



Benjamin Stoddert Elementary Parent-Teacher Organization (PTO) Bylaws

ARTICLE I – NAME

The organization shall be named the Benjamin Stoddert Elementary Parent-Teacher Organization (PTO); herein referred to as the PTO. Benjamin Stoddert Elementary School, a District of Columbia Public School, is herein referred to as the School.

Article II – PURPOSES

Section 1. The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

- Providing an organization through which the parents, administration, and teachers can work cooperatively;
- Providing financial support for programs funded outside of the annual D.C. Public school budget;
- Supporting school based events as a means to strengthen and sustain the school community; and
- Operating an extended day program that provides a safe haven for the children to engage in physical activity and play and instructional enrichment programs.

ARTICLE III – POLICIES

Section 1. The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, sexual orientation, race or national origin.

Section 2. The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3. The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with an outside commercial concern or any political interest or for any purpose not appropriately related to the Purposes of the PTO.

Section 4. The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5. The PTO Board reserves the right to require an approved Criminal Offender Record Information (CORI) check for persons serving in the PTO position of President, Co-President, or Treasurer or being hired by the PTO to work directly with children..

ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.



ARTICLE V – MEMBERSHIP, VOTING & DUES

Section 1. Membership. Any parent or guardian of a student at the School, the Principal, any staff member, or any teacher currently employed at the School is eligible to be a PTO Member.

Section 2. Membership Criteria. The Executive Board (in consultation with the VP of Membership and any subsequent Membership Committee that is convened), has the authority to develop and recommend criteria for membership eligibility. Criteria approved by the Executive Board must be approved by a vote of the general membership (by majority vote). Approved criteria will remain in place unless a change is recommended and approved by a subsequent vote of the membership.

Section 3. Voting. Each PTO member shall have one vote. Voting may take place by voice or, upon request, by written or electronic ballot.

Section 4. Dues. The PTO requests that dues be paid each school year by families whose children are enrolled at Stoddert Elementary. The Executive Board is authorized to recommend an annual dues amount to the membership. The prevailing dues amount remains in place unless a change is recommended and approved. Only members in good standing who have paid their annual dues in full or contracted to pay in installments shall be eligible to participate in the Extended Day Program (EDP), unless otherwise authorized by the Director of EDP.

Section 5. Review of Dues. The Executive Board has the authority to review the amount and method for calculating PTO dues and may vote, by simple majority, to recommend a change in the dues to be voted on by the membership at either the May or September general PTO meeting.

ARTICLE VI – Executive Board and Officers

Section 1. Officers. The Officers shall consist of an elected President, Vice President-Budget, Secretary, and Treasurer. It is recommended that the position of President may be a shared position between two individuals, with overlapping terms to ensure they act equally as Co-Presidents. This will ensure leadership continuity year to year.

Section 2. Eligibility. Only Members in good standing (who have paid their annual dues or a portion thereof, at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position.

Section 3. Nominations & Elections. Nominations for Officers' positions shall be submitted to the President(s) at least 3 days prior to the May PTO meeting in order to ensure that candidates are reflected on the ballot. At this meeting, additional nominations may also be made by the PTO membership and added as write-in candidates on the ballot. Voting shall take place by written ballot at the general PTO meeting in May.

Section 4. Term of Service. Officers shall be elected for a term of two calendar years (beginning



July 1st and ending on June 30th two years later) by the general PTO Membership. An individual may be elected to serve for a third year. A person may serve on the Executive Board in different roles consecutively. A person may hold only one Officer position at a time.

Section 5. Resignations. Officers may resign at any point in the year. The Executive Board will determine if it is practical and reasonable to hold a special election to fill the slot or reassign duties until the next election.

Section 6. Duty. All Officers shall act in the best interest of the PTO.

Section 7. Compensation. No Officer shall be compensated by the PTO for their service.

Section 8. Attendance. Each Officer shall seek to attend the Executive Board meetings and general PTO meetings.

Section 9. Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a general PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

ARTICLE VII – OFFICER DUTIES

Section 1. President

The President(s) shall:

- 1) Preside over all meetings of the PTO.
- 2) Prepare each meeting's agenda.
- 3) Be a member, ex officio of all committees, except a committee to elect the Executive Board.
- 4) Be a member of the Extended Day Program Board or appoint a designee to serve as a liaison to the PTO
- 5) Represent the PTO at city-wide meetings or other meetings outside of the organization that are of relevance to the PTO or the School.
- 6) Assist in the total coordination of all committees and the PTO as a whole.
- 7) Sign checks, notes, etc. in the absence of the Treasurer.
- 8) Spend no more than \$500 on any one item or combination of related items, not included in the budget, without the consent of the Finance Committee or Executive Board.
- 9) Seek Finance Committee authorization on any spending not included in the budget and exceeding \$500, but less than \$2000.
- 10) Seek Executive Board authorization on any spending not included in the budget and exceeding \$2000.
- 11) Appoint Special Committees as needed.
- 12) Announce PTO meetings to the School community at least one week in advance of that meeting.



Section 2. Vice President - Budget

The Vice President-Budget shall:

- 1) Oversee, in consultation with the Treasurer, the preparation of the annual PTO budget.
- 2) In consultation with the President(s) and Treasurer, review budget requests and authorize purchases of more than \$500 but less than \$2000 which are outside of the budget.
- 3) Oversee the distribution of teacher stipends and staff gifts.

Section 3. Secretary

The Secretary shall:

- 1) Record the minutes of Executive Board meetings and general PTO meetings and forward copies to each Executive Board member within two weeks of the recorded meeting.
- 2) Make the minutes available via www.stoddert.org website.
- 3) Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
- 4) Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
- 5) Document and maintain a record of operating practices and policies as developed by the PTO membership and Executive Board.
- 6) Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
- 7) Provide a copy of these Bylaws (in printed or electronic form) to each newly elected Executive Board member prior to the first General PTO meeting.

Section 4. Treasurer

The Treasurer shall:

- 1) Act as custodian of funds and perform all banking activities of the PTO.
- 2) Maintain up-to-date, accurate financial records of the PTO.
- 3) Receive all funds of the PTO; including, but not limited to, donations, dues, grants, and fundraising sales and contributions.
- 4) Provide a written and oral financial report of the receipts and expenditures at each general PTO and Executive Board meetings and at other times upon request of the Executive Board.
- 5) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
- 6) Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
- 7) Complete all financial updates by the close of the fiscal year and provide a full year-end

report.

- 8) Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.
- 9) Maintain all financial records of the PTO, including transactions, contracts, and related documents.
- 10) Manage the PTO's relationship with the accountant.
- 11) Communicate with the Extended Day Program (EDP) regarding joint fiscal issues.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. Executive Board. The Executive Board shall consist of the Officers, the School Principal, Assistant Principal, a Teacher Representative(s), and additional elected positions including the four parent representatives to the Local School Advisory Team (LSAT), the two Vice-Presidents for Communication, Vice-President(s) of Special Projects, Vice-President(s) of Advocacy, Vice-President(s) of Garden, Vice-President of Membership(s) and the Hardy Feeder School Representative(s). The Executive Board is empowered to meet at least bi-monthly and conduct the Business of the PTO.

Section 2. Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual dues and shall each have one vote. The Principal (as well as the Assistant Principal) acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School faculty and the PTO.

Section 3. Responsibility and Role of the Executive Board. The Executive Board shall conduct necessary business in preparation for the general PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first general PTO meeting of the fiscal year. The role of Board member's positions is defined below.

Section 4. Finance Committee of the Executive Board. The President(s), Treasurer and VP of Budget shall comprise the PTO Finance Committee.

Section 5. Vice-President(s) of Communication.

- 1) Two Communication Vice Presidents serve to inform the Stoddert community about relevant meetings, activities, events, and school news through periodic electronic newsletters, known as "The Chalkboard", as well as maintaining the www.stoddert.org website, the Stoddert PTO Facebook page, and any other official communications or social media platform developed, launched or adopted by the PTO.

Section 6. Vice President(s) of Special Projects.

- 1) Oversees projects deemed a priority by the PTO that do not have a designated volunteer managing them, particularly multi-year or ongoing projects.



- 2) Serves as a liaison between the Executive Board and the Annual Fundraising Committee (the Big Chili Planning Committee).
- 3) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 7. Vice-President(s) of Advocacy.

- 1) Vice-President of Advocacy strives to expand visibility of and support for Stoddert Elementary and the Stoddert PTO by promoting the activities and successes of the school, the students and the PTO to the local school community, the broader neighborhood community, the District of Columbia and any other relevant jurisdiction or group.
- 2) Vice-President of Advocacy shall serve as a liaison to outside organizations on an as needed basis.
- 3) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 8. Vice-President(s) of Garden and Sustainability.

- 1) The Vice-President of Garden and Sustainability advocates for and acts on all issues related to the field of Science at Stoddert including, but not limited to, issues involving the Stoddert Teaching Garden, nutritional components of the Healthy Schools Act, evolving issues related to the Next Generation Science Standards, and support of the Science and Sustainability teaching positions at Stoddert.
- 2) Oversees outreach and communication to the parent/student population on behalf of activities or issues related to green activities at Stoddert including, but not limited to, cafeteria composting, school recycling, Stoddert Farmers Market, garden community clean up days, etc.
- 3) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 9. Vice-President(s) of Membership.

- 1) The Vice-President of Membership oversees efforts relating to PTO member recruitment and member retention, with a goal of maintaining and increasing PTO member participation—both in terms of volunteerism and in dues payment among Stoddert families.
- 2) Works with the Treasurer to track dues payment statistics (amounts paid, percentage of participating families, etc.) and will keep the Executive Board apprised.
- 3) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 10. Local School Advisory Team (LSAT) members – Four elected representatives.

- 1) The four LSAT representatives from the parent community serve on the Local School Advisory Team as guided by DCPS policies. (A Local School Advisory Team (LSAT) is a group of elected and appointed members that shall exist in every DCPS school. The team



consists of parents, teachers, non-instructional school staff, a community member, and in some cases students, to advise the principal on matters that promote high expectations and high achievement for all students.)

Section 11. Hardy Feeder School Liaison(s).

- 1) The Hardy Liaison serves as a link to Hardy Middle School in advocating for Stoddert graduates' interests at the Middle School level.
- 2) Hardy Liaison also collaborates with representatives from other Hardy feeder schools on issues of common importance.
- 3) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 12. Fillmore Representative(s).

- 1) The Fillmore Arts Center parent representative serves as a link to the Fillmore Arts Program keeping the Stoddert Community informed about the program, curriculum, performances, and administrative matters.
- 2) As this position could encompass several wide-ranging projects, it can be a shared position between two individuals.

Section 13. Nominations & Elections. Nominations for Executive Board positions shall be submitted to the President(s) at least 3 days prior to the general May PTO meeting in order to ensure that candidates are reflected on the ballot. At this meeting, additional nominations may also be made by the PTO membership and added as write-in candidates on the ballot. Voting shall take place by written ballot at the general May PTO meeting.

Section 14. Term of Service. Officers shall be elected for a term of two calendar years (beginning July 1st and ending on June 30th two years later) by the general PTO Membership. An individual may be elected to serve for a third year. A person may serve on the Executive Board in different roles consecutively.

Section 15. Resignations. Executive Board members may resign at any point in the year. The Executive Board will determine if it is practical and reasonable to hold a special election to fill the slot or reassign duties until the next election.

Section 16. Duty. All Executive Board members shall act in the best interest of the PTO.

Section 17. Compensation. No Executive Board member shall be compensated by the PTO for their service.

Section 18. Removal from Office. Any Executive Board member can be removed from office, with or without cause, by a two-thirds vote at a general PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.



ARTICLE IX – MEETINGS

Section 1. General Meetings of the PTO - Shall be held approximately 5 times a year: typically in September, November, January, March, and May or June on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President(s) at the first general meeting of the school year.

Section 2. Executive Board Meetings - Shall be held no less than bi-monthly: typically in August, October, December, February, April, and June on a date mutually agreed upon by the Officers. Executive Board meetings are open to all PTO members.

Section 3. Special Meetings of the PTO - May be called at any time during the school year by the President(s) or upon the written request to the Secretary of at least ten (10) PTO members. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4. Quorum. At least 40 members of the PTO shall constitute a quorum during a General or Special Meeting of the PTO. A quorum must be met in order for any vote to take place.

Section 5. Preparing and Approving the Budget. The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming school year for the purposes of preparing a balanced budget proposal which shall be presented at that first general PTO meeting of the school year. A vote shall be taken at the first general PTO meeting as to either accept or amend the Executive Board's proposed budget.

ARTICLE X – FUNDS

Section 1. Use. PTO funds shall be used for programs, events, and items that benefit the Stoddert community.

Section 2. Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 7 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3. Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4. Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a general or Executive Board PTO meeting by any PTO member in good



standing. A vote for approval of any non-budgeted monetary disbursement in excess of \$5,000 shall be taken at the next scheduled general PTO meeting. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least one week prior to the vote.

Section 5. Reporting. An updated financial report shall be made available in printed form to PTO members at each general PTO and Executive Board meeting.

Section 6. Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XI – COMMITTEES

Section 1. The Executive Board has the authority to regularly review volunteer roles and add additional positions as needed. At a minimum, the Executive Board will review volunteer positions every spring in advance of the last general PTO meeting of the school year to plan for the following school year. The Executive Board also has the authority to seek additional volunteers on an as-needed basis.

ARTICLE XIII – PTO SPONSORED PROGRAMS AND PROJECTS

Section 1. Authority. The PTO maintains the authority to establish specific programs and projects aimed at serving the needs of students and the school community.

Section 2. Extended Day Program. The availability and quality of an Extended Day Program (EDP) that provides students access to before- and after-school care is a primary concern of the PTO. The EDP is intended to provide a safe haven for the students to engage in physical activity and play and instructional enrichment programs. The EDP shall have its own Board of Directors to serve as its primary governance body. The PTO maintains a financial, administrative and collaborative decision-making relationship the EDP Board. The PTO President or their designee shall serve as the PTO liaison to the EDP Board of Directors.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Section 1. Rules. The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2. Bylaws Committee. A special committee may be appointed by the Executive Board to develop and submit a revised set of Bylaws to be approved by majority vote at a general PTO meeting.

Section 3. Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee, majority vote of the Executive Board, or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled general PTO meeting; and



- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XV - DISSOLUTION

Section 1. Dissolution. The PTO may be dissolved provided 30 days prior notice of the intent to dissolve is given to the PTO Membership, a vote is taken at the next scheduled general PTO meeting (a quorum must be met), and the request is approved by a two-thirds vote of those present.

Section 2. Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- 1) A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the school; or
- 2) The remaining funds shall be held in escrow by the Principal for use by a future school PTO at Stoddert. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the school under the discretion of the Principal.