

WARD 5 EDUCATION EQUITY COMMITTEE BYLAWS

PREAMBLE: The Ward 5 Education Equity Committee is a group of Ward 5 community members including parents, teachers, students, and school leaders who are committed to advocating and working for equitable education opportunities, experiences, and outcomes for scholars in Ward 5 and throughout the District of Columbia.

ARTICLE I: NAME

Section 1: The name of this organization shall be known as the “Ward 5 Education Equity Committee,” also referred to as the “W5EEC.”

Section 2: No person or organization shall use the name of this organization in any manner which may indicate an official sanction, statement, endorsement, or action of the organization without prior authorization by the majority of the membership of the organization present and voting at a General meeting, or, if authorization is required between General meetings, by a majority of the Executive Committee members.

ARTICLE II: PURPOSE

Mission Statement: The Ward 5 Education Equity Committee (W5EEC) will organize, collaborate, and advocate to ensure access to high-quality, community-based public education for all Ward 5 early childhood, pre-K – 12th grade, and adult learners, through a foundation of fully funded, adequately supported, and equitably accessible quality neighborhood, selective, and public charter schools. We seek equitable education opportunities, experiences, and outcomes for all students, meaning that all students receive the instruction and support that they need to thrive and achieve to their fullest potential.

W5EEC shall advance its mission by meeting the following objectives:

Section 1: Support all Ward 5 schools in meeting their academic goals by:

- a. Assisting schools in securing funding that is outside of what is budgeted by a Local Education Agency (LEA);
- b. Assisting schools to build capacity (i.e. create or facilitate volunteer opportunities);

- c. Provide access to training opportunities for administrators, educators, paraprofessionals, and families.
- d. Advocate for additional critical school personnel (i.e., counselors, librarians) and support services (i.e., local and external professional development) that are proven to drive student achievement
- e. Provide opportunities for collaboration amongst Ward 5 teachers and school leaders to drive innovation and sharing of best practices

Section 2: Advocate for quality and equity in education by:

- a. Using a variety of means to engage and persuade those governing entities that create and implement education policy in order to advance W5EEC's mission;
- b. Organizing and assisting members of the W5EEC and Ward 5 community members in writing and providing testimony that will address issues that affect the education of Ward 5 early childhood, pre-K – 12th grade, and adult learners to those governing entities that create and implement education policy;
- c. Organizing and facilitating events and activities that will promote awareness and action in support of W5EEC's mission.

Section 3: Community Engagement:

- a. Inform, engage, and convene the community, students, parents, and all education stakeholders on issues affecting the education of Ward 5 early childhood, pre-K – 12th grade, and adult learners – i.e.: provide surveys; convene monthly meetings; and host community events.
- b. Collaborate efforts with other organizations committed to the success of educating Ward 5 early childhood, pre-K – 12th grade, and adult learners and engage in activities such as data collection and resource sharing.

ARTICLE III: MEMBERSHIP

Section 1: Any individual who resides in Ward 5, is a student of a Ward 5 school, is a parent or guardian of a Ward 5 student, or is employed in a Ward 5 school can be a member of the W5EEC. Individuals who reside in Ward 5 may be identified with a valid government issued I.D.

or other documentation establishing residence. Ward 5 students and parents/guardians of Ward 5 students may be identified with a school I.D. card, report card, or other school-based documentation indicating student or parent/guardian status. Individuals employed in a Ward 5 school can be identified with a District of Columbia Public Schools issued I.D. or that of an I.D. issued by their charter, parochial or private school.

Section 2: Any non-government or community-based organization or business that either is based physically or does business in Ward 5 can have one (1) representative as a voting member of the W5EEC.

Section 3: Members of the W5EEC must pay dues in the amount of \$10. Dues must be paid in full once every 12 months. Ward 5 students and those Ward 5 learners acquiring their GED are exempt from paying dues. Members serve a term of one (1) year starting on or before the date dues are collected for new members. Members may renew their membership annually on May 1 of each year.

Section 4: In order to be a voting member of the W5EEC, a member must be current with their dues and have attended at least one meeting within the immediate six months preceding the meeting at which said member is attempting to vote.

Section 5: Whenever an individual's membership status no longer meets the requirements stipulated in Article III Sections 1 and 2, then that individual's membership in W5EEC is immediately revoked.

Section 6: Compensation: Members shall not be compensated.

ARTICLE IV: OFFICERS

Section 1: The elected officers of the Ward 5 Education Equity Committee shall be the:

- Chairperson;
- Vice-Chairperson;
- Recording Secretary;
- Communications Officer
- Treasurer

- Parliamentarian
- Student Representative

The Ward 5 Councilmember and the District of Columbia Board of Education Ward 5 representative shall be voting ex-officio members. These officers shall perform the duties as prescribed by these By-Laws in accordance with parliamentary procedure of the current edition of Robert's Rules of Order, Newly Revised.

Section 2: The officers of the W5EEC shall be elected by the membership as provided in Article VIII of these By-laws.

Section 3: The term of office shall be two (2) years. Each officer shall hold office until a successor has been duly elected.

Section 4: Procedures for Removal for Cause

- a. Any member can file a complaint with the Executive Committee which calls for the removal of an officer, for causes deemed detrimental to the purpose and operation of the organization; this includes, but is not limited to, dereliction of duty. The Executive Committee shall make a recommendation regarding removal of an officer for cause to the membership at a General meeting.
- b. The proposed action to remove an officer must be included in the meeting notice to the membership. The officer shall be notified in writing by email or by certified mail at least two (2) calendar weeks prior to the General meeting at which allegations will be brought against him/her. The officer shall be given a reasonable opportunity to be fairly heard by the membership regarding the allegations.
- c. Removal may take place only upon formal motion duly seconded at the General meeting. After such motion has been duly seconded, the matter shall be deemed properly ratified before the membership and eligible for discussion and vote, including consideration of the issue of whether cause deemed sufficient for removal has been shown.
- d. A two-thirds (2/3) majority of those members in good standing present and voting at the meeting must affirm removal of the officer.
- e. When an officer is removed at a General meeting and the officer is not present, the Communications Officer shall notify the person removed in writing within two (2)

calendar weeks following the meeting in which the action was taken. The correspondence shall state the cause of removal, the effective date, and be forwarded to the officer's last known address.

f. An officer that is removed can appeal the ruling through an appeal process that is documented in the Ward 5 Education Equity Committee Operating Rules and Procedures Manual.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1: General Duties of the Executive Committee

- a. The Executive Committee is the instrument for implementation of the policies and activities of the Ward 5 Education Equity Committee;
- b. The Executive Committee shall have the power to conduct the affairs of the Ward 5 Education Equity Committee between its membership meetings and in emergency situations;
- c. The Executive Committee shall determine the time and location of the membership meetings;
- d. The Executive Committee shall make recommendations to the Ward 5 Education Equity Committee and perform such other duties as specified in these By-laws;
- e. The Executive Committee shall be subject to the orders of the W5EEC and none of its acts shall conflict with action taken by the W5EEC;
- f. The Executive Committee shall be responsible for the financial health of the W5EEC;
- g. The Executive Committee can secure staff (i.e. - Executive Director) to fulfill duties as assigned.

Section 2: The Executive Committee shall be made of the following individuals:

- a. The elected officers as provided in Article IV, Section 1
- b. A parent who currently has a student in a Ward 5 school and is actively involved in their child(s) school parent teacher organization. The parent shall be appointed by the Chairperson; with the approval of the Executive Committee. The term of office for the parent shall be one (1) year.
- c. A student who attends a Ward 5 high school. The student shall be appointed by the Chairperson; with the approval of the Executive Committee. The term of office for the student shall be one (1) year;

Section 3: The Executive Committee shall meet prior to each General meeting to conduct the business of the Ward 5 Education Equity Committee and establish an agenda for the meeting. The meetings can be conducted in person, via a conference call, or electronically using any of the current day electronic mediums. A quorum must exist in order for any W5EEC business to take place.

Section 4: The Executive Committee shall report and may make recommendations to the members at General meetings.

Section 5: The Executive Committee shall present a proposed annual budget and updates on strategic plan processes at the Annual Meeting.

Section 6: Special meetings of the Executive Committee may be called at any time by the Chairperson, two (2) elected members of the Executive Committee, or at least one-third (1/3) of the members of the Executive Committee. Each member of the Executive Committee shall be given 48 hours' notice in advance of a special meeting, except in an emergency in which case at least 24 hours' notice must be given.

Section 7: Quorum & Proxies: A quorum exists for an Executive Committee meeting when one-third (1/3) of the Committee's voting members, at least one of whom is an elected officer, are present. Ex-officio members do not count in determining a quorum, as provided in Robert's Rules of Order, Newly Revised. Proxies shall not be permitted.

Section 8: Any action taken by the Executive Committee may be modified or rescinded by a 2/3 vote of members present and voting at a General meeting.

Section 9: Attendance at Meetings

- a. Officers who cannot attend a General meeting or Executive Committee meeting shall notify the Recording Secretary or the Chairperson at a reasonable time prior to the meeting.
- b. If an officer is absent, without notification, from three (3) consecutive General or Executive Committee meetings, the Executive Committee may declare that position vacant. The Communications Officer shall provide the officer with written notification of

this section. The officer's failure to respond within 7 calendar days of the notice shall be considered a resignation.

Section 10: Manner of Acting: The act of a simple majority of the Executive Committee Members present at a meeting in which a quorum is present shall be the act of the Executive Committee Members, unless otherwise stated in these By-Laws.

Section 11: A vacancy in an elected office because of death, resignation, removal, or otherwise, shall be filled by recommendation of the Executive Committee, subject to the approval of a simple majority of the members at the General meeting at which the Executive Committee makes its recommendation. A vacancy of one of the other Executive Committee positions (parent, student) shall be filled by the Chairperson of the W5EEC with the approval of the Executive Committee. All persons appointed shall complete the unexpired term being filled.

Section 12: Compensation: Executive Committee members shall not be compensated for their time and effort. The members of the Executive Committee and standing/ad-hoc committee members may be paid/reimbursed for necessary expenses incurred while doing the business of the Ward 5 Education Equity Committee.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1: The Chairperson shall have the general powers and duties incident to the Office of Chairperson; preside over all meetings of the Executive Committee, and of the members; develop the agenda for the Executive Committee and General meetings; carry out all orders and resolutions; coordinate the work of the officers and committees to promote the purposes of the W5EEC; co-sign checks; sign, with the Treasurer or any other proper officer of the Executive Committee, contracts, or other instruments or documents deemed necessary or appropriate to promote and/or actualize the purposes of the W5EEC; appoint all committee chairpersons with the approval of the Executive Committee; be the spokesperson for the organization or his/her designee, and perform all such other duties as may be prescribed by the Executive Committee.

Section 2: The Vice Chairperson shall: in the absence of the Chairperson, generally act as the Chairperson, with all powers of and subject to the restrictions imposed upon the Chairperson; perform such duties assigned to him/her by the Chairperson and the Executive Committee;

perform all duties of the Chairperson in instances where the Executive Committee declares that the Chairperson refuses to perform his/her duties OR if the Chairperson is disabled by injury or illness, until such time as the Executive Committee finds the disability or refusal of the Chairperson to perform his/her duties no longer exists.

Section 3: The Recording Secretary shall: attend all General, Special, and Executive Committee meetings and keep a record of all in attendance (sign-in sheet); maintain the minutes of all meetings; maintain a record of committees; maintain a current version of the W5EEC By-laws; ensure that all notices are duly given in accordance with the provisions of the By-laws or as required by law; be custodian of the W5EEC's official records; shall perform such other duties as, from time-to-time, may be assigned by the Chairperson and the Executive Committee. Finance reports from all activities of the organization shall be given to the Recording Secretary. Minutes and all documents shall be archived at a location designated by the Executive Committee.

Section 4: The Communications Officer shall: notify officers, committee chairpersons, and members of Ward 5 Education Equity Committee meetings; and, upon the direction of the Chairperson, assist the Chairperson in receiving and responding to correspondence, press releases, printed, or electronic materials.

Section 5: The Treasurer shall: have the responsibility for all funds and securities of the W5EEC; deposit funds in a bank selected by the Executive Committee; manage the collection of dues; keep full and accurate accounts of all receipts and disbursements; issue a voucher for all checks for withdrawal of funds from the organization; issue receipts for monies received and checks for expenses; co-sign all checks and vouchers of the organization as may be ordered by the Executive Committee, or majority of members; and present a financial report at General and Executive Committee meetings. The Treasurer shall perform general accounting procedures relative to the Office of the Treasurer and such other duties as may, from time to time, be assigned by the Chairperson and the Executive Committee. The Treasurer shall have a bond for the faithful discharge of their duties.

Section 6: The Parliamentarian shall: be responsible for the proper conduct of all meetings in accordance with the current version of the Roberts Rule of Order. The Parliamentarian will advise the Chairperson on points of parliamentary law and matters of procedure and give similar

advice to the W5EEC members and Executive Committee when they request it. The Parliamentarian shall also assist in drafting, reviewing, and interpreting the by-laws and rules of order. Additionally, the Parliamentarian shall make recommendations on the need to make changes to the by-laws. The Parliamentarian shall also have the responsibility of preserving order during all meetings and perform all such other duties as may be prescribed by the Chairperson and the Executive Committee.

ARTICLE VII: NOMINATION OF OFFICERS

Section 1: At least 8 weeks in advance of the election of officers, the Chairperson shall appoint a three to five-member Nominating Committee for the purpose of nominating candidates for office. Officers are not eligible to serve on the Nominating Committee.

Section 2: The Nominating Committee shall make a report at the General Body meeting preceding the meeting where officers will be elected. The report shall include: election procedures; a sample ballot; and the names of members who submitted a written declaration of candidacy for office to the Nominating Committee. Candidates may be nominated by a member from the floor of the meeting at which the Nominating Committee makes its report, provided that the nominee is present to accept the nomination or, if not present, has consented to the nomination in writing prior to the meeting.

Section 3: The Nominating Committee shall prepare the election ballot. It shall include the names of the declared candidates for each office and a blank line for write-in candidates for each office. The order of the names on the ballot will be determined by a lottery. The first name drawn will appear first on the ballot and so on.

ARTICLE VIII: ELECTION OF OFFICERS

Section 1: Elections for officers shall normally be held during the April or May General Body Meetings of each year. Up to two additional election dates may be approved by a vote of the simple majority of the Executive Committee members for the sole purpose of maximizing participation in elections.

Section 2: The elections of the Executive Committee shall be staggered. The Chairperson, Recording Secretary, and Parliamentarian shall be elected in the same year. The Vice-Chairperson, Treasurer, and Communications Officer shall be elected in same year. The term of office shall be two (2) years.

Section 3: The Executive Committee shall identify a third-party government or non-government/community-based organization to conduct and monitor the election in order to ensure impartiality and fairness.

Section 4: Notice of the election shall be given at least 4 weeks in advance, and it shall be widely publicized throughout Ward 5.

Section 5: All “voting” members of the Ward 5 Education Equity Committee may vote. (See Article III, Section 4) Voting shall be by secret ballot prepared by the Nominating Committee.

Section 6: Outcomes for each office shall be determined by a simple majority of the votes cast for that office. If there are more than 2 candidates for a given office, a plurality of the votes cast for a candidate will determine the outcome.

Section 7: Officers-elect shall assume their duties upon certification of the election by the third-party government or non-government/community-based organization. The certification will be completed as soon as possible and no later than the General Body meeting following the election.

Section 8: In the event that no vote is cast for a particular office, the following protocol is to be followed:

- a. The Executive Committee shall establish a “New” Election Date that is at least 90 days after the elections.
- b. At least 60 days in advance of the established “New” Election Date, the Chairperson shall appoint a three to five-member Nominating Committee for the purpose of nominating candidates for office. Officers are not eligible to serve on the Nominating Committee.
- c. The Nominating Committee shall make a report at the General meeting preceding the “New” Election date. The report shall include: election procedures; a sample ballot; and

the names of members who submitted a written declaration of candidacy for office to the Nominating Committee. Candidates may be nominated by a member from the floor of the meeting at which the Nominating Committee makes its report, provided that the nominee is present to accept the nomination or, if not present, has consented to the nomination in writing.

d. The Nominating Committee shall prepare the election ballot. It shall include the names of the declared candidates for each office and a blank line for write-in candidates for each office. The order of the names on the ballot will be determined by a lottery. The first name drawn will appear first on the ballot and so on.

e. The Election Procedures for filling the vacant office(s) shall follow those established in Article VIII, Sections 3-7.

Section 9: In the event that there is a tie vote for a particular office, the following protocol is to be followed:

a. The Executive Committee shall establish a "Run-off" Election Date that is at least 60 days after the elections.

b. The Election Procedures for breaking the tie shall follow those established in Article VIII, Sections 3-7.

Section 10: For the first election of officers only, Article VII, and Article VIII, Sections 1 and 2 may be waived. At the first election, the Chairperson, Recording Secretary, and Parliamentarian shall be elected for a term ending with the election in 2023. The Vice-Chairperson, Treasurer, and Communications Officer shall be elected for a term ending with the election in 2022.

ARTICLE IX: GENERAL MEETINGS

Section 1: General meetings of the organization shall be held once each month. The date, time, and location of general meetings shall be established by the Executive Committee. Notice of the meeting must be provided at least two weeks in advance. Changes in meeting date or location will be provided at least 24 hours in advance.

Section 2: Special meetings of the organization may be called by the Chairperson, a simple

majority of the Executive Committee, or fifteen (15) voting members of the organization. A written petition stating the purpose of such meeting must be submitted to the Communications Officer at least 72 hours prior to the date of the meeting. A quorum for a special General Meeting shall be at least one-third (1/3) of the total W5EEC voting members.

Section 3: A quorum for each meeting shall be ten (10) voting members inclusive of an elected officer. Once a quorum has been announced, the meeting shall continue until it is adjourned.

Section 4: An agenda consisting of all items of business for each meeting shall be prepared by the Recording Secretary as directed by the Chairperson and Executive Committee. At the beginning of a meeting, any member may make a request to the Chairperson to have an item placed on the agenda. Any item not printed on the agenda shall be considered with the consent of a majority of the members present and voting.

Section 5: Meetings shall be conducted in accordance with parliamentary procedure of the current edition of Robert's Rules of Order, Newly Revised.

Section 6: Meetings may be rescheduled by a majority vote of the Executive Committee.

ARTICLE X: ANNUAL MEETING

Section 1: An Annual Meeting shall be held at the October or November General Body Meeting of every year for members to receive information about the state of the Ward 5 Education Equity Committee and the State of Education in Ward 5 and Washington, DC. the agenda of the Annual Meeting shall include the presentation of an Annual Report and discussion of implementation of current strategic plan during the following 12 months.

ARTICLE XI: VOTING PRIVILEGES

Section 1: Each voting member shall be entitled to one (1) vote.

Section 2: A member must cast his/her vote in person and not by proxy.

Section 3: In order to vote at any meeting or election, an individual must be a Ward 5 Education Equity Committee member as established by Article III, Sections 1–4.

ARTICLE XII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1: Contracts – The Executive Committee is authorized to enter into a contract or execute and deliver any instrument or document in the name and on behalf of the Ward 5 Education Equity Committee, and such authority may be general or confined to specific instances.

Section 2: Checks, Drafts, and Similar Documents – All checks, drafts or orders for the payment of money or notes issued in the name of the W5EEC, shall require two (2) signatures: the Treasurer and the Chairperson or Vice-Chairperson.

Section 3: Deposits – All funds of the Ward 5 Education Equity Committee shall be deposited from time to time to the credit of the W5EEC in such banks, trust companies or other depositories as the Executive Committee may select.

Section 4: Gifts and Contributions – The Executive Committee may accept on behalf of the Ward 5 Education Equity Committee any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the W5EEC. Such contributions, gifts, bequests, or devises shall be in conformity with the laws of the United States and the District of Columbia.

ARTICLE XIII: FISCAL YEAR

The organization's fiscal year shall begin July 1 and end June 30.

ARTICLE XIV: BOOKS AND RECORDS

The organization shall keep accurate and complete records of accounts and minutes of the meetings of its membership, Executive, Standing and Ad hoc Committees. Minutes and all documents shall be archived at a location designated by the Executive Committee.

ARTICLE XV: GOVERNING PARLIAMENTARY AUTHORITY

In the absence of specific provisions in these By-laws, Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings, parliamentary procedure, duties of officers, and other aspects of this organization.

ARTICLE XVI: AMENDMENTS

The By-laws may be amended by a two-thirds (2/3) vote of the voting membership present and voting at a General meeting, or a special meeting called for that purpose, provided such

amendment has been presented to the By-laws committee for research and recommendation to the membership. Notification of such recommended amendment(s) shall be given to the membership at least 4 weeks in advance of the meeting for action.

ARTICLE XVII: EFFECTIVE DATE/SEVERABILITY

Section 1: All provisions of these By-laws shall go into effect upon the vote of two-thirds (2/3) of the members voting at a General membership meeting at which a quorum is present.

Section 2: If any article or section is ruled unacceptable by a court of law, the remainder of these By-laws shall remain in force.