

Elsie Whitlow Stokes Community Freedom  
Public Charter School PTA

## Stokes PTA

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***BYLAWS OF***  
***STOKES PTA***  
A LOCAL UNIT OF  
**THE DISTRICT OF COLUMBIA**  
**CONGRESS OF PARENTS AND TEACHERS**

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Based on District of Columbia  
Congress of Parents and Teachers Model Bylaws, Updated August 2009  
National PTA Model Local Bylaws, Updated July, 2009  
Modified by Stokes PTA, June 2014

*Last modified by Stokes PTA Exec Board – April 2017*

## **ARTICLE I—NAME**

The name of this organization is the Elsie Whitlow Stokes Community Freedom Public Charter School Parent and Teacher Association (**hereinafter referred to as the “Stokes PTA”**), Washington, DC. It is a local PTA/PTSA organized under the authority of District of Columbia Congress of Parents and Teachers (hereinafter referred to as the “DCPTA”), a branch of National Congress of Parents and Teachers (hereinafter referred to as the “National PTA”).

## **ARTICLE II—PURPOSES**

**Section 1.** The purposes of the Stokes PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- 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, and social 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 Stokes PTA in common with those of the National PTA and DCPTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community 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.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. 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 II hereof.
- e. 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.
- f. 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 that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities 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.

#### **ARTICLE IV—RELATIONSHIP WITH NATIONAL PTA AND DCPTA**

**Section 1.** This local PTA shall be organized and chartered under the authority of the DCPTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the DCPTA may in its bylaws prescribe. The DCPTA shall issue to the Stokes PTA an appropriate charter evidencing the due organization and good standing of the Stokes PTA. A local PTA in good standing is one that:

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

**Section 2.** The Stokes PTA shall adopt such bylaws for the government of the organization as may be approved by the DCPTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of DCPTA.

**Section 3.** Bylaws of the Stokes PTA shall include an article on amendments.

**Section 4.** Bylaws of the Stokes PTA shall include a provision establishing a quorum.

**Section 5.** Each officer or board member of the Stokes PTA shall be a member of the Stokes PTA.

**Section 6.** The bylaws of the Stokes PTA shall prohibit voting by proxy.

## **ARTICLE V—MEMBERSHIP AND DUES**

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

**Section 2.** Each member of the Stokes PTA shall pay annual dues to said organization. The amount of such annual dues shall include the portion payable to the DCPTA as approved by the DCPTA at its annual convention and the portion payable to National PTA 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.

**Section 3.** The annual per capita dues for active membership in the DCPTA and the National PTA shall be four dollars and twenty-five cents (\$4.25) for every member of each Local Unit: two dollars and twenty-five cents (\$2.25) per capita shall be sent to the National PTA and two dollars (\$2.00) per capita shall be retained as the DCPTA dues. The treasurer shall send collected dues to the DCPTA by the 25th day of each month in which the dues were collected.

**Section 4.** The Stokes PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

**Section 5.** Individuals are eligible to join the Stokes PTA without regard to race, color, creed or national origin, under such rules and regulations, not in conflict with the provisions of the bylaws of the National PTA, as may be prescribed in the bylaws of the Stokes PTA.

**Section 6.** The membership year for the Stokes PTA organized under the authority of the DCPTA shall begin on July 1 and end on June 30 of the following year.

## **ARTICLE VI—OFFICERS (ELECTIONS AND VACANCIES)**

**Section 1.** The officers of the Stokes PTA shall be a president, a vice president, a secretary, and a treasurer.

**Section 2.** Officers shall be elected in the month of June.

**Section 3.** The vote shall be conducted by paper ballot or voice vote (electronic and/or paper) 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 Stokes PTA:

- a. An elected officer of the Stokes PTA shall live in the District of Columbia and be a member of the Stokes PTA.
- b. No officer may be eligible to serve more than three consecutive terms in the same office.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- d. The president and vice president must serve as ex officio for an additional 3 months after their term has ended to facilitate a smooth transition.

**Section 5.** Officers shall assume their official duties following the close of the meeting in June in which they are elected and shall serve for a term of one year or until their successors are elected. Installation shall be held during the close of the meeting at which time he or she would take office if elected.

**Section 6.** In addition to the specific duties outlined for each officer under Article VIII of these bylaws, all officers of the Stokes PTA:

- a. Shall not participate as a chairperson on any committee.
- b. Will attend the board and general meetings either in person or via other communication means.

**Section 7.** If any officer shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from office by a resolution adopted by the executive board. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. In case of a vacancy in any office other than president, all members of the Stokes PTA will be notified and are eligible to present themselves as a candidate for the vacant position. At least two weeks' notice will be provided regarding the vacancy, and then the executive board will vote to determine the new officer from among the candidates.

**Section 8.** There shall be a nominating committee composed of five members who shall be elected by the Stokes PTA at a regular general membership meeting at least three months prior to the election of officers, as outlined in Article VI, Section 2.

- a. The nominating committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office and committee chair post to be filled and report its nominees at the regular general membership meeting in May, at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of the Stokes PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

## **ARTICLE VII—COMMITTEE TO NOMINATE MEMBERS OF THE EXECUTIVE BOARD**

**Section 1.** A nominating committee consisting of five (5) members from the Stokes PTA (and at least one of whom shall be a member of the Executive Board of the Stokes PTA) shall be elected by plurality vote by the Stokes PTA membership at its **March** meeting.

The nominating committee's responsibilities are as follows:

- a. It shall be the duty of this committee to nominate at least one candidate for each member of the Executive Board to be filled at the Stokes PTA June general body meeting. It shall also be the duty of this committee to present nominations for candidates to fill vacancies occurring during its term.
- b. The committee shall seek recommendations for each position to be filled at the Stokes PTA general body meeting from the executive board and the Stokes PTA membership.
- c. The nominating committee shall elect its own chairman.
- d. Three (3) members shall constitute a quorum.
- e. The committee shall provide outreach in the month of **April** of officers whose positions expire in that year for the purpose of soliciting nominations for appointments for officers.

**Section 2.** A vacancy occurring in the nominating committee shall be filled by consensus of the executive board.

**Section 3.** The committee shall email a report on the nominations for the regular election to each member of the executive board and Stokes PTA members **by May 1st**. The committee shall report to the general body meeting at the **May** meeting, at which time additional nominations may be made from the floor, provided consent of the nominee has been obtained and all eligibility requirements set forth have been met. In the event of inability of a nominee to serve, the nominating committee shall proceed to fill the vacancy on the slate.

**Section 4.** The names of all nominees that meet all eligibility requirements shall be listed on the official ballot (which can be electronic).

## **ARTICLE VIII—DUTIES OF OFFICERS**

**Section 1.** The president shall:

- a. Preside at all executive board and Stokes PTA general and special meetings;
- b. Serve as an ex officio member of all committees except the nominating committee;

- c. Coordinate the work of the officers and committees of the Stokes PTA in order to facilitate educational, fundraising, and community building activities;
- d. Cooperate with Stokes Administrative Staff to coordinate PTA & School efforts, and maintain a supportive relationship between the school and the PTA;
- e. Appoint special committees when needed;
- f. Together with the vice president and the treasurer, file required tax forms by the end of the fiscal year;
  - g. Provide a summary year-end report of his/her year in office to give to the new president at the joint board meeting; and
- h. Perform such other duties as requested by the executive board.

**Section 2.** The vice president shall:

- a. Act as an aide to the president, upon request;
- b. Assume the duties of the president in the president's absence or inability to serve;
- c. Preside over an active PTA fundraising campaign throughout the school year;
- d. Together with the president and the treasurer, file required tax forms by the end of the fiscal year;
- e. Provide a summary year-end report of his/her year in office to give to the new vice-president at the joint board meeting; and
- f. Perform such other duties as requested by the president or the executive board.

**Section 3.** The secretary shall:

- a. Record in a permanent form the minutes of all meetings of the Stokes PTA;
- b. Submit a copy of the minutes to all officers for approval prior to posting on the Stokes PTA website and making it available to the school community;
- c. Be prepared to read the records of any previous meetings, and present the minutes for approval at the Stokes PTA general meeting;
- d. Notify all board members of special meetings called by the Stokes PTA board five (5) days prior to such meetings;
- e. Have a current copy of the bylaws;
- f. Maintain a current membership list;



- g. Provide a summary year-end report of his/her year in office to give to the new secretary at the joint board meeting; and
- h. Perform such other duties as requested by the president or the executive board.

**Section 4.** The treasurer shall:

- a. Have custody of the funds of the Stokes PTA;
- b. Maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the Stokes PTA;
- c. Make disbursements of funds approved by the Stokes PTA. All members of the Stokes PTA executive board must be notified of a request for reimbursement of non-budgeted items up to \$50.00 without membership approval. The majority of the Stokes PTA officers must approve all purchase and requests for reimbursements in excess of \$50.00;
- d. Have checks or vouchers signed by two people: the treasurer and president. In the absence of the treasurer, checks or vouchers must be signed by the president and vice president;
- e. Provide a written financial statement to the board of directors at each meeting;
- f. Provide an oral financial report of all monies collected and expenditures incurred at each general meeting;
- g. Present an annual report of the financial condition of the organization by June 15;
- h. Submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new officers assume duties. Once the audit has been completed, the treasurer will report the findings of the annual audit to the board of directors;
- i. Together with the president and vice president, file required tax forms by the end of the fiscal year;
- j. Provide a summary year-end report of his/her year in office to give to the new treasurer at the joint board meeting; and
- k. Perform such other duties as requested by the president or the executive board.

**ARTICLE IX—EXECUTIVE BOARD**

**(“EXECUTIVE BOARD” REFERS TO OFFICERS LISTED ABOVE, PLUS COMMUNICATIONS AND EVENTS CHAIRS)**

**Section 1.** The affairs of the Stokes PTA shall be managed by the executive board in the intervals between local PTA general membership meetings.

**Section 2.** The members of the executive board shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Membership Chair
- f. Communication Chair (1 or 2 persons)
- g. Events Chair (1 or 2 persons)
- h. Grant Research and Writing Chair**
- i. The president may appoint a parliamentarian, subject to approval of the other officers.

**Section 3.** There can be up to three chairs for each committee.

**Section 4.** The members of the Stokes PTA Executive Board shall be elected in the month of June.

**Section 5.** The vote shall be conducted by ballot (electronic and/or paper) and a majority vote shall elect. When there is only one candidate for any office, that election may be held by voice vote.

**Section 6.** Duties of the executive 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 Stokes PTA ;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to the Stokes PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget.

**Section 7.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the executive board. In this or any other case of a vacancy, all members of the Stokes PTA will be notified and are eligible to present themselves as a candidate for the vacant position. At least two weeks' notice will be provided regarding the vacancy, and then the executive board will vote to determine the new officer or committee chair from among the candidates.

**Section 8.** Regular meetings of the executive board shall be held with the date and time to be fixed by the board at its first meeting of the year.

**Section 9.** Special meetings of the executive board may be called by the president or when requested by seven members upon seven days' written notice to each member of the board.

**Section 10.** At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 11.** 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 position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within 14 days.

## **ARTICLE X—COMMITTEES**

**Section 1.** Only members of the Stokes PTA shall be eligible to serve in any elective or appointed positions.

**Section 2.** The standing committees of the Stokes PTA shall be:

- a. Communications
- b. Event
- c. Membership
- d. Fundraising

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

**Section 4.** The term of office of a committee chair shall be one year or until the selection of a successor.

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

## **ARTICLE XI—GENERAL MEMBERSHIP MEETINGS**

**Section 1.** Regular meetings of the Stokes PTA shall be held on 1<sup>st</sup> Wednesday of each month, unless otherwise provided by the Stokes PTA executive board. Fifteen days' notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of the Stokes PTA may be called by the president or by a majority of the executive board, fifteen days' notice having been given.

**Section 3.** The annual meeting shall be held in June.

**Section 4.** One third A majority representation of members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

## **ARTICLE XII—COUNCIL MEMBERSHIP**

The District of Columbia is divided into councils, the boundaries of which shall be defined by the DC PTA board of directors. Boundaries may be adjusted by the executive board whenever necessary.

**Section 1.** The Stokes PTA shall be represented in meetings of their Area Council by the president, or appointed alternate, and by four delegate(s) or alternate(s).

**Section 2.** All local PTAs and PTSAs of the DCPTA shall be participating members of an Area Council. The DCPTA shall determine the eligibility of local PTAs and PTSAs for membership and participation in an Area Council. Area Councils shall not legislate for local PTAs and PTSAs.

**Section 3.** The purpose of Area Councils shall be to create public opinion in the interest of child welfare, to stimulate child welfare projects in the local PTAs and PTSAs, to assist in the formation of new PTAs and PTSAs, to extend training to local PTA/PTSA executive boards, and otherwise to promote the objectives of the National PTA and the DCPTA. Area Councils shall be governed by the bylaws of the DCPTA.

a. Delegates and their alternates shall be chosen by election in January.

b. Delegates to the Stokes Council PTA shall serve for a term of one year.

**Section 4.** This local PTA shall pay annual dues in the amount equal to its number of members to the DC Council PTA as provided in Article V, Section 4 of the Stokes PTA bylaws.

## **ARTICLE XIII— DCPTA CONVENTION**

**Section 1.** A convention of the DCPTA shall be held annually in May, the time and place to be fixed by the DCPTA board of directors. Notice of such Convention shall be sent to each member of the board of directors and to the present 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 in good standing, and upon payment of a registration fee set by the board of directors. 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 as shown on the books of the treasurer of DCPTA as of March 31 preceding the annual convention. A voting member shall have one vote.

**Section 4.** Each local PTA/PTSA of the DCPTA in good standing as provided for in Article V 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 PTAs/PTSAs of the DCPTA. These delegates or alternates are to be elected or appointed by the local PTA/PTSA or its executive committee at least 30 days prior to the convention.

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

- a. All representatives to the DCPTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by nomination committee and voted upon by the public at the general meeting in January.

#### **ARTICLE XIV—FISCAL YEAR**

The fiscal year of the Stokes PTA shall begin on July 1 and end on the following June 30.

#### **ARTICLE XV—PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Stokes PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the DC PTA Bylaws, special rules of order or Articles of Incorporation. According to generally accepted parliamentary practice, only one person may be elected to serve in any one office, *Robert's Rules of Order Newly Revised* does not recognize "co-officers." Co-officers imply two people of equal rank. In PTA, only one name may be listed for each office and only one individual may vote. A second individual cannot be listed for any office and forfeits the right to vote.

If the membership of a PTA feels the need for additional offices, it shall establish additional positions of vice president or chairman.

#### **ARTICLE XVI—AMENDMENTS**

**Section 1.** The executive board by a majority vote may authorize a revised set of bylaws as a substitute for the existing bylaws.

**Section 2.** Submission of amendments or revised bylaws for approval by the DCPTA shall be in accordance with the bylaws or regulations of the DCPTA.

**Section 3.** Any commitment to projects, expenses, or initiatives proposed by a particular Stokes PTA administration shall cease with the expiration of that administration's term, unless specifically voted to be continued the following year at a general membership meeting of the PTA prior to the close of the term. Initiatives to be carried over must have a clearly stated purpose, a specified allocation of funds, and a timeline for expenditures.

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These bylaws were approved and ratified by the Executive Board of the Stokes PTA on April 27, 2017, and presented to the general body at the May 2017 Stokes PTA General Meeting in Washington,

D.C. Notwithstanding the date of execution, these bylaws take effect the first day of the Stokes PTA Fiscal Year; that is July 1.

\_\_\_\_\_ Stokes PTA President  
René Hayden Heather Harding

\_\_\_\_\_ Stokes PTA Vice President  
Daniel Running Melanie McIntosh

\_\_\_\_\_ Stokes PTA Secretary  
Shelagh Bocoum Emily Hodges

\_\_\_\_\_ Stokes PTA Treasurer  
Carole Sneed Constance Newman