

**BYLAWS
OF THE
ROSS SCHOOL PARENT-TEACHER ASSOCIATION**

Article I—Name, Location and Purpose

Section 1: The name of the organization shall be the Ross School Parent Teacher Association.

Section 2: The organization is located at 1730 R Street, NW, Washington, DC 20009.

Section 3: The organization is organized exclusively for charitable, religious, educational, or scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Specifically, the purpose of this organization is to:

- A. Support the education of all Ross Elementary School (Ross) students,
- B. Support Ross faculty and staff,
- C. Foster relationships among parents, staff, and community members, and
- D. Assist Ross faculty and staff to provide a safe and nurturing environment where all students, families, and faculty can thrive and grow.

Article II—Members

Section 1: Any parent, guardian, or other adult caring for a Ross student may be a member and shall have voting rights. Any Ross faculty or staff member may also be a member with voting rights.

While not required for membership in PTA, all members of the Ross PTA are highly encouraged to support the Ross Fund through a fall donation (one-time or recurring), at whatever level fits their family budget.

Article III—Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, one or two teacher representatives, and between two and four at-large directors. At least one at-large director shall be from the primary grades (Pre-K – 2nd grade) and at least one at-large director shall be from the intermediate grades (3rd – 5th grades).

Section 2. Voting. All members of the Executive Board except for the principal shall be voting members of the Executive Board. The principal shall be a non-voting, ex-officio member.

Section 3. Powers. The business and affairs of the organization shall be managed by or under the direction of the Executive Board which may exercise all such powers of the organization and do all such lawful acts and things as are not prohibited by statute or by the Articles of Incorporation or these Bylaws.

Section 4. Duties. The duties of the Executive Board shall be to transact business between general meetings, prepare for general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership for approval, monitor expenses and approve routine bills, coordinate PTA activities, and prepare reports and recommendations to the membership.

Section 5. Quorum. Half the number of voting board members plus one constitutes a quorum.

Article IV—Officers

Section 1. Officers. The officers shall be a president, one or two vice presidents (for fundraising and community building), secretary, and treasurer.

- A. **President.** The president shall preside over all meetings of the organization to include general PTA meetings and executive board meetings. The president shall be the chair of the executive committee, serve as the primary contact for the principal and faculty, represent the organization at meetings outside the organization, coordinate the work of all officers and committees so that the purpose of the organization is served.
- B. **Vice President(s).** When there are two vice presidents, the vice president of fundraising shall assist the president in the fundraising activities of the Ross PTA. The vice president of community will assist the president in the community building events and projects of the PTA. Either vice president may carry out the president's duties in his or her absence.
- C. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, work with the president to prepare meeting agendas, handle correspondence, and send meeting notices as required. The secretary also keeps a copy of the organization's minutes, bylaws, rules, membership list, and any other necessary information, and brings them to all meetings.
- D. **Treasurer.** The treasurer shall:
 - Have custody of all funds of the organization;
 - Keep a full and accurate record of receipts and expenditures;
 - Review and approve all expenses;
 - Make disbursements of funds in a timely manner and in accordance with the approved budget;
 - Make deposits in a timely manner;
 - Review the work of the PTA's bookkeeper monthly;
 - Review income and expenses monthly. Produce reports monthly, to include: Statement of Financial Position, Statement of Activities, and Budget vs. Actuals;
 - Present a financial statement at every executive committee and general

- PTA meeting and whenever the executive committee requests. Financial statement will reflect aforementioned monthly reports;
- Make a full final report on the PTA's finances at the end-of-year PTA general membership meeting at which new officers assume their duties. The end-of-year financial report will reflect the year-to-date Statement of Financial Position, Statement of Activities, and Budget vs. Actuals, and include an estimate of the PTA's ending total assets;
 - Be responsible for the maintenance of such books of account and records as conform to the requirements of federal and local statutes and the bylaws of the Ross PTA;
 - Retain and work with an accountant to ensure that all required federal and District filings (i.e., 990) are filed in a timely manner each year;
 - Assist in developing the next fiscal year's PTA budget;
 - Be responsible for the purchase of all necessary insurance;
 - Work with the PTA executive board, Ross teachers and school administrators and PTA committee chairs to ensure that expenditures are within given budgets and budget line items;
 - Maintain sole oversight of all PTA banking and vendor accounts and login and password information;
 - Maintain a Financial Procedures Manual and adhere to it;
 - Perform other duties as assigned.

Article V—Executive Board Eligibility, Nominations, and Election.

Section 1. Eligibility. Members are eligible to serve on the Executive Board if they are a parent or guardian of a current Ross student.

Section 2. Nominations and Elections.

- A. The nominating committee shall identify a slate of officer and at-large member candidates and present the slate to the membership at the election meeting. At that meeting, nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.
- B. Elections will be held during the last quarter of the school year (April – June).

Article VI—Terms of Office, Vacancies, and Removal from Office

Section 1. Vacancies.

- A. If there is an at-large director vacancy, the Executive Board will identify and elect a new director. The new director elected to fill that vacancy will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next general meeting which is designated as the election meeting.
- B. If there is an officer vacancy, the Executive Board will identify and elect a new officer. The new officer elected to fill that vacancy will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next general meeting which is designated

as the election meeting.

Section 2. Resignation and Removal From Office.

- A. An officer or at-large member may resign at any time. Such resignations shall be made in writing and shall take effect at the time specified therein, or if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.
- B. Officers can be removed from their position with or without cause by a two-thirds vote of the Executive Board (assuming a quorum).

Article VII—Meetings

Section 1. Executive Board Meetings. During the school year, the executive board shall meet at least monthly at a time and place determined by the committee.

Section 2. General Membership Meetings. At least four general membership meetings will be scheduled during the school year. These meetings are open to all members, parents, staff, and community members. The meeting schedule for the entire school year will be posted by the first day of school. All members will be reminded of a meeting at least 7 days in advance of each scheduled meeting by the secretary. All members present may vote on issues at these meetings. One meeting will be designated as the election meeting.

Section 3. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Members must be notified of the special meeting at least one week prior to the meeting (notice may be sent using fliers, e-mails, and/or phone calls).

Section 4. Quorum.

- A. Executive Board Meetings. Half the number of board members plus one constitutes a quorum.
- B. General Membership Meetings. The quorum shall be 15 members of the organization.

Article VIII—Committees

Section 1. Membership. Committees may consist of members, nonmembers, and executive board officers/members. The president will appoint a chair for each committee.

Section 2. Standing Committees. The organization will have the following standing committees: Fall Fundraising, Open House/New Family Outreach, Tree Sale, Merchandise, Teacher and Staff Appreciation, Spring Auction, Diversity, Equity and Inclusion, and Spooktacular.

Section 3. Additional Committees. The Executive Board may create additional committees as needed.

Article IX—Finances

Section 1. The organization shall operate on a cash basis.

Section 2. The organization's fiscal year shall begin on July 1 and end June 30.

Section 3. The PTA treasurer shall maintain and the whole executive board will adhere to a Financial Procedures Manual ("Manual") that details all steps regarding the responsible stewardship of PTA funds in accordance with the PTA bylaws. The Manual shall be reviewed by the executive board annually. Adoption of and changes to the Manual requires a majority of the full executive board.

Section 4. A tentative budget shall be drafted in the spring and submitted to the membership for consideration and approval at the last general membership meeting of the school year.

Section 5. The treasurer shall keep accurate records of any disbursement, income, and bank account information.

Section 6. The treasurer is authorized to generate payments for invoices and expenses assuming that the payment does not exceed approved budget limits. Any expense that exceeds authorized budget amounts must be approved by the Executive Board prior to payment.

Section 7. The treasurer will ensure that all bank documents and signature cards are current.

Section 8. The treasurer shall:

- prepare and present monthly financial statements to the executive board;
- prepare and present financial statements to the full PTA at each general membership meeting, including a full final statement on the PTA's finances at the end-of-year general membership meeting.

As noted in Article IV, these statements will reflect year-to-date Statements of Financial Position, Statements of Activities, and Budget vs. Actuals.

Section 9. The treasurer will be responsible for preparing or having prepared for timely filing all required federal and District tax forms. The Board will review, approve and ensure returns are complete and timely filed.

Article X—Dissolution

Section 1. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a general membership meeting where a quorum is present.

Section 2. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article XI—Amendments

These bylaws may be amended at any general membership meeting provided that notice was given in writing at the prior meeting and then sent to all members of the organization by the president or secretary. Notice may be given by postal mail, email, fliers, or phone. Amendments will be approved by a two-thirds vote of those present assuming a quorum.