

**Bylaws of the Thomson Elementary School Parent Teacher Organization
Adopted March 24, 2024**

ARTICLE I: NAME, DESCRIPTION & PURPOSE

Section 1: Name – The name of the organization is Thomson Elementary Parent Teacher Organization (PTO). The PTO is located at 1200 L Street NW Washington, DC 20005.

Section 2: Description – The PTO is a non-profit organization that exists exclusively for charitable, educational, literary, and scientific purposes, within section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Section 3: Purpose – The PTO will enhance the educational experience of Thomson Elementary School (“Thomson”) students and support teachers and school administrators through our participation in the organization.

ARTICLE II: BASIC POLICIES

The following are policies of the PTO:

- a. The organization shall be noncommercial, nonpartisan and nonsectarian, and shall operate without regard to gender, sexual orientation, race, religion, income, national origin, or disability. The name of the organization or the names of the Officers in their official capacities shall not be used to endorse any commercial, partisan or sectarian interest.
- b. PTO members will not use PTO funds for their own benefit.
- c. The PTO will follow all the rules of a 501(c)(3) organization. (See Internal Revenue Code Section 501(c)(3)).
- d. Only members who have been formally assigned by the Executive Board are authorized to speak on behalf of the PTO at public events.
- e. Any officer or member with a conflict of interest will not vote on any issue for which they have a conflict.
- f. The organization will prioritize inclusive practices that encourage the participation of all members of the school community.

ARTICLE III: MEMBERSHIP & VOTING

PTO membership is automatically granted to all parents, guardians, and caretakers of Thomson students and all Thomson staff members. We recognize Thomson students as non-voting members.

ARTICLE IV: OFFICERS

Section 1: Executive Board – The Executive Board shall consist of the following Officers: President, Fundraising Lead, Treasurer, Communications Lead, and Staff Liaison.

Section 2: Elections – Officer elections will take place in April of each year. Each candidate will be given an equal amount of time, but no more than five minutes, to address members prior to the

vote. The vote shall be conducted by paper ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 3: Term of Office – The term of office begins upon election, and ends upon the election of officers for the following school year. Upon expiration of the term of office or vacation of the office, officers shall facilitate the transition of files, materials, and resources pertaining to the office. There is no limit on the number of terms an officer may serve. Term limits may be added to these bylaws by amendment.

Section 4: Qualifications – Any voting member may become an officer of the PTO (see Article III). PTO members who have been active in the PTO for one year are encouraged to run for the Executive Board, but all members are welcome to run for office.

Section 5: Duties – The Executive Board will consist of the following positions:

- a. President – Preside at General PTO meetings and Executive Board meetings, schedule meetings and develop agenda for meetings, serve as the official representative of the PTO, and serve as the primary point of contact with the PTO for the school Principal.
- b. Fundraising Lead– Coordinate new fundraising projects and ideas.
- c. Treasurer – Serve as custodian of the PTO’s finances and financial records, deposit revenue in the PTO account within 14 days of receipt, track funds donated for specific purposes, pay authorized expenses, provide a regular report on financial activity, prepare the first draft of the annual budget, track all expenses, and comply with tax requirements.
- d. Communications Lead– Oversee communications to the Thomson community, update Thomson website, post PTO meeting notes after meetings, and take an active role in encouraging engagement of families that have not been active in PTO events.
- e. Staff Liaison—A teacher or other member of the Thomson PTO staff charged with informing the PTO of any new events and activities at Thomson.

Section 6: Executive Board Meetings – The Executive Board shall meet at least once per month during the school year, in person or via phone or videoconference, or at the discretion of the President. These meetings will be separate from the general PTO meetings, but open to all members who wish to attend.

Section 7: Removal –An officer may be removed from office by a majority vote of the Executive Board for failure to fulfill his/her duties after being given reasonable notice or attempted notice.

Section 8: Vacancy – If a vacancy occurs on the Executive Board, other than the President, it may be filled for the duration of the term of office by an individual elected by majority vote of the Executive Board. A replacement President must be elected by majority vote at a general PTO meeting.

Section 9: Quorum – A simple majority of officers present and voting, including the President, is enough to conduct an Executive Board vote. Absentee votes are allowed. For example, if there are five Executive Board members, three or more must be present or send in their absentee vote.

ARTICLE V: MEETINGS

Section 1: General PTO Meetings – The business of the PTO will be conducted at general PTO meetings. Meetings can be virtual or in-person and will happen at the discretion of the Executive Board.

Section 2: Voting – Each member present at a general PTO meeting is eligible to vote. Absentee or proxy (sending in a vote with another member) votes are not allowed. Votes (other than bylaw changes) are carried by the majority.

Section 3: Quorum – Eight members present and voting at a general meeting make a quorum (enough members) for the purpose of voting.

ARTICLE VI: FINANCIAL POLICIES

Section 1: Fiscal Year - For tax reporting purposes, the fiscal year of the PTO shall end on June 30 of each year.

Section 2: Annual Budget –After the Executive Board elections in April, the new Treasurer and President, in consultation with the school principal and Executive Board, will draft the PTO’s annual budget for the following school year. At the first general meeting of the new school year, a quorum of members will approve the budget by a majority vote.

The prior Treasurer will prepare for the incoming Treasurer a rough draft of the annual budget for the coming school year based on historical and other knowledge.

The Executive Board may present revisions to the budget for approval at subsequent general PTO meetings.

The Executive Board will have discretion to approve unbudgeted expenditures of no more than \$2,000 in total for the school year. Unbudgeted expenditures must be disclosed at the next general PTO meeting. Unbudgeted expenses over \$2,000 must be presented for approval by the members at a general PTO meeting.

Section 3: Banking - All funds shall be kept in one checking account in the name of the Thomson Elementary School PTO, held at a local financial institution, with the Treasurer as an authorized signatory. Other members of the Executive Board can be authorized signatories as needed. Signature control of the bank account must be transferred within 30 days of an election of a new Treasurer.

Section 4: Reporting - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) at least quarterly and provide a report of all financial activity at a general PTO meeting, and at the discretion of the Executive Board.

Section 5: Contracts - Contract signing authority is limited to the President with the consent of the Executive Board.

ARTICLE VII: BYLAW AMENDMENTS

Amendments to these Bylaws may be proposed by any PTO member. Amendments presented at a general PTO meeting shall be considered for voting at a subsequent meeting. A quorum of eight members is required to conduct a vote on the Bylaws (see Article V, Section 3). Two-thirds approval is required to adopt an amendment to the Bylaws.

ARTICLE VIII: DISSOLUTION

In the event the PTO dissolves, any funds remaining shall be distributed to the school principal to be used solely for student activities.

* * *

We the undersigned Executive Board of the Thomson Parent Teacher Organization certify that the above Bylaws were adopted effective March 24, 2024.

President

Fundraising Lead

Treasurer

Communications Lead

Staff Liaison