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# BYLAWS

of the

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(Full Legal Name)

PARENT TEACHER ASSOCIATION

OR

PARENT-TEACHER-STUDENT ASSOCIATION

Ritchie Park Elementary School Parent Teacher Association

(County)

Incorporation #: D 0 2 8 8 8 8 2 4

National PTA ID #: 0 0 0 2 7 1 6 5

Employer Identification Number (EIN): 5 2 - 6 0 7 0 7 2 0

Sales & Use Tax #: 0 2 1 0 4 4 9 6

Insured by: KNIGHT Insurance Services

Maryland  
**PTA**<sup>®</sup>

*everychild. onevoice.*

*A Local Unit of*

**PARENTS AND TEACHERS OF THE  
MARYLAND BRANCH OF THE NATIONAL CONGRESS**

5 Central Avenue  
Glen Burnie, Maryland 21061

*July, 2017*

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***FOR MDPTA USE ONLY!***

APPROVED BY LOCAL \_\_\_\_\_ APPROVED BY STATE \_\_\_\_\_

RESUBMIT BY \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE BYLAWS – Read before proceeding.**

1. All PTA/PTSA units in Maryland are required to submit its bylaws on the most current template every three years with or without revisions.
2. The general membership must vote to approve bylaws even if no revisions are made
3. All PTAs/PTSAs must use the MD PTA local bylaws template in booklet format. Contact MD PTA for the current booklet.
  - a. A working draft may be downloaded from [www.mdpta.org](http://www.mdpta.org) under the “members only” section
  - b. Final submission must be on the original booklet template, copies downloaded from the website will not be accepted.
    - i. Bylaws may be modified to meet the needs of the local, but because it a “legal document” addition and/or changes must be written legibly in blue/black ink or typed. Bylaws completed in pencil or any other ink color will not be accepted. **RETYPE OR COMPUTER PRINTOUTS OF BYLAWS WILL NOT BE ACCEPTED.** The bylaws may be photocopied using a double-sided format. All blanks must be completed. Do not scan, fax or convert the pdf to a word document. For additions/changes, use additional page(s) (*which must be typed.*) Fill in on the top of the page:
      1. PTA/PTSA legal name.
      2. Date of bylaws approval meeting.
      3. The specific article and section referenced.
4. Mandatory articles/sections are identified with the # sign. Pounded (#) *articles/sections may not be moved, changed or renumbered.*
5. Any changes must be approved by the general membership of that local PTA/PTSA per #Article XVI and within the ruling of the MD PTA bylaws committee.

**SUGGESTIONS – (helpful hints for completing the bylaws template)**

**Article I**

- ◆ Fill-in Full Legal Name (be sure to include *Inc.* as all PTAs/PTSAs are incorporated.)

**Article II – Article IV**

- ◆ # Articles – Read. There are many important things to know but no changes are to be made.

**Article VI Section 2a**

- ◆ State number of VPs and/or Secretaries. If more than one vice president or secretary, list number and insert distinctive/separate names (*i.e.: 1<sup>st</sup> VP/2<sup>nd</sup> VP /recording secretary/corresponding secretary/VP of ....*).

**Article VI Section 2b**

- ◆ Fill in with a specific month for elections.

**Article VI, Section 3 #a**

- ◆ If you choose executive committee or board of directors you must add this to the duties of these bodies either in Article VIII, Section 4 or Article IX, Section 4.

**Article VI Section 3c**

- ◆ If officers serve a two-year term, circle odd or even year for election.

**Article VII Section 2**

- ◆ If more than one VP, list each VP’s title, separate duties and list succession order.

**Article VII Section 3**

- ◆ If more than one secretary, list each secretary and separate duties.

**Article VIII Section 2**

- ◆ If additional positions are added to the board of directors (*i.e. faculty/student member etc.*) state how this position (s) is selected elected/appointed, in what venue the selection occurs and the term service.

**Article XI Section 3**

- ◆ Must agree with Article VI Section 2b. The annual meeting is held in spring at which elections are held, when needed.

**Article XII**

- ◆ If your city/county has a council, the numbers of delegates are determined in the council bylaws. If there is no council, cross the section out.

**NOTE:**

- ◆ Secretary prints and signs their name and the date is of the general meeting for approval. (**Please note that this is a legal and binding document.**)

- ◆ On page 12, list the person who MDPTA bylaws chair can contact should there be any questions.

**To submit bylaws for approval by MDPTA Bylaws Committee:**

Submit by postal mail or the equivalent the completed original signed booklet, 1 copy and the draft minutes from the general meeting where the bylaws were approved to: MD PTA, 5 Central Ave, Glen Burnie, MD 21061. **No email or faxes are accepted.**

Upon approval by MD PTA bylaws committee, a copy of the bylaws will be returned to the local PTA/PTSA to be retained by the secretary who will have it available at all meetings and to make copies as needed. The original will be placed on file in the Maryland PTA office. An electronic copy will be sent to the local council if applicable.

If only submitting amendments to existing bylaws, contact MD PTA Bylaws Chair for more specific instructions. Email the chair at [Bylaws@mdpta.org](mailto:Bylaws@mdpta.org).

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## ARTICLE I Name

The name of this association is Ritchie Park Elementary School Parent Teacher Association, Inc.  
(full legal name)

located at 1514 Dunster Rd. Rockville, MD 20854  
(address) (city/town/zip)

It is a local PTA/PTSA organized under the authority of the Maryland Congress of Parents and Teachers, Inc. (Maryland PTA), a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as RPES PTA.

## #ARTICLE II Purposes

**Section 1.** The purposes of this local PTA/PTSA in common with those of National PTA and Maryland PTA are:

- a. To promote the welfare of children and youth in home, school, places of worship and throughout the community,
- b. To raise the standards of home life,
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
- d. To promote the collaboration and engagement of families and educators in the education of children and youth,
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The purposes of National PTA, Maryland PTA, and this local PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; are governed and qualified by the basic policies set forth in Article III.

**Section 3.** The association 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 this local PTA/PTSA in common with those of National PTA and Maryland PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association 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 the board of education, state education authorities, and local education authorities.
- c. The association 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 association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association 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 association shall not carry on any other activities not permitted to be carried on
  - i. by an association exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or
  - ii. by an association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, 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 association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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 Maryland PTA

**Section 1.** This local PTA/PTSA shall be organized and chartered under the authority of Maryland PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, not in conflict with National PTA bylaws, as Maryland PTA may in its bylaws prescribe. Maryland PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.

A local PTA/PTSA in order to meet the standards of affiliation shall:

- a. adhere to the purposes and basic policies of the National and Maryland PTA;
- b. remit the national and state dues to the Maryland PTA office by dates designated;
- c. have bylaws approved every three (3) years according to the procedures of Maryland PTA;
- d. have a minimum of twenty-five (25) members;
- e. submit the name and contact information including phone number, address and e-mail address of all elected officers to the Maryland PTA office within two (2) weeks of election;
- f. remit bonding, liability and directors and officers insurance premiums by the date designated;
- g. have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with Maryland PTA;
- h. maintain its status as a corporation and have as required by MD Non-Profit law at a minimum a president, a secretary and a treasurer;
- i. file the appropriate tax forms by the required date with the IRS and submit a copy to the Maryland PTA office within thirty (30) days of filing;
- j. submit a copy of its annual financial review to Maryland PTA before October 31 each year; and
- k. file all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Maryland PTA office within 30 days of filing.

**Section 2.** Have at minimum 2 board members, one of which is the treasurer, trained by a Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding Maryland and IRS tax forms.

**Section 3.** The articles of organization of this local PTA/PTSA include:

- a. the bylaws of such association; and
- b. the certificate of incorporation or articles of incorporation of such association.

**Section 4.** This local PTA/PTSA shall adopt such bylaws for the government of the association as may be approved by Maryland PTA. Such bylaws shall not be in conflict with National PTA bylaws or the bylaws of Maryland PTA.

**Section 5.** Bylaws of this local PTA/PTSA shall include an article on amendments.

**Section 6.** Bylaws of this local PTA/PTSA shall include a provision establishing a quorum.

**Section 7.** Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

**Section 8.** The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including electronic communications), or absentee.

**Section 9.** A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board while serving as a paid employee of, or under contract to, this local PTA/PTSA.

**Section 10.** Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

**Section 11.** This local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to Maryland PTA as provided in Article V hereof.

**Section 12.** The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership, board of directors, or executive committee (Article VI Section 3a).

**Section 13.** This local PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members,

the dues collected from its members, and the amounts of dues remitted to Maryland PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Maryland PTA.

**Section 14.** In the event this local PTA/PTSA votes to dissolve and terminate its affairs, it shall be done as follows:

- a. The board of directors (or other body that, under its bylaws, manages the affairs of the constituent association) shall adopt a resolution recommending that this local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this local PTA/PTSA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Maryland PTA at least twenty (20) days before the date fixed for such special meeting of the members. Only those persons who were members in good standing of this local PTA/PTSA on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution. Approval of dissolution of this local PTA/PTSA shall require the affirmative vote of at least two thirds (2/3) of the members present and entitled to vote at the special meeting, a quorum being present.

**Section 15.** In the event of alleged violations by this local PTA/PTSA of the bylaws of the National PTA, the Maryland PTA, or said local PTA/PTSA, or other practices or activities of this PTA/PTSA that may tend to defeat the purposes and basic policies of the National and Maryland PTA, the process for action that may be taken including but not limited to involuntary dissolution shall be as follows:

- a. There shall be a committee on state, council, and local relationships of five (5) members, no two (2) from the same county/city/council, appointed by the incoming state president within thirty (30) days of assuming office. The committee shall consist of at least three (3) members of the board of directors, and the term of committee members shall be two (2) years.
- b. The committee on state, council, and local relationships, upon receiving the written request of any member of this local PTA/PTSA, any council member, or member of the Maryland PTA Board of Directors, shall review the alleged bylaws violations or other practices or activities of this local PTA/PTSA, and shall provide a written report to the Maryland PTA Executive Committee of the results of the committee's findings and its recommendations, if any, for action. A copy of the report shall be sent to this local PTA/PTSA and the person who submitted the original request.
- c. After giving due consideration to the report of the committee, and action is deemed necessary, the Executive Committee shall provide an opportunity for the said PTA/PTSA to be heard and to respond in writing within thirty (30) days from the date of the report.
- d. If, upon such consideration and hearing, the Executive Committee finds a violation by this local PTA/PTSA, it may, by a two-thirds (2/3) vote of all its members then in office, require this local PTA/PTSA to take appropriate action within a period of time stipulated by the Executive Committee. When such a requirement has been made by the Executive Committee and if the recommended action is not taken by the local PTA/PTSA within the allotted time, the Executive Committee may, by a two-thirds vote of its members then in office, grant this local PTA/PTSA an extension of time in which to achieve satisfactory compliance with the action required by the Executive Committee.
- e. Failing compliance by this local PTA/PTSA, the Executive Committee may, subject to concurrence in such action by the Maryland PTA Board of Directors, withdraw the charter of this local PTA/PTSA.

**Section 16.** This local PTA/PTSA is obligated, upon withdrawal of its charter by Maryland PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to Maryland PTA or to such agency as may be designated by Maryland PTA or to another like local PTA/PTSA organized under the authority of Maryland PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with National PTA or Maryland PTA or status as a constituent association of National PTA; and
- c. To carry out promptly, under the supervision and direction of Maryland PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA/PTSA.

**Section 17.** This local PTA/PTSA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number/pound symbol (#).

## ARTICLE V Membership and Dues

#Section 1. Every individual who is a member of this local PTA/PTSA is, by virtue of that fact, a member of National PTA and of Maryland PTA by which this local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Membership in this local PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

#Section 3. Each local PTA/PTSA shall conduct an annual membership campaign but shall continue to admit individuals to membership at any time.

#Section 4. Each member of a local PTA/PTSA shall pay such annual dues (including local, state, and national) as may be prescribed by the association. The amount of the state portion of each member's dues shall be two dollars (\$2.00) per annum. The national portion of each member's dues shall be as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at National PTA Annual Convention. This local PTA/PTSA shall remit the state and national portion of the dues to reach the Maryland PTA office by the dates designated by Maryland PTA.

Section 5. Each member of this local PTA/PTSA shall pay annual dues of an amount to be determined annually by the board of directors. The amount of such annual dues shall include the portion payable to Maryland PTA and the portion payable to National PTA.

#Section 6. A person may hold membership in one or more local PTA/PTSAs upon payment of all-inclusive membership fees as required in each local PTA/PTSA's bylaws.

## ARTICLE VI Officers and Their Election

#Section 1. Each officer shall be a member of this local PTA/PTSA. <sup>a</sup> *President - Elect*

Section 2. Officers and their election:

- a. The officers of this local PTA/PTSA shall be a president, <sup>1</sup> *2* vice president(s), <sup>9</sup> *1* secretary (~~ies~~), and a treasurer. *(If more than 1 vice president and/or secretary, list the position descriptions in Article VII: Officers Duties, listed in designated order.*
- b. Officers shall be elected at the annual general membership meeting in the month of *May*.
- c. Officers shall be elected by ballot; however, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall be required for election.
- d. Officers shall assume their official duties the first day of the fiscal year and shall serve for a term of *1* year(s) or until their successors assume their official duties. *If two (2) years circle odd or even.*
- e. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office. An officer who has served in an office for more than one half a full term shall be deemed to have served a full term in such office.

Section 3. Nominating Committee:

- #a. There shall be a nominating committee composed of *3* members (specify an uneven number, no less than three) who shall be elected by the *board of directors*. The committee shall elect its own chair.  
(Specify general membership, executive committee or board of directors).
- b. The nominating committee shall be elected at least two (2) months prior to the election of officers.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to the general membership meeting in *May*, at which time additional nominations may be made from the floor.  
(month)
- d. Only those individuals who are current members of this local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

Upon acceptance of a letter of resignation from any officer, notice shall be given to the general membership of the vacancy within fifteen days. The vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority vote of the board of directors. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1<sup>st</sup> vice president. In the event the 1<sup>st</sup> vice president chooses not to assume the office of president, the general membership shall be notified and a special election shall be held by the general membership (Article XII Section 2).

*President - Elect or the  
the President - Elect, or,  
if that office is vacant, by*

## ARTICLE VII Duties of Officers

### Section 1. The president shall:

- a. preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- b. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- c. be a member *ex officio* of all committees except the nominating committee;
- d. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;
- e. review bank statements monthly and initial; and
- f. represent this PTA/PTSA at all council meetings or send an alternate.

g. *have the authority, with the agreement of the Treasurer, to transfer funds in an amount less than \$250 among or between particular budget items within the limits of the adopted budget.*

### Section 2. The vice president(s) shall:

- a. act as aide(s) to the president;
- b. perform in their designated order the duties of the president in the absence or inability of that officer to serve; and
- c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

*See attachment RE VP duties*

### Section 3. The secretary shall:

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the minutes of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

### Section 4. The treasurer shall:

- a. have custody of all funds of this local PTA/PTSA;
- b. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- c. make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- d. present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- e. make a full report before the newly elected officers officially assume their duties;
- f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 13 of these bylaws;
- g. be responsible for preparing and filing all necessary tax forms and submitting a copy to the Maryland PTA office within thirty (30) days of filing;
- h. have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
- i. and perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

j. *have the authority, with the agreement of the President, to transfer funds in an amount less than \$250 among or between budget items within the limits of the adopted Budget.*

#Section 5. This local PTA/PTSA shall have checks and vouchers signed by two (2) persons (the treasurer and one other officer).

#Section 6. This local PTA/PTSA shall submit a copy of its annual financial review to Maryland PTA within one hundred twenty (120) days following the close of the local's fiscal year.

Section 7. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, within fourteen (14) days, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

*4.k. see attachment*



ARTICLE VIII Board of Directors

the communications and membership committees

#Section 1. Each board member shall be a member of this local PTA/PTSA.

Section 2. The board of directors shall consist of the officers of this local PTA/PTSA, the chairs of ~~standing committees~~, the delegates to the PTA Council, ~~and~~ the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the Executive Committee of this local PTA/PTSA.

the assistant principal, and a teacher representative or his/her designated alternate

#Section 3. A PTA/PTSA member shall not serve as a voting member of this local PTA/PTSA's board of directors while serving as a paid employee of, or under contract to, this local PTA/PTSA.

Section 4. The duties of the board of directors of this PTA/PTSA shall be:

- a. to transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing committees;
- d. to present a report at the general membership meetings of this local PTA/PTSA;
- e. to select an auditor or an auditing committee to audit the treasurer's accounts;
- f. to approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
- g. ~~to approve routine bills within the limits of the adopted budget; and~~ *to approve transfers of funds in the amount of \$250-500 among or between particular budget items within the limits of the adopted budget.*
- h. to fill vacancies; *and*
- i. *see attachment.*

Section 5. Regular meetings of the board of directors shall be held during the year, the time to be fixed by the board of directors at its first meeting of the fiscal year. A majority of the board of directors' members shall constitute a quorum. Special meetings of the board of directors may be called by the president or by a majority of the members of the board, 4 days' notice having been given. (number)

Section 6. The board of directors, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any board member who fails to perform designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive meetings and/or board of directors meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the association. When removal action is contemplated, the board member shall be advised by certified mail at least seven (7) days prior to the meeting determination of his/her right to appear before the board of directors at that meeting. Such removal constitutes a vacancy in that office.

Section 7. ] see attachment  
Section 8. ]

ARTICLE IX Executive Committee

#Section 1. The elected officers shall be members of the executive committee. *Elected officers include The President, the President-Elect, the 1st Vice President, the 2nd Vice President, the Secretary, and the treasurer.*

Section 2. Meetings of the executive committee shall be held as needed. Meetings shall be called by the president or by a majority of the committee members with      days' notice. (number)

#Section 3. At all meetings of the executive committee, a majority of the members of the committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee shall be:

- a. to transact business referred to it by the board of directors;
- b. elect standing and special committee chairs;
- c. to act in emergencies between meetings of the board of directors; and
- d. submit a report at each board of directors meeting.

Section 5. The executive committee shall take no action in conflict with any action taken by the board of directors.

Section 6. *Contracts for services or products provided to The RPEP PTA may only be signed by a member of the Executive Committee.*

ARTICLE X Committees

#Section 1. Only members of this local PTA/PTSA shall be eligible to serve in any elected or appointed position.

Section 2. The board of directors may create such standing or special committees as it may deem necessary to promote the purposes and carry on the work of this local PTA/PTSA.

Section 3. The chair of each standing or special committee shall be elected by the executive committee of this local PTA/PTSA. The term of each chair shall be 1 year(s) or until the election of a successor. If two (2) years circle (odd or even).

Section 4. The chair of each standing 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.

Section 5. The power to form special committees and elect members rests with the board of directors.

Section 6. The president shall be a member *ex officio* of all committees except the nominating committee.

Section 7. Vacancies of standing or special committee chairs shall be filled by the executive committee.

### ARTICLE XI Electronic Meetings and Communication

Section 1. Maryland Board of Directors, to include all committees and subcommittees and all subsidiary locals and councils board of directors, committees and subcommittees, may meet by telephone conference or through other electronic communications media, as long as all the members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

Section 2. Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, maybe sent electronically unless otherwise specified in these bylaws.

### ARTICLE XII General Membership Meetings

Section 1. At least 6 general membership meetings of this local PTA/PTSA shall be held during the school year. Dates (number)

of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year. 7 days' notice shall be given of a change of date. (number)

Section 2. Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 7 days' notice having been given. (number)

Section 3. The annual general membership meeting of this local PTA/PTSA shall be held in May; elections to be (month) conducted if applicable.

#Section 4. 9 members shall constitute a quorum for the transaction of business in any general membership meeting (number) of this local PTA/PTSA.

#Section 5. Only members of this local PTA/PTSA who have paid dues for the current membership year may participate in the business of this local PTA/PTSA.

### ARTICLE XIII Council Membership

#### Section 1.

a. This local PTA/PTSA shall be represented in meetings of the Montgomery County Council of Parent Teacher Associations by the president or alternate, ~~the principal or alternate~~, and by 2 (number)

delegates or their alternates. All representatives to the council must be members of this local PTA/PTSA. An RPES delegate or alternate may not also serve as the president, delegate or alternate of another school of

b. Delegates shall be elected in May by the board of directors or general membership. (Circle One) the same time. (month)

(If the month that is inserted is prior to the fiscal year, then the delegates must be elected by the general membership at the time that the officers are elected.)

c. Delegates to the Montgomery Council of PTAs shall serve for a term of 2 year(s). If two (2) years circle odd or even.

Section 2. To participate in the business of the council this local PTA/PTSA shall pay annual dues to the Montgomery Council of PTAs as provided in the council bylaws.

#### ARTICLE XIV Maryland PTA Convention

Section 1. This local PTA/PTSA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Maryland PTA by the president or alternate, two (2) other officers or their alternates, and one (1) delegate for every fifty (50) members or major fraction thereof.

- a. This local PTA/PTSA shall meet the standards of affiliation annually as of March 31 (or be a new local PTA/PTSA chartered prior to convention as shown on the books of the state treasurer).
- b. All representatives to the Maryland PTA convention shall be members of this local PTA/PTSA.
- c. Delegates and their alternates shall be chosen according to the guidelines established by this local PTA/PTSA.

#### #ARTICLE XV Fiscal Year

The fiscal year of this local PTA/PTSA shall begin on July 1st and end on the following June 30th. See attachment.

#### #ARTICLE XVI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the

Ritchie Park Elementary School Parent Teacher Association

(full legal name)

in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Maryland PTA bylaws, or the articles of incorporation.

#### #ARTICLE XVII Amendments

##### Section 1.

- a. These bylaws may be amended at any general membership meeting of this local PTA/PTSA by a two-thirds (2/3) vote of those members present and voting, a quorum being present, provided notice of the proposed amendment, which has been approved by the board of directors, has been given to the general membership at least thirty (30) days prior to the meeting at which the amendment is to be voted upon. When amended, articles are in effect, but shall be subject to the approval of Maryland PTA.
- b. A decision to totally revise the bylaws as a substitute for the existing bylaws, requires a majority vote of those members present and voting at a general meeting of this local PTA/PTSA, or a two-thirds (2/3) vote of the board of directors. A committee to carry out this task shall be appointed by the board of directors. The requirement for adoption of a revised set of bylaws shall be the same as in the case of the amendment, including 30 days' prior notification to the general membership.
- c. Submission of amendments or revised bylaws for approval by Maryland PTA shall be in accordance with the bylaws of Maryland PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Maryland PTA identified by a number/pound symbol (#) shall serve automatically and without the requirement of further action by this local to amend their corresponding bylaws.

These bylaws are submitted by ~~a new~~ an existing PTA/PTSA in Maryland and were approved at a GENERAL  
(circle one)

MEMBERSHIP MEETING of

Ritchie Park Elementary School Parent Teacher Association

(full legal name - no initials)

on May 1, 2018  
(Date)

Salomeh S. Rahnama  
Secretary (printed name)

Salomeh S. Rahnama  
Secretary (signature)

Your bylaws will be returned to the school. Please indicate to whom they should be addressed:

Name: Andrea Creel

Title: PTA President

If MD PTA has questions or must decline these bylaws, the person to contact is:

Name: Amy Wilkinson-Hagen

Title: Bylaws Committee

Phone: 240-672-3772

E-mail: amywilkh@gmail.com

School Address: Ritchie Park ES

1514 Dunster Rd.

Rockville, MD 20854

<p><i>For Maryland PTA Use Only</i> <b>Action of Maryland Congress of Parents and Teachers, Inc.</b></p> <p>Approved on _____</p> <p>_____ <i>Chair, MD PTA Bylaws Committee</i></p>
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## PURPOSES

### OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

- ❖ To promote the welfare of children and youth in home, school, places of worship and throughout the community,
- ❖ b. To raise the standards of home life,
- ❖ c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth,
- ❖ d. To promote the collaboration and engagement of families and educators in the education of children and youth,
- ❖ e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- ❖ f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

## MISSION

### OF THE PARENT TEACHER ASSOCIATION IS THREEFOLD:

- ❖ To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children;
- ❖ To assist parents in developing the skills they need to raise and protect their children; and
- ❖ To encourage parent and public involvement in the public schools of this nation.

Ritchie Park Elementary School PTA, Inc.

Attachment to Bylaws

Approved by RPES PTA membership, May 1, 2018

**Article VII -- Duties of Officers**

Strike boilerplate, insert new Section 2.

The President-Elect shall:

- a. work Closely with and assist the President with his/her duties while learning responsibilities for the following year. It is expected that this person will automatically become President the following year;
- b. preside over PTA meetings, in the President's absence;
- c. if the Secretary is unable to attend a meeting of the Executive Committee, Board of Directors, or general membership, perform duties of the Secretary, including taking meeting minutes;
- d. assist other officers in their duties as needed; and
- e. perform such other duties as may be prescribes by these bylaws or assigned by this local PTA/PTSA or by the Board of Directors.

The 1<sup>st</sup> Vice President of Programs shall:

- a. act as an aid to the President;
- b. perform the duties of the President in the absence or inability of that officer or the President-Elect to serve;
- c. manage all PTA programs and assist program chairs where necessary;
- d. work with the Board to determine which programs to continue/eliminate each year;
- e. work with ICB to reserve needed space for the programs;
- f. assist committee chairs in determining budgets if necessary; and
- g. perform such other duties as may be prescribed by these bylaws or assigned by this local PTA/PTSA or by the Board of Directors.

The 2<sup>nd</sup> Vice President of Fundraising shall:

- a. act as an aide to the President;
- b. perform the duties of the President in the absence or inability of that office, the President-Elect, or the 1<sup>st</sup> Vice-President to serve;
- c. work with the Board to develop fundraising plan for the year;
- d. review plan with the committee chairpersons and adjust plan if necessary;
- e. manage fundraising efforts throughout the year;
- f. serve as the liaison with events and initiatives whose purpose is fundraising; and
- g. perform such other duties as may be prescribed by these bylaws or assigned by this local PTA/PTSA or by the Board of Directors.

Insert new Section 4.k

[The treasurer shall:] not accept or deposit into the RPES PTA bank account any funds not intended for people, organizations, events, programs, or entities that are not administered by or for the RPES PTA (e.g. funds intended for fifth grade promotion events, class parties, etc.).

**Article VIII – Board of Directors**

Insert new Section 4.i.

[The duties of the board of directors of this PTA/PTSA shall be] i. to submit the annual budget for the school year for a vote by the general membership no later than September 30. The Executive Committee may approve a temporary budget for spending from July 1-September 30 to cover reasonable and necessary expenses not to exceed \$3000. See also Article XV.

Insert new Section 7.

Appointment of Board officer not elected by the general PTA membership. The teacher representative shall be elected by the teachers at RPES annually. The teacher representative is eligible for reappointment annually. The Executive Committee may appoint to the Board additional members, including the Communications and Membership Chairs, to serve for the current school year by the majority vote of the Executive Committee.

Insert new section 8.

The Board shall review together the current bylaws at the first Board meeting of each new fiscal year.

**Article XV – Fiscal Year**

Insert amendment.

Following May elections, the Board shall assess and plan for preliminary budget needs prior to the start of the new fiscal year and to fund events occurring prior to the start of the new school year. The Board and the Executive Committee have authority to make financial and programmatic decisions only for the school year in which they serve. Board and Executive Committee members may not sign contracts or make agreements that commit the PTA to any spending or activities with outside vendors for future years.

## PTA Meeting Notes

May 1, 2018

- Approval of Minutes from April 2018-Completed

### General Meeting-Andrea Creel presiding over meeting

- **MCCPTA Delegates Report** – Ethan Baker and Sean Eum
  - At the county level - last meeting of the year - elections held - area VP Jennifer Young (past RPES Pres) and three cluster coordinators - Monique Ashton, Rodney Peele, and Malika.
  - Spring training for MCCPTA 6/4 (fall and spring)-useful for boards membership, accounting, etc. MCCPTA requiring they take them, not in ours, but it's a good idea.
  - Patrol camp - website to register - two dates coming - for rising patrols run by MCPS - will post the info once we have it. MCCPTA created a voter guide
  - It's an election year: primaries 6/26/18 - MCCPTA pretty much non-partisan - voter guide questionnaire is given to everyone running - safety growth state funding capital improvements and health
  - A link to the website (document 350 pages) will be in the next newsletter - 4/9 house bill 1697 fix the fund - phase in 500M of casino revenue to go towards education-support it in November on a referendum if you agree.
  - School safety - must have a designated. School resource officer and school safety cabinet - one didn't pass 760 house bill - would've authorized school boards to arm school employees - didn't pass.
- **Elections for 2018-2019 PTA Board**- Nominating Committee (Marquette Heaven, Fiorella Vargas, and Sally Rahnama) The slate:

President-Ruth Futrovsky  
President-Elect-Jenny Tordoff  
Treasurer-Rachel Ossman  
Secretary-Sally Rahnama  
VP Programs-Sonali Parry  
VP Fundraising-Eric Olsen  
MCCPTA Delegates-Ambereen Baker & Ethan Baker  
2 Appointed positions –  
1. Communications-Katie Bennett & Kerrie LaRosa  
2. Membership - Louis Leibowitz

No nominations from the floor. All candidates approved by a voice vote. Term begins 7/1/18.

- **Treasurers Report**-Jared Ginsburg
  - Budget was funded - waiting on one restaurant night California Tortilla money to come in.
  - We have already surpassed income we projected for this year.

- **Fundraising Update-Louis Leibowitz**
  - We met our goal and still have a restaurant night to come in, box tops coming in, and another restaurant night at Paesano's next week (we will receive 20% of the proceeds, mention RPES), restaurant night in June Zoe's Kitchen - and basketball game rescheduled 6/1 at Cabin John Middle School - last big fundraiser of the year - everyone is very excited - more info coming
  - Ten magnets are still available for purchase
  - Rockville Rewards now \$10-100% of proceeds goes to the PTA.
  - Spirit gear new vendor-about \$1500 has been spent by parents and we get between 10-20% depending upon if we get up to 2k spent. Come to the basketball game in your spirit gear.
  
- **Curriculum Update-Mrs. Nelson, AP**
  - In interesting flux time - a bunch of students leave us to the new school, but also the school district has been taking two years assessing curriculum- math, reading, and science, also enriched literacy and math - The teachers are overwhelmed with what's new. A lot of it is useful and good to learn. It will take teachers some time to absorb it all. MCPS hired outside groups from Johns Hopkins University to evaluate everything (surveys, parents, teachers, etc.) in order to get a wide variety of population from Montgomery County of all types. There are a lot of problems with our current curriculum. It doesn't align with the tests they (the kids) take. JHU noticed there's a lot of misalignment with our assessments, we can't evaluate if we are teaching well. Some of it is timing. They looked at multiple subject areas. The result was that we need a new curriculum. They recommended to not create it ourselves - purchase it. MCPS is interviewing multiple companies. They are going to try to phase it in. Usually there is more pilot time. It is going to start at 30 schools for literacy and 30 to pilot the math programs.

There are four cohorts identified. They will stagger the starting of those pilot programs. Within three years all K-5 will be at the new curriculum of literacy and math.

Although there is new (stuff?) coming down the pike it is not for every group of students. It is the general population's curriculum that's going to change.

The compacted math will stay the same; special programs don't change. Science is already new so the science curriculum isn't changing. There is an academically strong group that is not at Barnsley that will get the enriched literacy program. The leadership team decided to jump in to this and not wait a few years.

Literacy curriculum will be started next year IF we are one of the 30 schools selected. The decision coming if we are selected by 5/18 or 5/30. If we aren't selected then we will get it by 2019-20 anyway. The enriched literacy curriculum is only for certain students that didn't go to the highly gifted center, which is not selected by us. This is the first year that all of the students in third grade took that test.

A question was asked about how similar is it (the new curriculum) to the old curriculum (before the 2.0)? Ms. Nelson doesn't know because she hasn't seen it. She will look at the report that JHU did of the MCPS curriculum.



There were things wrong with the current curriculum that we knew - not sufficient for our ESOL students. It required our classroom teachers to purchase their own materials.

Math had a lot of errors in terms of the way teachers were presenting the material. There were 18% significant errors, 23% minor errors.

This past year they were getting input from teachers, secondary level teachers, parents, curriculum experts, instructional specialists, special education specialists and ESOL since September and lots of observations of classrooms. Part of the reason they take tests online so student's data gets evaluated.

There can be another meeting just to talk about this change - Ms. Nelson hoping to get more information herself.

- **Rodney Peele:**

- May 17<sup>th</sup> - Important meeting for our cluster- a special meeting with the BOE that happens once every four years - teachers and staff also invited. It is really an opportunity for all of the parents to advocate our clusters needs and have a conversation with the BOE members. It will be at Twinbrook Elementary. It was sited there purposefully to highlight the physical needs of Twinbrook to advocate to remedy that. It is open to all parents. Not every parent will get to speak or get questions answered. We asked a few weeks ago to get a few examples of questions - you can still send questions to Andrea or Ethan. It will be a town hall format. The PTA presidents will speak first. It would be great to have a big attendance there. Wear RPES spirit gear and have your voices heard - questions, opinions, voices heard, and concerns. Ms. Long will be there as well as other members of the staff. All of the other clusters schools will be there as well. It would be good to have a strong showing of community support. It only happens every four years and is a really big deal.

- **Gifted and Talented-Johanna Leshner, Gifted and Talented Liaison**

- There are a lot of changes to GT. How will we meet the needs of the students here in this school? Focusing less on the centers is the way MCPS is moving - 3rd & 5th grade parents have received a lot of information from the county. In the past, not enough students participated in the screening process. Now you can opt in or opt out of screening for GT. The end result did yield several thousand more screened than ever before. The county found a lot of highly gifted learners in this community. They decided to figure out ways to make those programs more accessible.
- 5th grade - The criteria is whether or not you have a peer group back at your school. If you do, then you'll stay back. Some parents were not happy with this. It's all about accessibility. If there was a located peer group at critical mass (20), they will take two classes of humanities and math and provide the magnate style classes within the school. You don't register for those classes. You got a letter saying your kid will be in it. It is not a choice that you get to make. There are swings in educational styles. It can be heterogeneous or homogenous. It seems now they are swinging towards homogenous. For some level of instruction, the county wants to stay in the middle. This is their effort to have the peer group.
- 3rd grade - There are now a lot more kids in GT. The school/county is starting to implement more programs within school, selected 26/29 schools to have this advance

literacy program with in the schools (10 last year) - designed for the cohort to keep them together . RPES was not selected for it at this time. It is encouraged that we stay involved in this issue because this will affect how teachers teach in the classroom. It affects all kids, not just GT.

- Johanna posts a lot of stuff on the list serve and she can direct questions to the right people. It is troubling how it's being designed and rolled out and schools are having no input on how this is being decided. The numbers say there are biases with teachers and parents and there is no straight answer. There are questions about the process and she got very opaque answers. There is a move to moving these programs into the schools - homogenous cohorts within the school for certain learning experiences - stay engaged no matter what level learner you have.
  - Do the school shave any power themselves to create their own enhanced program? No.
  - Are there other programs we can seek to do with our talented community? She is working to bring those sorts of things here. That is her next goal because she really doesn't feel like they're going to help us and these programs (at RPES) will benefit everyone - i.e. robotics. For example, the response from MCPS to one parent whose child isn't going to a magnet school, So send your kid to an afterschool robotics class. Perhaps we can supplement it as a community.
  - Please follow up with Andrea Creel or Johanna Leshner - to get parents connected - by the time you realize it, often times it's too late.
- **Programs Update-Deb Young**
    - 5/8 -Restaurant Night at Paesano's
    - 5/9-Bike/Walk to School Day
    - 5/10 -Robotics-Brikena Kay is bringing this to the school
    - 5/14-6/1-Book Swap-Joanne Faulker is running the book swap
    - 5/17-BOE meeting
    - 5/18-Spring picnic 6-8pm- DJ - fourth grade parents are assisting to raise funds for next year's fifth grade promotion - food trucks - face painting.
    - 5/21-22-Kindergarten Orientation run by Joy Boone. Keep an eye out for a sign up genius asking for volunteers. Mrs. Nelson asked that if anyone knows someone who has not registered, then please tell them to come in. The numbers affect staffing.
    - 6/1-Parent/teacher Basketball game
    - 6/5-The last PTA meeting. There will be a guest speaker about college savings plans.
    - Ice skating next year will again be run by Katie Bennett. The new PTA board getting the deposit for next year from this year's budget.
    - Jen Blacker is organizing staff appreciation week. She thanked everyone who has already volunteered to help out. If there are any questions, please reach out - you can get reimbursed for materials for this.
  - **By Laws Updates-Amy and Lori**
    - The PTA has a link on its website. A lot of the changes seek to clarify things that are already happening with the board and executive committee. Some changes include being able to elect additional members as needed, past president no longer on the board, adjust the amount of money that can be transferred. It clarifies the treasurer money intended for things outside of the PTA. All of the Bylaws changes were approved: FYI: The meeting minutes go to the state PTA & the new by laws are effective immediately.

- **MISC-**

- Our current webmaster Michelle Chang is sadly moving to the new school. She has handled 100% of what we do online. We are now in need of a new webmaster. - Please volunteer if you have those skills.
- Rustin Baynard ES- All of the feeding elementary schools are donating money to the new PTA. We have \$3,000 set aside for them.
- Renee LeVine - School supply boxes - Through AtoZ directory - We can offer these school supply packs specific to each grade - the site will be live in June 2018. They would be sent to your house during the month of June. We need 24 to do it and then they will make the site live again in the summer (late July/early August). We need a commitment of 36 to offer this program - it can be a fundraiser; the board can determine what amount to raise. Is there enough interest to sign a contract? They can add additional items like donations (Purell, etc.) - overall price depends upon the grade. The base price is 10-11-20-26 - not any more than if you went to Target to get it yourself. Renee will personalize them to the schools requests. The company can include the donated items. It is it good quality and it can be off label or brand specific. They'll include whatever we request. The ultimate decision on this will fall on the new board.

- **Next PTA Meeting June 6, 2018**