

**BYLAWS  
OF THE  
BEN W. MURCH HOME & SCHOOL ASSOCIATION, INC.**

**Article 1. Name**

This Association shall be known as the Ben W. Murch Home & School Association, Inc.

**Article 2. Purpose**

The objective of this Association shall be to serve the best interests of the pupils of Murch Elementary School (the "School"), and to promote mutual cooperation among parents, guardians, teachers, and staff.

**Article 3. Membership**

Section I. There shall be the following classes of Membership:

- a. Voting Members, comprised of parents or guardians of students at the School; and
- b. Non-Voting Members, comprised of teachers, the Principal, other members of the school staff.

Section II. Dues, if any, for each fiscal year shall be the amount per family as decided in the Budget Meeting preceding such fiscal year.

**Article 4. Meetings of the Members of the Association**

Section I. Four regular meetings of the Association shall be held during the school year: an Annual Meeting to be held in October; an Election and Budget Meeting; two regular meetings shall be fixed by the Executive Board at its organizational meeting or thereafter from time to time; provided, however that the date of the Election and Budget Meeting is expected to be set for no later than 14 days before the last day of the school year. The Election and Budget Meetings may be held together, or separately, at the discretion of the President. Members shall be given at least ten days' notice of the date of each regular meeting.

Section II. At the Annual Meeting, Members shall have the opportunity to review the budget approved for the current fiscal year, and the audited financial statements for the preceding year, including necessary reconciliations with respect to the financial statements presented at the Election and Budget Meeting held during the preceding year. A quorum of Voting Members is required if changes are being proposed by the Board or the Association to the approved budget from the preceding Budget meeting.

Section III. At the Election Meeting, the Voting Members shall elect candidates for each office of the Association, and the four members of the Nominating Committee, for the forthcoming year. A quorum of Voting Members is required.

Section IV. At the Budget Meeting, the Voting Members shall consider and act upon a proposed budget for the next fiscal year. The fiscal year shall commence on July 1. To the extent such information is available, financial statements for the current fiscal year shall be presented with the proposed budget. A quorum of Voting Members is required.

Section V. Special meetings may be called at any time by the President, or in the case of the President's unavailability, then by the Vice President, at a time and place coordinated with the Principal. Upon written request, signed by thirty or more Voting Members, special meetings shall be called by the President, or if the President is unavailable, by the First Vice President.

Section VI. Business transacted at any meeting of the members is generally to be limited to the purpose stated in the notice of such meeting. Matters not included in the notice may be raised at the President's discretion. In the event such notice provides for the consideration of any matters properly raised at a meeting, any such matters may be considered at such meeting.

Section VII. Thirty Voting Members present at any authorized meeting of the members shall constitute a quorum at such meeting. Action approved by a majority of the members present and voting at any authorized meeting shall constitute action by the members of the Association.

### **Article 5. Officers**

Section I. The officers shall consist of a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, one or more Assistant Treasurers, a Teacher Representative elected by the teachers, and the Principal. The office of President may be held by one person or shared by two persons. If the office is shared, each person shall be called a Co-President. In the event there are Co-Presidents, any reference in these Bylaws to the President shall, unless otherwise provided, be deemed to refer to either Co-President who may act on his or her own.

Section II. The term of office of the officers shall begin on the first day of July immediately following their election and shall terminate on the next June 30th.

Section III. In the event that any officer of the Association shall resign, or his/her office shall otherwise become vacant, the Executive Board shall fill such vacancy as promptly as practicable. In the event the office of the President shall become vacant, such office shall be filled by the First Vice President; provided, however, that if the office of Co-President becomes vacant, the remaining Co-President may serve as the sole President of the Association.

Section IV. No person shall be elected to the same office for more than two consecutive terms.

### **Article 6. Duties of Officers**

Section I. President: The President shall preside at all meetings of the members of the Association and the Executive Board and shall act as the principal executive officer of the Association, performing all duties and having full power necessary or appropriate to discharge that office. The President shall discharge his/her duties in accordance with the requirements of the Bylaws of the Association and the decisions of the Executive Board. He/she shall assign to each Vice President specific areas or responsibility and shall appoint chairpersons of Board Committees with the advice and consent of the Executive Board. The President may sign checks and shall sign all official documents requiring execution on behalf of the Association. The President shall serve as an ex officio voting member of all Board Committees and Special Committees of the Association, except the Nominating Committee. The President shall appoint one member of the Executive Board to serve as the liaison to the Local School Advisory Team (LSAT).

Section II. Vice Presidents: There shall be a First Vice President and a Second Vice President. The First Vice President shall assume the duties and authority of the President in his/her absence; in the absence of the First Vice President, the Second Vice President shall assume the duties assigned to him/her by the President. The President may, from time to time, designate one or both of the Vice Presidents to serve as his/her delegate on any Board Committees or Special Committees. In such event, the Vice President so designated shall serve as an ex officio voting member of such committee.

Section III. Secretary: The Secretary or designee shall take minutes of the meetings of members of the Association and of the Executive Board. Copies of the minutes, except for any confidential matters handled in a Board Executive Session, shall be posted in the place designated for Association business located inside the school building or on the Association's publicly available website. The Secretary shall also notify members of the Executive Board of its meetings, shall cooperate with the President, other members of the Executive Board, and chairpersons of the various Board and Special Committees, on request, in performing corresponding and notification functions, and shall keep a file of all Association correspondence and all documents requiring the execution of the office (agreements, MOUs, contracts, appointments, grants, etc.).

Section IV. Treasurers: The Treasurer shall supervise the receipt and disbursement of all funds of the Association and shall maintain current records reflecting all funds of the Association and the financial condition of the Association. The Treasurer shall be authorized to sign checks and shall, upon request of the President, report to the Executive Board and to members of the Association at meetings thereof, on the financial condition of the Association. The Assistant Treasurer(s) shall assist the Treasurer, as needed and may be authorized by the Treasurer to write checks.

Section V. Teacher Representative: The Teacher Representative shall be elected by the teachers and shall serve as liaison between the teachers and the other members of the Association.

Section VI. Principal: The Principal shall advise the Association on matters pertaining to school administration and on policies and regulations related to the school system.

## **Article 7. Nominations**

Section I. The Nominating Committee shall consist of six members as follows:

- a. Three members and one Chairperson of the Nominating Committee ("Public Members") elected by the members of the Association;
- b. The Principal, whose role is to provide suggestions and input regarding the slate of candidates being nominated for election by the Voting Members; and,
- c. A representative of the Executive Board selected by the Executive Board who is not a nominee or candidate for any office.

Section II. The full Nominating Committee is expected to meet no later than March 15th.

Section III. The Nominating Committee shall consider recommendations from members of the Association and the Public Members of the Nominating Committee ("Association Positions."). The Nominating Committee shall solicit persons to serve in Association Positions by notices in the weekly newsletter and such other means as deemed appropriate.

Section IV. The Nominating Committee shall nominate at least one candidate for each Association Position. Candidates also may be nominated by written petition signed by ten or more Voting Members of the Association and delivered to the Chairperson of the Nominating Committee by the nomination deadline determined by the Chairperson and specified in a notice, no more than twenty days before the date of the Election Meeting, from the Chairperson to the Voting Members of the Association.

Section V. The Nominating Committee shall oversee the solicitation of nominees for the four parent / guardian members to serve on the LSAT. The committee shall solicit nominees by placing notices in the weekly newsletter and such other means as the Committee deems appropriate. The Committee shall not select nominees, but shall put forward as candidates all persons who have indicated that they are interested in serving on the LSAT.

Section VI. The Chairperson of the Nominating Committee shall notify the Voting Members of the association of all of the candidates who have consented to such nomination at least five days before the Election Meeting (counting both the date of notification and the date of the Election Meeting). Such notice shall not differentiate between nominees by petition and nominees proposed by the Nominating Committee. The notice shall also state the names of the candidates for parent / guardian members of the LSAT.

Section VII. No person shall be elected as a Public Member of the Nominating Committee for more than two consecutive terms.

### **Article 8. Elections**

Section I. The Nominating Committee shall make all arrangements necessary or appropriate for the conduct of elections and shall establish rules and procedures for such elections. The Committee shall make arrangements for counting ballots (if any) and shall promptly publish the results of all elections.

Section II. Subject to the provisions of Section 5 of this Article VIII, candidates for each Association Position and for parent / guardian members of the LSAT shall be voted upon at the Election Meeting. No candidates shall be voted upon unless nominated in accordance with Article VII. Each Voting Member of the Association shall be entitled to one vote for each office or position to be filled.

Section III. The Chairperson of the Nominating Committee shall send absentee ballots to those Voting Members of the Association who cannot attend the Election Meeting and who request such ballots from him/her at least one week before the Election Meeting. Absentee ballots must be returned to the Chairperson of the Nominating Committee on or before the Election Meeting.

Section IV. The vote shall be taken by voice vote; provided, however, that if more than one person is nominated for any office of the Association, the vote with respect to that office shall be by written or electronic ballot and, provided further, that if more than four persons are nominated as Public Members then the vote with respect to the Public Members shall be by written or electronic ballot, either in advance of the Election Meeting or at the Election Meeting, at the discretion of the Nominating Committee. In the event that there are more than four candidates for parent / guardian members of the LSAT, then the vote for such members shall be by written or electronic ballot.

Section V. Election to each office of the Association shall be by a majority of the votes cast. If no candidate for an office attains a majority of the votes cast, there shall be a run-off election of the two candidates for such office receiving the most votes. The Nominating Committee shall determine the time, manner, and procedure for conducting each run-off election; provided, however, that any such run-off election shall be conducted at a further meeting of the Association if the Voting Members of the Association, in the Election Meeting, so decides.

Section VI. No person shall be a candidate for more than one elected position in any one Election.

### **Article 9. Board of Directors/ Executive Board**

Section I. The Association shall have a Board of Directors which shall be called the "Executive Board." The Executive Board shall be composed of the officers of the Association (as set forth in Article V, Section 1 of these Bylaws), the Immediate Past President(s) of the Association, and the chairpersons (or co-chairpersons) of the four Board Committees.

Section II. The Executive Board is expected to meet at least five times during the school year. Fifty percent of the members of the Executive Board shall constitute a quorum for the transaction of business and the

act of a majority of the members present at any meeting at which there is a quorum shall be the act of the Executive Board.

Section III. The business of the Association shall be managed by the Executive Board which may exercise all powers of the Association. Such business shall be conducted in accordance with the laws of the District of Columbia.

Section IV. The Executive Board shall keep copies of all written memoranda and instructions pertinent to the Board Committees and Special Committees, if any, which shall be turned over to the successor Executive Board by June 30th. The Executive Board shall cause minutes to be recorded reflecting all action taken by it. Such minutes shall be reviewed and approved by the Board unless the Board deems it expedient to dispense with such review and approval.

Section V. The Executive Board shall regularly review its agreed policies, such as the conflict of interest policy, privacy policy, and whistle-blower policy.

### **Article 10. Board Committees**

Section I. There shall be three standing committees of the Executive Board (the “Board Committees”). The chairperson (or co-chairpersons) of each Board Committee shall be appointed by the President or Co-Presidents, as the case may be, with the advice and consent of the Executive Board. The other members of each Board Committee shall be designated by its chairperson(s), provided that any member of the Association may participate in any Board Committee which he/she desires.

Section II. Each Board Committee shall keep written records of its affairs.

Section III. The Board Committees and their responsibilities shall be as follows:

- a. Planning and Budget: shall identify the needs of the students, teachers, administration, parents/guardians, and facilities of the school; in accordance with Article XII, shall initiate and participate in the preparation of a budget for the Association; and shall evaluate the effectiveness of the Association’s budgeted activities in meeting identified needs.
- b. Communications: shall be responsible for publicity concerning the Association; shall oversee the publication of the Murch Directory; the website; and electronic communications as requested by the President; shall supervise the publication of the weekly newsletter which shall include such notices with respect to the affairs of the Association as the committee may deem appropriate or as the President or the Executive Board may from time to time request.
- c. Fundraising/ Community Engagement: shall oversee the raising of funds required to supplement contributions from members, including, as requested by the President, identifying parents or guardians to chair the various fundraising events sponsored by the Association.

Section IV. No person shall serve as chairperson of the same Board Committee for more than two consecutive terms.

### **Article 11. Other Committees**

Section I. Chairpersons of all committees specified in the Article XI (the “Special Committees”) shall be appointed by the President or Co-President and shall serve at the pleasure of the President or Co-Presidents, as

the case may be. The other members of each Special Committee shall be designated by its chairperson, provided that any member of the Association may participate in any Committee which he/she desires. Committee chairpersons shall encourage student participation in Committee business when appropriate.

Section II. Special Committees shall keep written records of their affairs.

Section III. The Association may have Special Committees for any proper purpose or it may have no Special Committees. The Special Committees of Association, and their responsibilities may include:

- a. Art: shall provide assistance, as needed, to the art program, including assistance in obtaining art supplies.
- b. Buildings and Grounds: shall provide assistance with respect to the improvement and maintenance of the building and grounds.
- c. Social and Emotional Learning: shall provide assistance to the guidance counselor or other mental health professional(s) in developing and reviewing social and emotional learning programs and parent workshop programs, and shall serve as liaison between the Executive Board and appropriate school staff.
- d. Community Projects: shall develop, recommend, and assist in implementing programs relating to the needs and goals of Murch relating to the larger District of Columbia community.
- e. Enrichment and After School Programs: shall provide assistance to the Enrichment Coordinator in planning enrichment activities and after school programs.
- f. Grant writing: shall identify and apply for grants that may be available to the Association.
- g. Health: shall provide assistance to the nurse, including assistance in procuring supplies for the health office.
- h. Hospitality: shall extend a welcome to voting members, non-voting members, and prospective members; shall be responsible for providing refreshments, as needed.
- i. Advocacy: shall keep the membership apprised of District of Columbia school practices and budget matters, and may submit statements at various governmental hearings in collaboration with the President and the Principal.
- j. Library: shall provide assistance to the Librarian in the operation of the library, and shall recruit volunteers for that work.
- k. Music: shall be responsible for the organization of the annual Murch Musical, and shall provide assistance, as needed, to the teacher responsible for the music program.
- l. Open Houses: shall plan and coordinate all activities relating to the open houses.
- m. Physical Education: shall provide assistance to the physical education teacher, as needed, including arranging for the transportation of participants to sporting events played at other schools.

- n. Room Parents: shall, upon request, assist teachers in selection of room parents and of other parents or guardians who may assist in the classrooms from time to time; shall, when appropriate, coordinate activities of the room parents.
- o. Technology/Computers: shall assist the Principal and the faculty in developing and implementing programs for upgrading the technology available to the school, particularly with respect to computers for the classrooms.
- p. Traffic and Safety: and shall work with administration and the District government with respect to policies and procedures related to school safety and security.
- q. Volunteers/ Community Engagement: shall collect and disseminate information to the teachers, the Association and office staff concerning the availability, special skills and interests of those parents or guardians who indicate their willingness to volunteer in the school.

Section IV. Special committees may be created from time to time by the Executive Board as deemed necessary to pursue the objectives of the Association.

### **Article 12. Finances**

Section I. The Planning and Budget Committee shall prepare a budget for the next fiscal year commencing July 1. The budget shall be approved by the Executive Board and shall be submitted to members of the Association at the Budget Meeting. The budget so submitted shall be considered, modified to the extent determined appropriate, and approved by the Voting Members no later than the first day of the fiscal year for which it is proposed.

Section II. No officer or agent of the Association shall disburse an amount in excess of \$50.00 for any particular project, matter, or item not authorized in the budget without prior approval of the President.

Section III. Within 30 days of the end of each budget year, the treasurers for the year just ended shall develop a balance sheet (a summary of assets and liabilities) reflecting the state of the budget at the close of the close of their budget year. Those statements shall identify all account balances and any outstanding financial obligations. The books of the Association shall be examined annually by a qualified professional appointed by the Executive Board who, in the view of the Executive Board, is capable of exercising independent judgment.

### **Article 13. Notice**

Section I. Notice to members of the Association shall be deemed adequate if published in timely fashion in the school newsletter, electronically, in person, via email or written notice, or by other circular distributed generally among members of the Association.

Section II. Notice of meetings of the Executive Board or of any Board or Special Committee shall be deemed adequate if given by telephone, by mail at the address in the records of the Association, by email, by written notice in a place inside the school building designated for Association business, or via a post on the Association's publicly available website.

Section III. Attendance of a person at a meeting shall constitute waiver of notice thereof.

### **Article 14. Parliamentary Authority**

Section I. "Roberts' Rules of Order, Revised," when and as determined by the Executive Board, shall govern this Association in all cases in which they are not inconsistent with these Bylaws.

### **Article 15. Amendments**

Section II. The Bylaws may be amended by a majority vote of the members present at any regular or special meeting of the membership of the Association provided that notice of the nature of the proposed changes is given in the weekly newsletter, and a copy of the proposed amendments is posted at the place in the school building which is designated for Association business, at least ten days before said meeting.