of teachers or other staff in a given budget year, the executive board shall incorporate into its budget planning the cost of related taxes, professional insurance, and other fees.
- c. The treasurer is responsible for all communications with and submissions to the IRS concerning the Janney PTA. The treasurers also are responsible for advising the executive board and committee chairs on IRS-related requirements and considerations concerning PTA activities.

Amended May 2008

Article XIII: Amendments

Section 1.

- a. 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 amendment has been given at the previous general membership meeting.
- b. 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 association, 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.