



MINUTES

Maury Elementary

Date | time 5/20/2019 6:00 PM |

Volunteer Appreciation Event and Executive Board Items

Volunteer Appreciation:

The teachers put out a wonderful event to celebrate all the family and volunteer support that Maury receives each and every day! There were decorations and a ton of delicious food which the community enjoyed while elections were held. Thank you!

PTA Budget Season: Shannon von Felden

As previously discussed in February, March and April, the Executive Board through Shannon von Felden presented the proposed budget to the community and the Executive Board was available during the meeting to discuss the proposal. A vote to approve or disapprove the proposed budget will occur during the June 2019 PTA meeting. The PTA Executive Board first sought proposals from the community in February and took all proposals into consideration when preparing the draft budget. Prior budgets are also post on the listserv for community review.

Shannon reviewed the line item anticipated income and expenses for the 2019-2020 School Year. See attached pdf documents outlining the income and expenses reviewed. Income is expected to be approximately \$235,000. This amount included the income from Maury at the Market 2018. The income from Maury at the Market is traditionally used for the upcoming school year. The amount also includes the brick fundraiser, Solar Solutions fundraiser, and \$20,000 carry over budgeted in previous years to use for the Food Prints program once Maury has the space and is able to participate.

Q: How does the income expected compare to last year?

A: It is about the same, but Maury at the Market did raise a little less.

Shannon reviewed anticipated expenses. See attached pdf documents outlining the income and expenses reviewed. The pdf also outlines the amounts budgeted in school year 2018-2019 for comparison by the community. The largest expense in the budget is for Contractors. We have one less Aide for the upcoming year, the recess position. But, the PTA is providing funding one day per week for Think Tank instruction. Overall, there is \$4,000 more budgeted this year for contractors. Education programming funding includes paying for the following programs: Minds, Roots of Empathy, Joy of Motion, and a new item requested through community proposals which is funding to support a Capstone Experience for next year's 5th grade class, and Foodprints. The Executive Board proposal does not include funding for Playworks for next year due to the unanticipated drop in the fundraising net and the Executive Boards/school management's priority to fund Think Tank instruction to keep Think Tank 5 days per week at Maury.

Q: What is Food Prints?

A: It is an education program designed around food that is used at many other Hill schools. The money was allocated by past approved budgets and the PTA has been carry the money for a couple of years holding it until we have the space.

School events are funded at the same level, School Spirit fund, School events fund, K and 5th grade graduation. Staff Support includes the Principal's fund, mini grants for distribution by the Principal for projects and supplies that arise.

School and Classroom Supplies is the second biggest category of funded items. Importantly, \$25,000 is allocated for school supplies so that PC can dedicate her DCPS funding to instructional costs. Other items are Readers and Writers workshop, testing support, iReady Math, PK Studies Fund, and Technology equipment. Other PTA Activities proposed funding is the Auction software which is also used for Space Camp fundraising and the annual fund. The PTA executive Board discretionary fund its proposed at \$5,000 and is used to pay for items requested by the community and school through out the year which were not previously anticipated or budgeted. PTA materials are the handbooks etc. that families get at the beginning of the year.

A moving fund to \$4,500 is proposed to assist with any unanticipated expenses the school incurs related to the move back into the new school. A moving fund was also in budgeted by the Executive Board when we moved to the trailers. National PTA dues, tax preparation assistance and insurance are budgeted. Audit costs are not included this year. Total budgeted expenses are \$229,610.

Q: Can you elaborate on the audit?

A: We sought information on the cost of a professional audit and Shannon von Felden checked with multiple leads and was given quotes of almost \$10,000 to have the audit conducted. So she reached out to other school communities to see what they do. And a school community audit committee or group was recommended. We are moving forward with the committee/group audit options. The PTA previously had a pro bono forensic audit several years ago. [Secretary Note: Patrick McGeehan -Treasure- sought volunteers for this activity on the listserv under the subject "PTA Financial Review"]

Q: Are past circumstances the same where we will need a moving fund?

A: This is to be certain we have funds available for the unanticipated, we may not need the same amounts. A lot of the past fund went to shelving/storage here which was almost non-existent here in the trailers. Any fund which is not used goes into the general fund for re-allocation next year.

Q: This year it seems we are spending all but \$6,000. What balance to we expect to carryover?

A: In past years we have had a lot of money left over to roll back for the next year with some bouncing back from most line items and that amount is accumulated in the beginning balance. Biggest left over is often in the contractors line item and some from others.

Q: Can you send the actuals on the listserv?

A: Yes, the books for this fiscal year close out on June 30, 2019, and there are a lot of end of the year submissions for expenses from the staff for reimbursement through various funds. Patrick McGeehan to circulate the actuals following the close of the books.

Q: Does this have to pass at the next meeting? Is there a way to have a discussion on the proposal?

A: For this year, the new Fiscal year begins on July 1, 2019. The budget should be in place prior to this.

Q: What is the process to discuss?

A: The Executive Board seeks input and proposals from the Community about what should or should not be funded for months prior to the Board voting on a Budget to submit to the general PTA community for a yes or no vote. [Secretary Note: Under the current bylaws the Executive Board prepares the budget and submits the budget to the general membership for adoption. See Article VIII, Section 4.] Bylaws attached.

Q: That seems like a lack of discussion about the budget how it is presented to night. Maybe a change in the process for next year should be considered.

A: The budget is very similar to last year's budget for most items which is available to the community online. We welcome comments and proposals in advance and consider all the input we receive. Changes for moving forward can be addressed. There will be a voice vote on the budget in June.

Elections: Sarah Hais

1. A voice vote was held for the Executive Board Secretary position. The community elected Sandra George who will serve as Secretary for a two-year term. Thanks for stepping up Sandra!
2. Voting occurred until 6:30 for Vice President. The candidates were Tanya Myers and Ross Kyle. The Community re-elected Tanya Myers who will serve as Vice President for a Two-year term. Thank you to everyone who stepped up to volunteer for a position, we appreciate everyone who steps forward to help our community.
3. Bylaws review. The Executive Board put together a bylaws review committee since the Bylaws could use some clarification and internal consistency in language and substance. Looked to make membership consistent with who can participate in the community listserv. Looked to make it clear that online voting was approved. The PTA Committee Chairs with former PTA President Elsa Huxley and Sarah Hais worked on bylaw proposals. Sarah will circulate the proposed changes on the listserv.

Q: Is there a place in the bylaw review to address inclusion/diversity in the community maybe through supporting membership to the PTA, e.g. a donation option to donate a PTA membership or to live stream PTA meetings so people can attend virtually.

A: Yes, that is a great idea. That would not require a change to the bylaws we can make that change to the membership forms moving forward and can work with the school Social Worker to implement for families who cannot afford membership. Can look at steaming suggestion once we get into the new building.

4. LSAT elections. Local School Advisory team is made up of Staff, community members and parents. Voting will occur next week. Sean Dillon is looking for people to volunteer and run for the 4 parent slots. Q: What is LSAT. A: It is a DCPS Policy entity and a great way to have a say in what Maury does as a school.

Committee and Teacher Announcements

Fundraising: Shannon von Felden for Julie Aaronson

There is an upcoming Fundraiser Saturday at East City Book Shop, 20% of all sales will go to Maury. There is a rumor that there may be wine!

Q: Going forward is there a process in place to help the teachers move and to help celebrate our transition to the new building? It seems like a good opportunity to talk about who we are as a school.

A: PC: There will be a moving event. It will likely primarily take place once we are in the new building. There will be symbolic way to celebrate. DCPS may have a formal opening, we will confirm. Due to the timing of the move and handing over the keys, once we get back the head space will be better. This is a good idea for the Maury Family.

Teacher's Update

Ms. Fox thanked the community on behalf of the Maury staff for all the efforts over this school year.

Next Meeting

6/6/2019 6:00 PM, Maury Village Multipurpose Room

Income for 2019-2020 School Year

Line			INCOME	NOTES
1				
2	Beginning Balance		\$ 93,000.00	Includes bricks (\$17,000) and Solar Solutions (\$6,000), and carry over Food Prints set aside
3	Maury at the Market 2019			
4	Expected 2019-2020 Fundraising		\$ 90,000.00	
5	Memberships	\$ 2,500.00		
6	T shirts	\$ 500.00		
7	Yardsale	\$ 10,000.00		
8	Box Tops	\$ 500.00		
9	Dining Out for Maury	\$ 2,000.00		
10	Bakesale	\$ 8,000.00		
11	Small fundraisers	\$ 1,500.00		
12	No Uniform Pass Days	\$ 2,000.00		
13	School photos	\$ -		
14	Annual Fund	\$ 25,000.00		Tea Collection, Primary, Stella and Dot, etc.
15			Total \$ 52,000.00	
16				
17	Total Funds to Spend for 2019-2020		\$ 235,000.00	

Expense for 2019-2020 School Year

Line		Expenses from 2018-2019	Proposed for 2019- 2020	
1	School Expenses			
2	Contractors			
3	Classroom Aides	\$ (113,000.00)	\$ 97,000.00	SY 2019/2020- 5 aides for 1st-5th grade with a raise
4	Think Tank Instruction	\$ (2,000.00)	\$ 22,000.00	Funding for one day per week for Think Tank instruction
5	Educational Programs			
6	Mirinds	\$ (2,000.00)	\$ 2,500.00	Mindfulness program 2nd grade classes participate in
7	Roots of Empathy	\$ (2,000.00)	\$ 2,000.00	Program 4th grade classes participate in
8	Joy of Motion	\$ (1,000.00)	\$ 1,000.00	Partnership for dance classes in the PK classrooms
9	Playworks	\$ (17,000.00)	\$ -	
	Capstone Experience for 5th grade		\$ 2,500.00	
10	Food Prints or other all-school program	\$ -	\$ 20,000.00	Carryover \$20,000 from previous years for use in another school year.
11	School events			
12	School Spirit fund	\$ (1,000.00)	\$ 1,000.00	Assemblies, School Spirit Week
13	School Events fund	\$ (1,500.00)	\$ 1,500.00	STEM Night, International Night, Fitness Night, Journey Through Time, Literacy Night
14	Kindergarten and 5th Grade Graduations	\$ (600.00)	\$ 600.00	
15	Field Day	\$ (500.00)	\$ 500.00	Funds for water and supplies related to the Field Day in June
16	Staff Support			
17	Principal's fund	\$ (3,000.00)	\$ 3,000.00	Funds distributed by the Principal
18	Mini grants	\$ (3,000.00)	\$ 3,000.00	Mini grants distributed by the Principal for projects and supplies for classrooms
19	staff shirts	\$ (250.00)	\$ 360.00	
20	Professional Development	\$ (10,000.00)	\$ 7,500.00	Funds for Professional Development training and conferences
21	Gift cards for teachers	\$ (1,700.00)	\$ 1,750.00	One new teacher for SY 2019-2020
22	Tutoring Coordination Fund	\$ (1,000.00)	\$ -	
23	School and Classroom Supplies			
24	R&W workshop	\$ (8,000.00)	\$ 8,000.00	Classroom booksets and professional development related to Readers and Writers Workshop
25	School supplies	\$ (25,000.00)	\$ 25,000.00	School and classroom supplies
26	Testing support	\$ (400.00)	\$ 400.00	Gum and popsicles for students during PARCC Testing
27	Ready Math	\$ 3,000.00	\$ 3,600.00	\$600 increase cost of program
28	PK Study Funds	\$ (2,500.00)	\$ 2,500.00	\$500 per PK classroom for materials for the PK studies
29	Technology equipment	\$ 2,500.00	\$ 2,500.00	Printers, chromebooks, and other technology as needed.
30	PTA Activities			
31	Staff appreciation	\$ (2,000.00)	\$ 2,500.00	For use by the Staff Appreciation Committee: \$500 increase to account for more staff for the monthly treats. \$1500 for staff appreciation week, \$1000 for monthly staff treats
32	Hospitality budget	\$ (750.00)	\$ 300.00	For use by the Hospitality Committee for school coffees and picnics
33	Joint Events - Community Schools	\$ (3,000.00)	\$ 2,000.00	For community events held for Maury and other schools in the community including the feeder schools (Milner, Payne, Elliot-Hline, and Eastern)
34	SEL	\$ (1,575.00)	\$ 1,650.00	Operation Grand (\$1100), PEP workshops (\$400), Parent Cafes (\$15)
35	PTA Expenses			
36	Auction Software--Greater Giving		\$ 2,600.00	Donor software used for Maury PTA fundraising
37	Discretionary Fund	\$ -	\$ 5,000.00	Funds disbursed by the PTA Executive Committee for projects and other expenses proposed throughout the school year

Expense for 2019-2020 School Year

38	PTA Materials	\$	(1,500.00)	\$	1,500.00	Ex: Parent handbook
39	Moving Fund	\$	-	\$	4,500.00	To assist with any unforeseen expenses with move from Maury Village to 1250 Constitution Avenue
40	National PTA Dues	\$	(450.00)	\$	450.00	
41	Audit	\$	(500.00)	\$	-	
42	PTA Insurance	\$	(525.00)	\$	500.00	
43	Tax Prep	\$	(400.00)	\$	400.00	
44	Elliot-Hine Fields	\$	1,000.00	\$	-	
45	Total Expected Expenses	\$	(189,950.00)	\$	229,610.00	

**Bylaws of the Maury
Elementary School PTA,
A Local Unit of the
District of Columbia
Congress of Parents and Teachers**

**Adopted May 2007
Amended June 2016**

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Article I – Name

The name of this organization is the Maury Elementary School Parents and Teacher Association (PTA), Washington, District of Columbia. It is a local PTA/PTSA 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 Maury Elementary School PTA are:

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

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 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 III – Basic Policies

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

- 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 purpose not appropriately related to promotion of the Objects of the organization.

- c) The organization 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 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, 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.
- e) The organization 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 Maury Elementary School PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a Maury Elementary School PTA representative shall make no commitments that bind the group he represents.
- f) 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.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, 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 organizations shall prohibit voting by proxy.

Article IV – Relationship with National PTA and DCPTA

Section 1. The Maury Elementary School PTA shall be organized and chartered under the authority of the DCPTA in the area in which Maury Elementary School PTA functions, in conformity with such rules and regulations, as the DCPTA may in its bylaws prescribe. The DCPTA shall issue the Maury Elementary School PTA an appropriate

charter evidencing the due organization and good standing of the Maury Elementary School PTA. A local PTA in good standing is one that:

- a) Adheres to the purposes and basic policies of the NPTA and DCPTA;
- b) Remits the national portion of the dues through the DCPTA to reach the national office by dates designated by National PTA;
- c) Has bylaws approved according to the procedures of the DCPTA; and
- d) Meets other criteria as prescribed by the DCPTA.

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

Section 3. Bylaws of the Maury Elementary School PTA shall include an article on amendments.

Section 4. Bylaws of the Maury Elementary School PTA shall include a provision on establishing a quorum.

Section 5. Each officer or board member of the Maury Elementary School PTA shall be a member of the Maury Elementary School PTA. Officers and board members children (to include grandchildren and teachers) must attend or work at Maury Elementary School.

Section 6. The bylaws of the Maury Elementary School PTA shall prohibit voting by proxy.

Article V – Membership and Dues

Section 1. Every individual who is a member of the Maury Elementary School PTA is, by virtue of the fact, a member of the National PTA and of the DCPTA by which the Maury Elementary School PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Membership in PTA shall be made available to current parents, guardians, or grandparents, teachers, or students without regard to race, color, creed, or national origin. Community members may be members of the PTA, may vote, may be members of committees, but may not hold office on the executive board.

Section 3. Each member of Maury Elementary School PTA shall pay annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the DCPTA as determined by the DCPTA, and the portion payable to National PTSA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA annual convention. The current annual

per capita dues for active membership in the DCPTA and the National PTA shall be (\$4.25) for every member of each Local Unit: (\$2.25) per capita shall be sent to the National PTA and two dollars (\$2.00) per capita shall retained as the DCPTA dues.

Section 4. The DCPTA is responsible for payment to the National PTA of the national portion of dues paid by members of the association. The remittance of the Maury Elementary School PTA 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 association, the amount of dues collected during the period covered by the report, and the number of members of the association. The treasurer shall keep the DCPTA and National PTA portion of dues in a fund separate from the general funds of the association, and shall send them to the DCPTA on the 25th of each month.

Section 5. The membership year for the Maury Elementary School PTA organized under the authority of the DCPTA shall begin on October 1st and end on September 30th of the following year.

Article VI – Officers

Section 1. The officers of the Maury Elementary School PTA shall be president, vice president, secretary, a parliamentarian, and treasurer.

Section 2. Officers shall be elected in the month of May. President, Treasurer and Parliamentarian will be elected in alternating years from Vice-President and Secretary to ensure continuity.

Sections 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Maury Elementary School PTA:

- a) Each officer shall be a member of the Maury Elementary School PTA.
- b) No officer may be eligible to serve more than 2 consecutive terms in the same office.
- c) A person who has served in office for more than one half of a full term shall be deemed to have served a full term in such office.
- d) Each officer shall undergo a background check.

Section 5. Officers shall assume their official duties following the close of the meeting in May in which they are elected and shall serve for a term of 2 years or until their successors are elected.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by the Executive Board.

Article VII – Duties of Officers

Section 1. The president shall:

- a) Preside at all meetings of the Maury Elementary School PTA;
- b) Serve as an ex officio member of all committees;
- c) Serve as the PTA’s representative to the LSAT;
- d) Coordinate the work of the officers and committees of the Maury Elementary School PTA in order that the purposes may be promoted; and
- e) 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(s) shall:

- a) Act as aide(s) to the president;
- b) In their designated order, 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, the Executive Board, or the executive committee.

Section 3. The secretary shall:

- a) Record the minutes of all meetings of Maury Elementary School PTA;
- b) Be prepared to read the records of any previous meetings;
- c) File all records;
- d) Have a current copy of the bylaws;
- e) Maintain a membership list and volunteer code of conduct ; and
- d) Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the Executive Board.

Section 4. The treasurer shall:

- a) Have custody of the funds of the Maury Elementary School PTA;
- b) Maintain a full account of the funds of the Maury Elementary School PTA;
- c) Retain records for cash activities (e.g. deposit slips, receipts and/or transfer confirmations)
- d) Ensure that any time more than \$500 cash is handled, two separate signatures appear on the count.
- e) Make disbursements as authorized in writing (may be handled through email) by the president, executive board, or the Maury Elementary School PTA in accordance with the budget adopted by the Maury Elementary School PTA;
- f) Have checks or vouchers signed by two people: the treasurer and one other person;
- g) Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Maury Elementary School PTA;
- h) Provide a written financial statement to the Executive Board at each meeting;
- i) Present an annual report of the financial condition of the organization;
- j) Submit the books for an audit at least one month before the meeting at which the new treasurer assumes their duty;
- k) Report the findings of the annual audit to the Executive Board; and
- l) 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.

Section 5. The parliamentarian shall:

- a. Have a fair and impartial mind and attitude, as well as knowledge of parliamentary procedure and a fundamental knowledge of the Mission, Purposes, and policies of the PTA.
- b. Advise the presiding officer on parliamentary law and matters of procedure, when requested, and have on hand a copy of the PTA bylaws at every meeting.
- c. Administer Board elections.
- d. Solicit PTA volunteers to become classroom parents, manage the roster of classroom parents, and maintain communication between them and the Principal and PTA Executive Board.

Article VIII – Executive Board

Section 1. The affairs of the Maury Elementary School PTA shall be managed by the Executive Board in intervals between local PTA general membership meetings.

Section 2. Each board member shall be a member of the Maury Elementary School PTA.

Section 3. The members of the board shall be:

- a) Elected officers;

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) Create special committees;
- c) Create a report at the regular general membership meetings of the Maury Elementary School PTA;
- d) Select an auditor or an auditing committee to audit the treasurer's accounts;
- e) Prepare and submit an annual budget to the Maury Elementary School PTA's general membership for adoption;
- f) Approve payment of routine bills within the limits of the approved budget;
- g) Appoint standing committee chairs and members;
- h) Approve the work of the committees; and
- i) Act in emergencies between meetings of the membership
- j) Periodically review and reconcile cash activities (This review should be performed by Board members who are not authorized user of the bank accounts)

Section 5. If any member of the Executive Board of the Maury Elementary School PTA shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed for the board by resolution adopted by the Executive Board.

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

Section 7. Special meetings of the board may be called by the president or when requested by 3 members upon 5 days written notice to each member of the board.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

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 of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the positions shall be turned over to the president and all funds pertaining to the positions shall be returned to the treasurer within 14 days.

Section 10. The executive board shall take no action in conflict with any action taken by membership.

Section 11. All executive board officers must have a child in the school at the time at which they are holding office or teach at the school. If the child leaves the school during the person's tenure, the person must step down from the position and a new election will take place or the position will be filled by appointment executed by the executive board.

Article IX – Committees

Section 1. Only members of the Maury Elementary School PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of the Maury Elementary School PTA shall be:

- a) Hospitality Committee
- b) Fundraising Committee
- c) Grants Committee
- d) Other committees as agreed upon by the Executive Board.

Section 3. The executive board of Maury Elementary School PTA may create such special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of the Maury Elementary School PTA.

Section 4. The term of office of a committee chair shall be 2 year(s) or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive board.

Section 6. The audit and fundraising committees can be joined only upon review of the executive committee.

Article X – General Membership Meetings

Section 1. Regular meetings of the Maury Elementary School PTA shall be held on the Third Thursday of each month, unless otherwise provided by the Maury Elementary School PTA, or the executive board. Five days notice shall be given to the membership of any change of date.

Section 2. Special meetings of the Maury Elementary School PTA may be called by the president or by a majority of the executive board, 5 days notice having been given.

Section 3. The annual meeting shall be held in May.

Section 4. 10 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Section 5. No absentee balloting is permitted.

Section 6. Notice of meetings must be given at least 5 days in advance.

Article XI – Council Membership

The District of Columbia is divided into councils, the boundaries of which shall be defined by the DCPTA board of directors. Boundaries may be 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 a council. Councils shall not legislate for local units.

Section 2. The purpose of councils shall be to create public opinion in the interest of child welfare, to stimulate child welfare projects in the various units, to assist in the formation of new units, to extend training to the Local Unit executive boards, and otherwise to promote the objectives of the National PTA and the DCPTA. Councils shall be governed by the bylaws of the DCPTA

Section 3. Each council director shall represent his respective council on the board of directors. In the event a council director cannot attend a meeting of the board of directors, he or she shall designate a Local Unit president to represent the council.

Section 4. Councils shall exercise no administrative control over constituent units. Council directors shall be active members of the Local Units of the DCPTA.

Section 5. A council director shall serve for a term of one year or until his successor is elected. He shall not be eligible to serve more than two (2) consecutive terms in the same office.

- a) In February of each year, the nominating committee of the DCPTA shall convene a meeting of the Local Unit presidents or their designees, of each council whose directorship will expire that year, for the purpose of soliciting nominations for appointment of a director for the next term.
- b) Council directors shall be appointed by the DCPTA President following the annual DCPTA annual convention.

Section 6. The Maury Elementary School PTA shall be represented in meetings of the DC Council PTA by the president, or appointed alternate, and by 2 delegate(s) or alternate(s). The following shall apply:

- a) All representatives to the council PTA must be members of the Maury Elementary School PTA.
- b) Delegates and their alternates shall be chosen by election in the first membership meeting of the year.
- c) Delegates to the DC Council PTA shall serve for a term of 2 year(s).

Article XII - DCPTA Annual Convention

Section 1. An annual convention of the DCPTA shall be held annually in May, the time and place to be fixed by the board of directors. Notice of such convention shall be sent to each member of the board of directors and to the president of each Local unit of the DCPTA at least sixty (60) days before the convention.

Section 2. The annual convention shall be the governing body for the DCPTA.

Section 3. The annual convention of the DCPTA shall be open to all members of the DCPTA, upon the payment of a registration fee set by the board of directors, however, the privilege of making motions, debating, and voting shall be limited to the voting body which shall consist of the members of the board of directors and duly accredited delegates from each local PTA and PTSA in good standing. A voting member shall have but one vote.

Section 4. Each local unit of the DCPTA in good standing as provided for in Article VI of these bylaws shall be entitled to be represented at all annual conventions of the DCPTA by its president or alternate, and by one (1) delegate, or alternate, for every twenty (20) members, or major fraction thereof, of such Local Unit of the DCPTA, these delegates or alternates to be elected or appointed by the unit or its executive board.

Section 5. Thirty-five (35) delegates shall constitute a quorum.

Article XIII – Fiscal Year

The fiscal year of the Maury Elementary School PTA shall begin on July 1st and end on the following June 30th.

Article XIV – Parliamentary Authority

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

Article XV – Amendments

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

Section 2. The executive board by a majority vote may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

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

Volunteer Code of Ethics (to be included in PTA membership forms)

PTA volunteers must maintain a professional code of ethics. The code is stated below.

1. A volunteer shall always act in a professional manner in his/her relations with students and staff.
2. A volunteer shall maintain confidentiality with respect to the students, the teachers and the school.
3. A volunteer shall only discuss grievances and suggestions with the principal, the appropriate PTA chairperson or a member of the PTA Executive Board.
4. A volunteer shall always remember that he/she is a helper in the school and is to work cooperatively and under the direction of those in charge.
5. A volunteer must contact the teacher or committee chairperson directing the volunteer activity if he/she is unable to fulfill his/her commitment.
6. A volunteer shall always remember that the rewards for volunteer service do not include special treatment or special consideration for themselves or their children.
7. A Volunteer shall understand “volunteer” to mean that he or she has agreed to work without compensation in money