

LUDLOW-TAYLOR PTO

659 G Street NE
Washington, DC 20002

BYLAWS OF

LUDLOW-TAYLOR PTO

ARTICLE I—NAME

The name of this organization is the **Ludlow-Taylor PTO** (“LT PTO”).

ARTICLE II—PURPOSES

Section 1. The purpose of the LT PTO is to support the education of children enrolled at Ludlow-Taylor Elementary School (“LTES”), with the following goals in mind:

- 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, social, and spiritual education.

Section 2. The purposes of the LT PTO 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. LT PTO is organized exclusively for 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 the LT PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school 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 PTO.
- 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—BOARD OF DIRECTORS

Section 1. The affairs of the LT PTO shall be managed by the Board of Directors.

Section 2. The members of the Board of Directors shall be the five (5) Officers elected in accordance with Article V of these Bylaws.

Section 3. Duties of the Board of Directors shall be to:

- a. Carry out such business as may be referred to it by the LTES community;
- b. Present information at the regular general meetings of the LT PTO;
- c. Prepare an annual budget;
- d. Approve payment of routine expenses;
- e. Form Committees, and appoint standing Committee chairs and members;
- f. Approve the work of the Committees.

Section 4. If any member of the Board of Directors 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 a majority of the Board of Directors.

Section 5. Regular meetings of the Board shall be held with the date and time to be fixed by the Board at its first meeting of the year.

Section 6. Special meetings of the Board of Directors may be called by the President upon two days' notice to each member of the Board of Directors.

Section 7. At all meetings of the Board of Directors, a majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 8. Upon expiration of the term of office, or when individuals cease to be eligible for membership on 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, funds and other materials pertaining to the position shall be turned over to the President.

ARTICLE V—OFFICERS (ELECTIONS AND VACANCIES)

Section 1. The five (5) officers of the LT PTO shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2. Officers shall be elected in the month of June by a vote of parents or guardians of all students enrolled at LTES. Any person who is a parent or guardian of a student enrolled at LTES is eligible to vote for the officers of LT PTO.

Section 3. The vote shall be conducted by secret ballot, and a majority vote shall elect.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the LT PTO:

- a. An elected officer of the LT PTO shall live in the District of Columbia.
- b. No officer may be eligible to serve more than one consecutive term 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.

Section 5. Officers shall assume their official duties following the close of the June meeting in which they are elected, and shall serve for a term of two years.

Section 6. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the First Vice President. If the First Vice President is unable to serve or the office of First Vice President is vacant, the Second Vice President shall serve as acting President for the remainder of the term. A vacancy in any office other than President shall be filled by a majority vote of the Board of Directors. Voting shall be by ballot if more than one candidate is presented; and by voice vote if only one candidate is presented. Ten

(10) days' notice of the election shall be given in writing to each member of the Board of Directors.

Section 7. There shall be a Nominating Committee composed of no less than three (3) members who shall be elected by the LT PTO at a regular general meeting at least two months prior to the election of officers.

- a. The Nominating Committee shall elect its Chair.
- b. The Nominating Committee shall nominate eligible person(s) for each office to be filled, and report its nominees at the regular general meeting in May, at which time additional nominations may be made from the floor.
- c. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 8. The names of all nominees that meet all eligibility requirements shall be printed on the official ballot.

ARTICLE VI—DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the LT PTO;
- 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 LT PTO in order that the purposes may be promoted; and
- d. Perform such other duties as may be provided in these Bylaws or directed by the Board of Directors.

Section 2. The Vice Presidents shall:

- a. Act as aides to the President;
- b. In their designated order, perform the duties of the President in the President's absence or inability to serve; and
- c. Perform such other duties as may be provided for in these Bylaws or directed by the President or the Board of Directors.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the LT PTO;
- b. Be prepared to read the records of any previous meetings;

- c. File all records;
- d. Have a current copy of the Bylaws; and
- e. Perform such other duties as may be provided for by these Bylaws or directed by the President or the Board of Directors.

Section 4. The Treasurer shall:

- a. Have custody of the funds of the LT PTO;
- b. Maintain a full account of the funds of the LT PTO;
- c. Make disbursements as authorized by the Board of Directors;
- d. Be permitted to appoint an Assistant Treasurer, who shall be a nonvoting member of the Board of Directors.
- e. Have checks or vouchers signed by two (2) people: the Treasurer or Assistant Treasurer and one other elected Officer;
- f. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the LT PTO;
- g. Provide a written financial statement to the Board of Directors at each meeting; and
- h. Present an annual report of the financial condition of the LT PTO; and
- i. Perform such other duties as may be provided for by these Bylaws or directed by the President or the Board of Directors.

ARTICLE VII—COMMITTEES

Section 1. The standing committees of the LT PTO shall be agreed upon by a majority of the members of the Board of Directors.

Section 2. The Board of Directors may create such special committees as it may deem necessary to promote the purposes of the LT PTO and carry on the work of the LT PTO.

Section 3. The term of office of a Committee chair shall be one year.

Section 4. The chair of each Committee shall present a plan of work to the Board of Directors for approval. No Committee work shall be undertaken without the consent of the Board of Directors.

ARTICLE VIII—GENERAL MEETINGS

Section 1. Regular meetings of the LT PTO shall be held on the third Thursday of each month, unless otherwise agreed upon by the LT PTO Board of Directors. Four days' written public notice shall be given to the LTES school community of any change of date.

Section 2. Special general meetings of the LT PTO may be called by the President or by a majority of the Board of Directors, upon four days' written public notice having been given.

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

ARTICLE IX—FISCAL YEAR

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

Article X—PARLAIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the LT PTO in all cases in which they are applicable and in which they are not in conflict with special rules of order or the LT PTO Articles of Incorporation.

ARTICLE XI—AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the LT PTO Board of Directors by a majority vote of the members of the Board of Directors.

Section 2. The Board of Directors by a majority vote may authorize a Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing Bylaws.

Adopted on the _____ day of November, 2015.

Steve Seiden
LT PTO President

Meghan Musselman
LT PTO Treasurer