

BYLAWS

of the

Potomac Elementary School Parent Teacher Association, Inc.

(Full Legal Name)

PARENT TEACHER ASSOCIATION (PTA)

or

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

Montgomery

(County)

Incorporation #: D 03153574

National PTA ID #: 00015479

Employer Identification Number (EIN): 52 - 6070754

Sales & Use Tax #: 02104557

Insured by: AIM Association Insurance Management

A Local Unit of
FREE STATE PTA, INC.
5730 Cottonworth Avenue Box 20924
Baltimore, MD 21209

Revised March 2022

FOR OFFICE USE ONLY

APPROVED BY LOCAL 05.27.2022 APPROVED BY STATE 02.21.2023

RESUBMIT BY 05.27.2025

INSTRUCTIONS FOR COMPLETING THESE BYLAWS – Read prior to proceeding

1. All PTA/PTSAs in Maryland are required to review and submit their bylaws to Free State PTA every three years, using the most current template provided by Free State PTA. Bylaws must be voted on and approved at a meeting of General Membership even if no revisions are to be made.
2. Fill in all information requested on the Cover Page.
3. Include the general meeting minutes showing these bylaws were approved by the membership.
4. Be sure to print/save copies of the bylaws for your records before submitting to Free State PTA.
5. Electronic submissions should be sent to secretaryfreestate@gmail.com. Paper submissions should be sent to the address on the cover of these bylaws.

ARTICLE BY ARTICLE DIRECTIONS

Article I: Fill in the full legal name (including the "Inc."). Use the school address.

Articles II – V: There are no changes allowed to these sections, but you should read and keep this information in mind.

Article VI:

- Section 2a: Fill in the number of VPs and Secretaries. There can be only one president and one treasurer.
- Section 2b: Fill in the specific month for elections. Section 3c below and Article XI Section 4 MUST match.
- Section 2d: Fill in the term length (usually 1 or 2 years).
- Section 3a: Fill in the term length and specify what body elects the nominating committee.
- Section 3c: Fill in the month of the meeting. Section 2b above and Article XI Section 4 MUST match.

Article VII:

- Section 2: If more than one VP, list unique title, duties, and the order of succession for each.
- Section 3: If more than one secretary, list unique title and duties for each, one of which must be the recording secretary.

Article VIII:

- Section 2: If additional positions are added to the board of directors (e.g., faculty/student member, etc.) state how this person(s) is selected / elected / appointed to the position and what body does this, and the term served.
- Section 5: Fill in a number.

Article IX:

- Section 2: Fill in a number.

Article X:

- Section 3: Fill in a number.

Article XI:

- Section 1: Fill in a number.
- Section 2: Fill in a number.
- Section 3: Fill in a number.
- Section 4: Fill in the month of the meeting. Article VI Sections 2b & 3c MUST match. The annual meeting is held in Spring. Elections are held, when needed.
- Section 5: Fill in a number.

Article XII: If your county has a council, the number of delegates is determined in the council bylaws. If there is no council, this Article will not be used.

- Section 1a: Fill in Council name and number of delegates as determined by the council.
- Section 1b: Fill in month.
- Section 1c: Fill in Council name and term length.
- Section 2: Fill in Council name.

Article XVI: Fill in the Full Legal Name (include "Inc." as all PTAs/PTSAs are incorporated.)

After Article XVII: Choose new or existing unit and fill in Full Legal Name, date, secretary name, and secretary signature. List to whose attention the bylaws are returned, and to whom questions pertaining to the bylaws should be addressed.

ARTICLE I Name

The name of this association is Potomac Elementary School Parent Teacher Association, Inc. located at 10311 River Road, Potomac, MD 20854. It is a local PTA/PTSA organized under the authority of the Free State PTA, Inc. a branch of the National Congress of Parents and Teachers (National PTA). This association shall hereinafter be referred to in these bylaws as local PTA/PTSA.

ARTICLE II Purposes

Section 1. Objectives – The purposes of this local PTA/PTSA in common with those of National PTA and Free State PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place 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. Awareness – The purposes of National PTA, Free State PTA, and this local PTA/PTSA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article III hereof.

Section 3. Federal Status – 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 (referred to as “Internal Revenue Code”).

ARTICLE III Basic Policies

The following are basic policies of this local PTA in common with those of National PTA and Free State PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children’s issues, 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.
- b. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- c. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.
- d. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association:
 - i. exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; or,
 - ii. to which contributions are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- e. 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 Free State PTA whose purposes are in accordance with those of National PTA.
- f. 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 Free State PTA

Section 1. This local PTA/PTSA shall be organized and chartered under the authority of Free State 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 Free State PTA may in its bylaws prescribe. Free State PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA and this local PTA/PTSA shall maintain the standards of affiliation set by the Free State PTA board of Directors.

Section 2. 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 3. This local PTA/PTSA shall adopt such bylaws for the governance of the association in accordance with Free State PTA guidelines. Such bylaws shall not be in conflict with National PTA or Free State PTA bylaws.

Section 4. Bylaws of this local PTA/PTSA shall include an article on amendments.

Section 5. Bylaws of this local PTA/PTSA shall include provisions establishing a quorum.

Section 6. Each officer or board member of this local PTA/PTSA shall be a member of this local PTA/PTSA.

Section 7. The bylaws of this local PTA/PTSA shall prohibit voting by proxy, mail (including email), or absentee.

Section 8. 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 9. 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 10. This local PTA/PTSA shall collect dues from its members and remit a portion of such dues to Free State PTA as provided in Article V hereof.

Section 11. The members of the nominating committee for officers of this local PTA/PTSA shall be elected by the general membership or board of directors (see Article VI Section 3a for the choice to be made).

Section 12. 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 Free State PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of Free State PTA.

Section 13. 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 at least thirty (30) days prior to the date of such meeting to each member entitled to vote at 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 Free State PTA at least twenty (20) days before the date fixed for such special meeting of the members.

- c. 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.
- d. 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 14. In the event of alleged violations by this local PTA/PTSA of the bylaws of the National PTA, the Free State 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 Free State PTA, the process for action that may be taken including but not limited to involuntary dissolution shall be as determined by policies adopted by the Free State PTA.

Section 15. This local PTA/PTSA is obligated, upon withdrawal of its charter by Free State PTA to:

- a. yield up and surrender all of its books and records and all of its assets and property to Free State PTA;
- b. cease and desist from the further use of any name that implies or connotes association with National PTA or Free State PTA or status as a constituent association of National PTA; and,
- c. carry out promptly, under the supervision and direction of Free State PTA, all proceedings necessary or desirable for the purpose of dissolving this local PTA/PTSA.

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 Free State 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, purposes, and principles of National PTA, and pays dues as required in these bylaws.

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 this local PTA/PTSA shall pay such annual dues including local, state, and national dues (and council dues if applicable) as may be prescribed by the association. The amount of the state portion of each member's dues shall be as determined by the Free State PTA. The amount of the national portion of each member's dues shall be as determined by National PTA. This local PTA/PTSA shall remit the state and national portion of the dues to reach Free State PTA by the dates designated by Free State PTA. If this local PTA/PTSA is a member of a Council PTA, the Council portion of dues shall be as determined by the Council PTA, and this local PTA/PTSA shall remit the Council portion of the dues to reach the Council PTA by the dates determined by the Council PTA.

Section 5. A person may hold membership in one or more local PTA/PTSA's upon payment of all-inclusive membership dues 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.

Section 2. Officers and their election

- a. The officers of this local PTA/PTSA shall be a president, 1 vice president(s), 2 secretary(ies),
(number) (number)
and a treasurer. **See Addendum.**
- b. Officers shall be elected at the annual general membership meeting in the month of May.
(month)
- 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.
(number)
- 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 (1/2) 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 who shall be elected by the Board of Directors. The committee shall elect its own chair.
(an odd number greater than 2)
(specify general membership 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 (15) 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 1st vice president. In the event the 1st 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 XI Section 3)

ARTICLE VII Duties of Officers – See Addendum

Section 1. The president shall:

- preside at every general, board of directors, and executive committee meeting of this local PTA/PTSA;
- coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- be a member ex officio of all committees except the nominating committee;
- review bank statements monthly, and sign and date;
- represent this PTA/PTSA at all council meetings or send an alternate; 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.

Section 2. The 1st vice president(s) shall (if more than one, designate their succession order and provide separate job descriptions):

- act as aide(s) to the president;
- in their designated order perform the duties of the president in the absence or inability of that officer to serve; 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.

Section 3. The recording secretary(s) shall (if more than one, one must be the recording secretary, and provide separate job descriptions):

- record the minutes of every general, board of directors, and executive committee meeting of this local PTA/PTSA;
- be prepared to read the records of the previous meeting;
- file all records;
- have a current copy of the bylaws; and,
- ~~maintain a current membership list; and,~~

f. e. 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 funds, 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. have checks or vouchers signed by two people, the treasurer and one other authorized officer;
- e. review, sign, and date bank statements monthly, obtaining review, signature, and date from the president and one member of the board of directors who is not a signatory on the account(s);
- f. present a written financial statement at every general, board of directors, and executive committee meeting, and at other times when requested by the board of directors;
- g. maintain such books of account and records as to conform to the requirements of these bylaws;
- h. prepare and file all necessary tax forms, submitting a copy to Free State PTA within thirty (30) days of filing;
- i. make a full report before the newly elected officers assume their duties;
- j. present an annual report of the financial condition of the organization to the membership;
- k. submit a proposed annual budget to the board of directors and general membership for approval;
- l. have the account(s) examined, at the close of the fiscal year and upon change of treasurer, by an auditor or a financial review committee of not less than three (3) persons who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of their report. An auditor or a financial review committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
- m. report the findings of the annual financial review to the board of directors and submit a copy to Free State PTA within the timeframe specified by the Local Standards of Affiliation; and,
- n. 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 5. 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.

ARTICLE VIII Board of Directors

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. See Addendum

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 to:

- a. 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. create standing and special committees;
- c. approve the plans of work of the standing committees;
- d. present a report at the general membership meetings of this local PTA/PTSA;
- e. select an auditor or a financial review committee to review the treasurer's accounts;
- f. approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
- g. approve routine bills within the limits of the adopted budget; and,
- h. fill vacancies other than president [Article VI Section 4]; and,

i. elects nominating committee members.

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 director's 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, 3 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 his/her designated duties as outlined in these bylaws, the current policies, procedures and/or job descriptions; fails to attend two consecutive general membership and/or board of directors meetings without being excused; violates the basic policies or 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 determination meeting of his/her right to appear before the board of directors at that meeting. The board member may have representation by counsel, not necessarily an attorney, who is a member of the association. Such removal constitutes a vacancy in that office.

ARTICLE IX Executive Committee

Section 1. The elected officers shall be the members of the executive committee.

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 3 days notice.

(number)

Section 3. 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 to:

- a. transact business referred to it by the board of directors;
- b. elect standing and special committee chairs;
- c. 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.

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.

(number)

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 appoint their 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 General Membership Meetings

Section 1. At least 3 (number) general membership meetings of this local PTA/PTSA shall be held during the school year. Dates of meetings shall be determined by the board of directors and announced at the first general membership meeting of the fiscal year.

Section 2. 5 (number) days' notice shall be given of a change of date, location, or time of a general membership meeting.

Section 3. Special general membership meetings of this local PTA/PTSA may be called by the president or by a majority of the board of directors, 5 (number) days notice having been given.

Section 4. The annual general membership meeting of this local PTA/PTSA shall be held in May (month); elections to be conducted if applicable.

Section 5. 5 (number) members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA/PTSA.

Section 6. 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 XII 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.

b. Delegates shall be elected in May (month) by the board of directors.

c. Delegates to the Montgomery City/County Council PTA shall serve for a term of 1 (number) year(s).

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

ARTICLE XIII Free State PTA Convention

Section 1. This local PTA/PTSA shall be entitled, upon payment of registration, to be represented at the annual meeting of the Free State PTA by the president or alternate, three (3) 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). Proviso: All PTAs have until June 1, 2022 to come into compliance with the Free State PTA Standards of Affiliation.

b. All representatives to the Free State 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 XIV Electronic Meetings and Communication

Section 1. Meetings. Free State PTA constituent associations and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Section 2. Communication. Unless the general membership indicates otherwise to the board of directors, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XV Fiscal Year

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

ARTICLE XVI Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Potomac Elementary School Parent Teacher Association, Inc. in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA bylaws, Free State 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 Free State 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 thirty (30) days prior notification to the general membership.

c. Submission of amended or revised bylaws for approval by Free State PTA shall be in accordance with the bylaws of Free State PTA.

Section 2. The adoption of an amendment to any provision of the bylaws of Free State PTA that requires a change to the local bylaws of this PTA/PTSA shall serve automatically and without the requirement of further action by this local to amend the local PTA/PTSA bylaws.

These bylaws are submitted by (~~a new~~ / an existing) PTA/PTSA in Maryland and were approved at a GENERAL MEMBERSHIP MEETING of Potomac Elementary School Parent Teacher Association, Inc. on

May 27, 2022

Namita Sandal

Secretary (printed name)

Namita Sandal

Secretary (signature)

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

Name: _____

Title: _____

If Free State PTA has questions or must refer these bylaws back for revision, the person to contact is:

Name: _____

Phone: _____

E-mail: _____

Address: _____

PURPOSES OF THE NATIONAL CONGRESS OF PARENTS AND TEACHERS

- 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.

PRINCIPLES OF THE PARENT TEACHER ASSOCIATION

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, 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 association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.

ADDENDUM

Additional provisions of

Bylaws of Potomac Elementary School Parent Teacher Association, inc.

(Approved -----, 2022)

Article VI Officers and Their election

Section 2. Officers and their Election

- a. The officers of this local PTA/PTSA shall be president, one (1), 1st vice president, one (1), recording secretary, one (1), corresponding secretary, one (1), treasurer, one (1), membership director, one (1), events director, one (1), programs director, one (1), and two (2) MCCPTA delegates,

Article VII Duties of Officers

Section 2.1 The corresponding secretary shall:

- a. transfer all this local PTA/PTSA documents, files (including, but not limited to electronic documents and files) and login information to his/her successor promptly at the end of his/her term to enable a smooth transition of office. This local PTA/PTSA materials and records are the property of this local PTA/PTSA;
- b. prepare and distribute weekly communications to the local PTA/PTSA community, including, but not limited the weekly newsletter and regarding local PTA/PTSA and Potomac Elementary School-related events;
- c. prepare and distribute communication to the room parents;
- d. maintain the local PTA/PTSA website and ensure that information on said website is up-to-date;
- e. maintain this local PTA/PTSA owned/managed social media accounts and ensure that information on said social media accounts is up-to-date;
- f. perform the duties of the recording secretary in the absence and/or inability of that officer to do so; and
- g. perform such other duties as may be prescribed in these bylaws or assigned by local PTA/PTSA or by the board of directors.

Section 3.1 The membership director shall:

- a. be responsible for selling and tracking local PTA/PTSA memberships;
- b. assist in compiling the school's local PTA/PTSA Membership Directory;
- c. aid in the preparation and submission of local PTA/PTSA membership documentation to the local, state and national PTA organizations;
- d. coordinate the procurement, sales and management of the inventory of local PTA/PTSA merchandise;
- e. perform such other duties as may be prescribed in these bylaws or assigned by local PTA/PTSA or by the board of directors.

Section 4.1 The events director shall:

- a. oversee all events not managed by committee chairs including but not limited to back to school picnic, spring fair, ice skating social, restaurant nights, dames and donuts, dudes and donuts, grandparents' day, kindergarten orientation and principals' coffee;
- b. be responsible for all staff appreciation events that are managed through the local PTA/PTSA; and
- c. perform such other duties as may be prescribed in these bylaws or assigned by local PTA/PTSA or by the board of directors.

Section 5.1 The programs director shall:

- a. be responsible for all extra-curricular activities that are managed through the local PTA/PTSA;
- b. be responsible for ongoing school programs that are managed through the local PTA/PTSA; and

- c. perform such other duties as may be prescribed in these bylaws or assigned by local PTA/PTSA or by the board of directors.

Section 6.1 the MCCPTA delegates (2) shall:

- a. be the local PTA/PTSA connection with the county PTA;
- b. attend one (1) MCCPTA (Montgomery County Council of PTAs) meeting per month. The delegates will report relevant information obtained from the MCCPTA meetings to the local PTA/PTSA. The delegates, along with the president hold three (3) county-level votes belonging to the school;
- d. attend monthly board meetings and general membership meetings of the local PTA/PTSA; and
- e. perform such other duties as may be prescribed in these bylaws or assigned by the local PTA/PTSA or by the board of directors