D.C. Bilingual Public Charter School Parent Teacher Association

INTERIM BYLAWS

ARTICLE I
NAME

SECTION 1.01. Name. The name of the nonprofit corporation is the D.C. Bilingual Public Charter School (“DCB”) Parent Teacher Association (“PTA” or “Association”), and shall be governed by the District of Columbia Nonprofit Corporation Act (“the Act”).

ARTICLE II
PURPOSE, MISSION, VISION, PRINCIPLES & OBJECTIVES

SECTION 2.01. Purposes. The PTA is a Washington, D.C.-based nonprofit corporation that provides support for the work of DCB teachers and staff and seeks to improve outcomes for all students. The PTA has been organized to operate exclusively for the purposes set forth in the PTA’s Articles of Incorporation.

SECTION 2.02. Mission and Vision of PTA. Until such time as the PTA develops its own mission and vision statements, the PTA will support those of DCB, which are as follows:

- **DCB Mission:** DCB is a learning community that ensures high academic achievement for all students in Spanish and English, develops leadership, and values all cultures.

- **DCB Vision:** To expertly combine rigorous academics with rich school culture as we prepare the next generation for success on a global scale. Our [DCB’s] vision is supported by our two-way immersion curriculum by:
  - Enabling students to achieve fluency in English and Spanish while developing strong academic skills
  - Building thinking and reasoning skills for problem-solving in math and science
  - Creating a learning environment that respects linguistic and cultural diversity
  - Fostering a sense of community and cross-cultural understanding
  - Promoting family support and involvement

All students are first, second or third language learners and all students have the opportunity to be both language learners and language models for their peers.

Literacy, including reading and writing, is taught in Spanish and English for all students. Math is taught entirely in English, and Science is taught entirely in Spanish. English literacy is infused with Social Studies content, and Spanish literacy supports learning in Science.

SECTION 2.03. Principles. The following are basic principles of the PTA:

- The PTA shall be noncommercial, nonsectarian, and nonpartisan.
- The PTA shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all students.
- The PTA shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, the school, and the DCB community at large.
• Commitment to inclusiveness and equity, knowledge of PTA, and passion for quality education shall be guiding principles for participation in the PTA.

SECTION 2.04. Objectives. The objectives which the PTA will pursue are:
• To promote the welfare of children and youth in home, school, and throughout the community;
• To promote the collaboration and engagement of families and educators in the education of children and youth;
• To engage the parents, teachers, and staff in united efforts to secure the physical, mental, emotional, and social well-being of all DCB students; and
• To support and enrich the learning environment and education opportunities at DCB.

SECTION 2.05. Federal Status. The PTA 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] (“Internal Revenue Code”).

ARTICLE III
OFFICE & REGISTERED AGENT

SECTION 3.01. Office. The principal office of PTA shall be located within the District of Columbia at 33 Riggs Road NE, Washington DC 20011. The PTA may maintain additional offices at such other places within or without the District of Columbia as the Leadership Team may designate.

SECTION 3.02. Registered Agent. The Corporation shall designate a person to serve as the registered agent for the District of Columbia. The PTA Leadership Team may change the registered agent from time to time.

ARTICLE IV
MEMBERSHIP

SECTION 4.01. Membership eligibility. All DCB teachers and staff, as well as all parents, legal guardians, and adult family members of DCB students are eligible to become PTA members.

SECTION 4.02. Non-discrimination. Membership in PTA at all levels shall be open, without discrimination, to anyone who believes in and supports the purpose, mission, and principles of PTA and meets other qualifications for membership as prescribed in these bylaws and pays dues as required in these bylaws.

SECTION 4.03. Classification. The PTA shall have the following membership classifications:
A. **Parents/Legal Guardians:** All parents and legal guardians of DCB students shall automatically be considered members of the PTA, unless a parent/legal guardian indicates that s/he does not want to be a PTA member.

B. **Staff/Teachers:** All DCB staff and teachers may become members of the PTA by indicating to an Officer of the PTA that they wish to become a member and paying their annual dues to the Treasurer.

C. **Adult Family Members:** All adult family members of DCB students may become members of the PTA by indicating to an Officer of the PTA that they wish to become a member and paying their annual dues to the Treasurer.

**SECTION 4.04. Dues.** Annual membership dues are $10.00, or the equivalent, per member, per year. Dues will be used to cover costs associated with PTA activities, as determined by the Leadership Team. A portion of the annual membership dues collected will be paid to the National and DC PTA, as recommended by the Leadership Team and approved by a two-thirds vote of the voting body at a National PTA Annual Meeting. Those who are able are encouraged to pay higher dues voluntarily.

**SECTION 4.05. Membership Year.** The membership year for National and DC PTA shall be July 1 through June 30.

**SECTION 4.06. Rights and Privileges.** Every individual member shall be entitled to all the benefits of such membership, which shall include the:

A. ability to serve in the Leadership Team of the DCB PTA; and

B. right to vote on all items put up for general vote by the Leadership Team.

**SECTION 4.07. Involvement in National and DC PTA.** Every individual who is a member of a local constituent association organized under the authority of a state constituent association—such as the DCB PTA—is also a member of National and DC PTA. Members of the DCB PTA shall thus also be entitled to all the benefits of such National and DC PTA membership, which shall include the:

A. ability to serve in governance positions in National and DC PTA; and

B. right to vote at National and DC PTA meetings based upon the requirements of serving as a voting delegate.

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**Article V**

**PTA GOVERNANCE STRUCTURE**

**SECTION 5.01. Leadership Team.** The PTA shall be governed by a Leadership Team that will include the President/Co-Presidents, Immediate Past President and other elected Officers.

**SECTION 5.02. Officers.** The elected officers of PTA Leadership Team shall include a president, immediate past president and/or president-elect, a treasurer, a fundraising chair, an events chair, a communications chair, a PTA staff liaison, and a room parent lead. Any of these
officer positions may be shared by two persons, such as two people can be elected to serve as Co-Presidents.

SECTION 5.03. **Eligibility to Serve.** In order to be eligible to serve in the PTA Leadership Team, an individual shall:

A. be a current member of the PTA;
B. maintain membership throughout his/her term of service;
C. consent to uphold and adhere to the PTA policies and principles;
D. not be a paid employee of, or under contract to, National PTA; and
E. meet other qualifications as prescribed in these bylaws.

SECTION 5.04. **Conflict of Interest.** Individual PTA members may not hold more than one office at a time if doing so would put them in conflict with the responsibilities of any of their offices, and PTA members who are staff or teachers of DCB may not hold a position (such as Room Parent Lead) that would potentially put them in conflict with their other professional interests or obligations.

SECTION 5.05. **Term of Office.** Elected officers shall take office at the start of the next membership year and shall serve a term of one year, or until their successors are elected. Individuals may not serve in the same office for more than three terms.

SECTION 5.06. **Full Term.** Anyone who serves in a position for more than half of a full term shall be deemed to have served a full term in such position.

SECTION 5.07. **Election of Officers.** All members shall be afforded the opportunity to nominate candidates, including self-nomination, for any elected office at least two months prior to the end of the school year. All candidates shall be provided the opportunity to speak to the PTA membership about their qualifications for and interests in the office. Officer election will take place at the annual meeting, which will take place at least one month prior to the end of the school year. Notice of the election must be given to all members, and all members shall be afforded the opportunity to vote in person or in writing (including email). Officers are elected by a majority vote of the voting PTA membership (assuming that there is a quorum).

SECTION 5.08. **Vacancy in Officer Positions.** In case of a vacancy of an elected office mid-term, the office shall be filled by a two-thirds (2/3) vote of the Leadership Team. Notice of the vote must be given in the call to the meeting at which the election will take place.

SECTION 5.09. **Duties of Officers.** The elected officers shall perform the duties provided in this section and such other duties as prescribed for the office in these bylaws, by the Act, or adopted by the Leadership Team.

A. **Duties of the President:**
   1. serve as chair of the Leadership Team;
   2. serve as an ex-officio member of all committees;
   3. appoint chairs and members of committees not otherwise specified;
4. serve as an ex-officio member of the National Constituent Association Advisory Council; and
5. preside at all meetings.

B. Duties of the Immediate Past-President or President-Elect:
1. serve as a member of the Leadership Team; and,
2. assist in the performance of the duties of the office of president upon request by the Leadership Team, in the president’s absence, or when the president is unable to perform such duties.

C. Duties of the Treasurer:
1. serve as a member of the Leadership Team;
2. serve as financial officer and secretary of the PTA;
3. serve as chair of membership committee;
4. serve as a member of the finance and fundraising committee; and
5. report the financial status of PTA to the Leadership Team as requested and to the general membership during the annual meeting.

D. Duties of the Fundraising Chair:
1. serve as a member of the Leadership Team;
2. serve as a chair of the finance and fundraising committee; and
3. report the PTA fundraising progress status to the Leadership Team as requested and to the general membership during the annual meeting.

E. Duties of the Events Chair:
1. serve as a member of the Leadership Team; and
2. serve as the chair of the events committee.

F. Duties of the Communications Chair:
1. serve as a member of the Leadership Team;
2. serve as chair of the outreach committee, if the Leadership Team determines that such a committee should exist;
3. consult and collaborate on membership initiatives focused on recruitment, retention, and diversification; and
4. consult and/or collaborate with other committees as needed.

G. Duties of the PTA Staff Liaison:
1. serve as a member of the Leadership Team;
2. serve as a member of the membership committee; and,
3. facilitate communication between DCB staff and the PTA.

H. Duties of the Room Parent Lead:
1. serve as a member of the Leadership Team;
2. recruit and help to retain room parents for each classroom; and
3. serve as the chair of the classroom engagement committee.
Article VI
MEETINGS

SECTION 6.01. Regular Meeting. Regular meetings of the PTA membership shall be held at least once a month during the school year. Notice of the time and place of each regular meeting shall be given in writing (including email) to each member at least seven (7) days prior to the date of the meeting. Notice may be waived by members in accordance with statutory requirements as established by the Act.

SECTION 6.02. Annual Meeting. An annual meeting of the PTA membership, during which the election of officers shall take place, shall be held at least once a year and at least one month prior to the end of the school year. Notice of the time and place of the annual meeting and the election shall be given in writing (including email) to each member at least seven (7) days prior to the date of the meeting. Notice may be waived by members in accordance with statutory requirements as established by the Act.

SECTION 6.03. Leadership Team Meetings. Regular meetings of the Leadership Team shall be held at least four (4) times during each school year as determined by the Leadership Team. Notice of the time and place of each regular meeting shall be given in writing (including email) to each member of the Leadership Team at least ten (10) days prior to the date of the meeting. Notice may be waived by members of the Leadership Team in accordance with statutory requirements as established by the Act.

SECTION 6.04. Special. Special meetings of the Leadership Team may be called by the president, on five (5) days written notice to each member of the Leadership Team. Notice may be waived by members of the Leadership Team in accordance with statutory requirements as established by the Act.

Article VII
VOTING

SECTION 7.01. Quorum.
A. A quorum of the PTA membership shall be fifteen (15) members, with at least three (3) Leadership Team members present.
B. A quorum of the PTA Leadership Team shall be a majority of the officers of the Leadership Team then in office.

SECTION 7.02. Decision Making Tiers.
A. All members vote on: 1) the election of new officers, 2) the adoption of and amendments to PTA bylaws and other significant PTA policies, as determined by the Leadership Team; and 3) endorsement of new PTA subcommittees. A majority vote (50% +1) is required for the election of new officers. A majority vote with at least 3 votes in favor of members of the Leadership Team is required for the endorsement of a new PTA subcommittee. A super majority (2/3rds) vote with at least 3 votes of the Leadership Team is required to amend the bylaws or adopt new significant PTA policies.
B. The Leadership Team votes on: 1) terminating elected officers (requires a 2/3 vote); 2) filling Leadership Team vacancies prior to annual elections; and 3) adopting new PTA policies that are not significant enough so as to require a vote by all members, but significant enough that they cannot be determined by the President alone.

C. The President may make executive decisions on PTA related matters so long as these decisions are consistent with PTA policy or practice. The President will bring to the attention of the Leadership Team all matters that are significantly new to, or inconsistent with PTA policies or practices. The Leadership Team, or possibly all membership, as determined by the Leadership Team, will vote on such decisions.

Article VIII
COMMITTEES

SECTION 8.01. Standing Committees. The standing committees of the PTA shall be finance & fundraising; events; membership; outreach (optional; see Section 5.09.F.); and classroom engagement.
   a) No member shall simultaneously serve as chair of more than one standing committee.
   b) The president shall appoint chairs of committees should there be a vacancy
   c) All committees shall report to the Leadership Team and shall be responsible to the president between meetings of the Leadership Team.
   d) Policy recommended by a committee shall be approved by the Leadership Team.

SECTION 8.02. Subcommittees. PTA Subcommittees must be initiated by three (3) or more members, at least one of whom must agree to chair or co-chair the subcommittee, and must be voted on by the PTA membership and officially endorsed to become a subcommittee of the PTA. (See Section 7.02.A.)

SECTION 8.03. Other Parent Initiatives. Parents can start other initiatives at DCB that are not officially endorsed by the PTA, but they are encouraged to share information with the PTA Leadership Team about such initiatives on a regular basis. We encourage parents to see the PTA as a hub, where new ideas can be shared and discussed freely and where parents can connect with other parents with similar interests or concerns, and can develop initiatives before bringing them to DCB’s administration.

Article IX
MISCELLANEOUS

SECTION 9.01. PTA Logo. The Leadership Team shall provide a suitable corporate seal/logo, bearing the name of the PTA, which shall be entrusted to the President. The Leadership Team may authorize one or more duplicate seals and provide for the custody thereof. If the PTA is required to place its corporate seal to a document, it is sufficient to place the word “Seal” adjacent to the signature of the person authorized to sign the document on behalf of the PTA.
SECTION 9.02. Execution of Documents. A person who holds more than one office in the PTA may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one officer.

SECTION 9.03. Checks, Drafts, Etc. All checks, drafts and orders for the payment of money, notes, and other evidences of indebtedness, issued in the name of the PTA, shall, unless otherwise provided by resolution of the Leadership Team, be signed by either one of the President, the Treasurer, or by their designees; provided, however, that each designee shall be approved in advance by the Leadership Team, which may impose additional limitations on such re-delegated authority.

SECTION 9.04. Interim Bylaws. These Interim Bylaws will be adopted by a majority vote of the Leadership Team; will be adjusted as needed during the course of the 2017-2018 academic year; and the Bylaws will be voted on by the PTA membership at the annual meeting in 2018.

SECTION 9.05. Amendments. These Interim Bylaws may be amended by the affirmative vote of two-thirds of the members of the Leadership Team. The Bylaws may be amended by the affirmative vote of two-thirds of the members of the PTA at the annual, regular or special meeting.

SECTION 9.06. Severability. Every provision of these Interim Bylaws is intended to be severable, and if any term or provision is invalid for any reason whatsoever, such invalidity shall not affect the validity of the remainder of these Interim Bylaws.