

Bathgate Elementary School Foundation Bylaws

ARTICLE 1: NAME

Section 1: This organization shall be named Bathgate Elementary School Foundation (hereinafter “BESF”).

ARTICLE 2: PURPOSE

Section 1: The BESF serves as a supportive body, which offers enrichment to the students, teachers and families of Bathgate Elementary School through fundraising and the support of educational, cultural and physical needs. This will be accomplished by involving parents to plan social, fundraising activities in addition to involving students in community service activities. All Foundation activities shall be conducted in accordance with the general policies adopted by BESF.

Section 2: Political activity. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in or intervene in (including the publishing or distributing of statements in connection with) any political campaign on behalf of any candidate for public office.

ARTICLE 3: MEMBERSHIP

Section 1: Each parent and/or guardian of a child currently enrolled at Bathgate and every faculty and staff member involved in the educational process at Bathgate is a member.

Section 2: Types of membership are as follows:

- A. Board Members
- B. General Members
- C. Teachers, Administrators

ARTICLE 4: GOVERNANCE

Section 1: Foundation Executive Board:

A. Duties-The Foundation Executive Board members shall:

1. Enhance the communication among the families and BES administration;
2. Represent the family and Foundation perspective to the administration of BESF;

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3. Conduct all necessary business and programs of the BESF, except as may be otherwise provided in these Bylaws;
4. Prepare and present, in conjunction with Administrative Liaison, the Annual Budget to the General Membership;
5. Prepare and present, in conjunction with the Administrative Liaison, a calendar of Foundation activities to the General Membership at the beginning of the academic year and;
6. Coordinate Foundation involvement at the school level.

B. Composition-The Foundation Executive Board shall consist of:

1. President
2. Vice President/Fundraising Director
3. Secretary
4. Treasurer
5. Teacher Liaison
6. PTA Liaison
7. Administrative Liaison
8. Music Liaison
9. 5th Grade Science Camp Liaison
10. Parliamentarian

C. Selection and Term:

1. New Board Members will be installed at the June Meeting;
2. Members of the Board shall hold office for a term of one year following the New/Old Board meeting held in June;
3. In the event of a mid-year vacancy, the President shall propose, based on the advice of the Nominating Committee, a replacement for the approval of the Executive Board.
4. Restrictions on Board Members_ Not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. An interested person is (1) any person being compensated by the corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Foundation. A board member may not participate in any vote on any proposed transaction with another organization or entity of which such member is also an employee, principal or Director.

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D. Meetings:

1. Board Meetings shall be held monthly, on a set day, to be determined annually by the incoming Board Members;
2. All General meetings are open to any member of the Foundation;
3. A quorum is a minimum of five Board Members.
4. A Parliamentarian will preside at each meeting;
5. Although all members in attendance may be recognized to speak, only Board members may offer motions to vote.
6. All Foundation members present at a General Meeting are entitled to one vote.
7. Voting by proxy is prohibited.
8. Motions are passed by a simple majority.

E. Grants:

1. Grant requests must have all appropriate forms submitted to the President two weeks prior to a general meeting.
2. A presentation must be made at a general meeting before funds can be allocated.
3. Grants will be approved or denied at the general meetings. Voting by proxy is prohibited.

ARTICLE 5: ELECTED OFFICERS-BOARD MEMBERS

Section 1: Responsibilities-Each Board member shall:

- A. Understand that he/she has a commitment to the purpose of the Foundation and is responsible for providing leadership in support of the Foundation programs and school policies;
- B. Represent Foundation constituencies and promote the benefit of the students and the good of the school;
- C. Attend a minimum of 80% of all Foundation Board meetings and attend Foundation sponsored events;
- D. Organize and approve Sub Committee Chairpersons;
- E. Each Executive Board Position is entitled to one vote and one voice.

Section 2: Job Duties-Elected Board Members:

- A. PRESIDENT shall:
 1. Preside at all Board and General Meetings;
 2. Prepare the agendas for all Board and General Meetings;

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3. President works with Administration to determine dates of Foundation-sponsored events;
4. Keep Administrative Liaison informed of all Foundation activities by emailing proposed agendas for her review prior to Board and General Meetings;
5. Devise and disseminate board and committee policies and operating procedures in conjunction with other Board members;
6. Work with Treasurer to prepare and submit annual budget forecast and final annual budget to the Board by June 30 for approval at the following Board Meeting;
7. Assist the Foundation Nominating and Bylaw Review Committees;
8. Maintain detailed records of communication and reports;
9. Approve check requests with the assistance of Treasurer;
10. Establish Binder with all President information from current term in order to pass binder on to the next President;

B. VICE PRESIDENT/FUNDRAISING DIRECTOR shall:

1. Assume duties of President in his/her absence;
2. Maintain ongoing detailed communication with and offer assistance to the President;
3. Be a member of the Foundation Nominating and Bylaw Review committees;
4. Maintain detailed record of communications and reports;
5. Propose fundraising events and their committee structure to the Board for approval as needed;
6. Assist Chairpersons in the preparation of their budgets prior to financial obligation;
7. Disseminate Board requirements of budget, policy and procedure to fundraising chairpersons;
8. Create a Timeline Form for all fundraising events;
9. Oversee fundraising Chairpersons
10. Shall be invited to and if available attend all preliminary and Administrative meeting in regards to all fundraising events;
11. Assist in the appointment of fundraiser chairpersons and committee members;
12. Maintain detailed records of communications and reports;
13. Direct Fundraising Chairpersons to keep minutes of event meetings. These minutes will be kept in Event Binders.
14. Establish Binder with Fundraising information from current term in order to pass Binder on to next Fundraising Director.

C. SECRETARY shall:

1. Take the minutes at all Board and General Meetings;
2. Copy and distribute transcribed Board Meeting minutes to all Board members;
3. Copy and distribute to all Board members, Administration Liaison and Foundation Minutes Notebook, all General meeting minutes;

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4. Maintain all records of minutes, reports and communications of the Board;
5. Purchase any materials necessary to the ongoing operation of the Board, as needed;
6. Requisition Foundation letterhead and envelopes from Administration as necessary;
7. Establish Foundation Minutes Binders for Board and General Meetings from current term in order to pass along to next Secretary;
8. Be required to attend all Foundation Board and General Meetings or make arrangements to provide replacement.
9. Be a member of the Foundation Nominating and Bylaw Review committees;

D. TREASURER shall:

1. Act as custodian of all Foundation funds. Treasurer must approve all income and checks;
2. Maintain a \$1,000 balance at all times in the Foundation Bank Account;
3. Secure two signatures on all checks. Any two of the following are authorized to sign: president, treasurer and vice president. The authorized signers shall not be related by blood or marriage or reside in the same household.
3. Prepare and submit monthly Treasurer Report at each Board Meeting;
4. Assist President with preparation and submission of annual budget forecast and final annual budget;
5. Review budget with each individual chairperson for their Foundation sponsored event;
6. Work with BES Foundation Auditor to maintain clear audit trail;
7. Pass all records, books, checks, etc., from current term on to next Treasurer.

E. TEACHER LIAISON shall:

1. Propose Teacher sponsored events and their committee structures to the Board for approval;
2. Assist the Executive Board in establishing Teacher sponsored dates on master calendar;
3. Maintain detailed records of communications and reports;
4. Establish Binder with Teacher Liaison information from the current term to pass along to next Teacher Liaison.

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F. PARLIAMENTARIAN shall:

1. Supply historical information from previous board where needed;
2. Interpret Bylaws and answer questions based on Robert's Rules of Order;
3. Maintain parliamentary procedures based on Robert's Rules of Order;
4. Maintain detailed records of Parliamentary information;
5. Prepare Binder of information and a copy of Robert's Rules of Order for following term's Parliamentarian;
6. Chair Bylaw Review and Nominations Committees.

Section 3: APPOINTED OFFICERS

A. Administrative Liaison shall:

1. Attend all Foundation Board and General meetings when able and necessary;
2. Act as liaison between the Foundation Board Members and Administration.

B. Music representative shall:

1. Attend all Foundation Board and General meetings
2. Act as liaison between the Foundation Board members and Parents of K-3 music.

C. 5th Grade Science Camp representative

1. Attend all Foundation Board and General meetings
2. Act as liaison between the Foundation and 5th grade parents

D. Teacher Liaison shall:

1. Attend all Foundation Board and General meetings.
2. Act as a liaison between the Foundation and teachers.

Section 4: ELECTIONS

A. Nominating and Bylaws Committee

1. The Nominating and Bylaws Committee shall open up nominations for the next school term in March of the current term;
2. Recommendations for Board positions will be taken from current Foundation Board Members, all operating committees and from the General Membership;
3. After the approval of the Administrative Liaison, nominees will be contacted by the Nominating and Bylaws Committee in the order of most qualified first. After obtaining acceptance by each nominee, a list of the new Foundation

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Executive Board will be presented at the May General meeting.

4. Additional nominees may be taken from the floor. The privilege of nominating from the floor is extended to members of the foundation who are present and have been members for at least thirty days.
5. There will be a simple majority vote by Foundation members who are present at the May meeting. Voting by proxy will not be allowed.
6. The new Executive Board officers will be installed and take office at the June Board Meeting.

ARTICLE 6: BOARD COMMITTEES

Section 1. FORMATION

- A. By a majority vote, the Executive Board may create Standing or Special Committees consisting of officers and/or members at large;
- B. Unless otherwise provided in the Bylaws, members of each committee shall be appointed by the Committee Chair with Executive Board approval.

Section 2. STANDING COMMITTEES

- A. Nominating and Bylaws Committee
 1. The Parliamentarian will serve as Chairperson;
 2. Membership of this Committee will include the President, Vice President, Secretary, Administrative Liaison and appointed members;
 3. This committee is responsible for proposing a slate of Foundation officers for the following term;
 4. This Committee is responsible for review of these Bylaws to ensure Foundation is operating within written guidelines and to propose to the Administrative Liaison any necessary changes to said Bylaws before they are voted upon.

Section 3: SUB-COMMITTEES

- A. Sub-committees will be formed to perform the responsibilities of the Standing committees;
- B. Formation of a Sub-committee may be proposed to the Board by the Chairperson of the Standing Committee;
- C. The Chairperson of the Standing Committee will designate leadership and membership of the Sub-committees.

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Section 4: SPECIAL COMMITTEES (Ad Hoc)

- A. When a Special Committee is established by Executive Board vote, there will be a definition of responsibility and duration;
- B. The Chairperson of each new committee shall be appointed by Foundation President, subject to the approval of the Executive Board;
- C. Committee Chairpersons shall submit all proposed plans for Executive Board Approval;
- D. Foundation President may request any Committee Chairperson, not serving on the Executive Board, to attend an Executive Board meeting.

ARTICLE 7: BYLAWS, BOOKS, RECORDS AND REPORTS

Section 1: AMENDMENTS TO THE BYLAWS

- A. The Bylaws will be reviewed annually and any amendments thereto be presented to the Executive Board for approval before announcing them to the General Membership at the May meeting;
- B. Amendments changing organization, policies or programs must be implemented on an ad hoc basis for one year before ratifying the Bylaws;
- C. The Executive Board positions will be reviewed annually and amended as needed.

Section 2: BOOKS AND RECORDS

- A. Copies of all disseminated printed materials and correspondence must be kept in applicable officer's or chairperson's binder;
- A. All Officers and Chairpersons must record a chronology or timeline of responsibilities, identify person(s) responsible for which job(s) with a description of the job(s) and describe actions taken by their committee and submit this form to Executive Board Officer who oversees Chairperson, and finally, place them in Event Binder.

ARTICLE 8: PARLIAMENTARY AUTHORITY

- Section 1: Current Robert's Rules of Order shall be the Parliamentary authority, whenever applicable, and when not inconsistent with these Bylaws.