

ARTICLE I - Name

Section 1. The name of the organization is the **Parent Teacher Organization of HD Woodson High School**.

Section 2. The PTO is a non-profit organization that exists for educational purposes organized and controlled by the laws of District of Columbia. The PTO qualify as exempt organizations under section 501©(3) of the Internal Revenue Code.

Section 3. The purpose of the PTO is to enhance and support the educational experience at HD Woodson High School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at HD Woodson High School through volunteer and financial support.

ARTICLE II - Membership and Dues

Section 1. Membership shall be automatically granted to all parents and guardians of current students and staff at HD Woodson High School upon payment of annual dues.

Section 2. The PTO shall conduct an annual enrollment of members to include staff and community members, but persons may be admitted to membership at any time and shall pay the full dues regardless of when they join.

Section 3. The membership year shall be from August 15 to June 15.

Section 4. Only members of HD Woodson PTO shall be eligible to participate and vote in the General and Special PTO Meetings or to serve in any of its elected or appointed positions.

Section 5. Dues will be established by the executive board. Members must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE III - Officers

Section 1. The officers shall consist of President, Vice President, Secretary and Treasurer.

- a. President – The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President – The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve. The vice president shall also oversee the committees of the organization.
- c. Secretary – The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondences, and send notices

of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws rules, membership list and other necessary supplies and brings them to meetings.

- d. Treasurer – The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2. Eligibility – Members are eligible for office if they are members in good standing.

Section 3. Terms of Office – Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section 4. Removal from Office – Officers can be removed from office with or without cause by two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 5. Vacancies – If there is a vacancy in the office of president, the vice president will become president. At the next meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next meeting.

Article IV – Meetings

Section 1. Regular Meetings – The regular meetings shall be on the same day and at the same time each month.

Section 2. Special Meetings – Special meetings may be called by the president, any two (2) members of the executive board, or five (5) general members submitting a written request to the secretary.

Section 3. Annual Meeting – The annual meeting will be held at the April meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Quorum – The quorum shall be ten (10) members of the organization.

Section 5. Notification of Meetings – The secretary will notify the members of the meetings via email at least one week prior to the meeting.

Article V – Committees

Section 1. Membership – Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees – The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Audit.

Article VII – Finances

Section 1. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two (2) authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the HD Woodson HS.