

# **BYLAWS**

## **of the Miner Parent Teacher Organization (PTO)**

Adopted April 17, 2013 - Amended May 1, 2018

### **ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Miner Parent Teacher Organization (PTO). The PTO is located at 601 15<sup>th</sup> Street, NE, Washington, DC 20002.

**Section 2: DESCRIPTION** – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at Miner, to develop a closer connection between school and home by encouraging parental and teacher involvement, and to improve the environment at Miner through volunteer and financial support.

### **ARTICLE II – MEMBERSHIP**

**Section 1:** Membership shall be automatically granted to all parents and guardians of Miner students, plus all staff at Miner. There are no membership dues. Members in good standing (Voting Members) have voting privileges, one vote per household.

### **ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD** – The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Teacher Representative. With the exception of Treasurer, more than one person may hold the office concurrently. The School Principal is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office begins at the conclusion of the General Meeting at which election results are announced to the PTO membership, and ends upon the same the following school year. Officer elections shall be held in the spring, concurrent with parent elections for the Local School Advisory Team (LSAT).

**Section 3: QUALIFICATIONS** – Any Voting Member may become an officer of the PTO.

**Section 4: DUTIES** –

Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$500.00.

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President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and hold one copy of all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold one copy of all historical records for the PTO and manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. Retain all records (official, historical and financial) either in original form as required, or electronically in such a way that they are accessible at any time to any Executive Board member.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold one copy of all financial records of the PTO.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a Voting Member to fill the vacancy, until such time that a Special Election can be held to fill the vacancy. An appointed or specially-elected Officer shall serve the remainder of the vacated Officer’s term.

### **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each Voting Member present at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – 10 Voting Members present and voting constitute quorum for the purpose of voting.

### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

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**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Miner PTO, requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange a review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the President or the President's designee. Any contractual activities shall be accounted for in the PTO budget, or if otherwise budget-neutral, fall within the current scope of PTO activities.

**ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all Voting Members present and voting is required to adopt an amendment to the Bylaws.

**ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be designated to the Student Activity Fund and be used solely for student activities.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be *Robert's Rules of Order Newly Revised*, 11th ed. (Da Capo Press, 2011).