

Bethany School Foundation Bylaws
Revised April 10, 2013

Article I - Name

Section 1 The name of the Foundation will be Bethany School Foundation dba Bethany Parent Teacher Organization, herein referred to as BSF or Bethany PTO.

Article II - Purpose

Section 1 The Bethany School Foundation shall be a not-for-profit organization whose purpose is to provide financial support to Bethany School and assist the faculty in providing enrichment programs to benefit all students at Bethany School.

Article III - Mission Statement & Objective

Section 1 **The mission statement of the Bethany School Foundation is to build bridges between families and our school. We raise and provide funds to enhance learning experiences and educational opportunities for all Bethany students.**

Section 2 The objective of the Bethany School Foundation shall be to conduct activities to raise funds to improve the educational experience of all students at Bethany School. Annually, BSF will develop a list of items and activities to be sponsored. These may include, but are not limited to: student planners/folders, assemblies, field trips, classroom supplies, Harvest Festival, Spring Carnival, etc.

Article IV - Membership

Section 1 All parents and/or guardians of students enrolled at Bethany are eligible for membership to BSF.

Section 2 School staff shall be honorary members.

- Section 3** The BSF Executive Committee shall be comprised of the following:
- A. Interested parents serving as officers (see VI)
 - B. A minimum of **one (1) Bethany** teacher and **one (1) Bethany** school administrator.

- Section 4** Member at Large
- A. Must attend **one (1)** meeting per quarter.
 - B. Member cannot hold an office on the Executive Committee.

Article V - Executive Committee

- Section 1** The Executive Committee shall be comprised of no less than four (4) officers. The titles of these officers shall be: President, Vice President, Secretary and Treasurer.
- A. Officers for the following school year shall be elected at the April meeting by a majority vote of the general membership present at said meeting. A minimum of three (3) officers must be present to vote.
 - B. Each office shall be open for re-election annually.
 - C. Election shall be held using secret ballots, with the exception that when only one (1) nominee has been made for any office, then the ballot may be dispensed with and a voice vote held.
 - D. Nominations shall be made and taken from the floor. After nominations have been taken, elections shall be held for each office. Only those persons who have given their consent, either verbally at the meeting or in writing (to be presented at the time of nomination), shall be nominated for, or elected to, any office.
 - E. New officers shall begin their term as of July 1st. The outgoing officer shall, from the April meeting until June 30th, provide assistance and training to the officer-elect. All necessary records and documents shall be turned over to the officer-elect by July 1st. These documents include, but are not limited to: bank records, officers' books and current bylaws.
 - F. In the event that an officer is unable to complete their full term of office, they shall immediately notify all Board Members in writing of their intent to vacate their office. The President shall announce, at the next scheduled regular meeting, the vacancy on the Executive Committee and call for nominations and an election as described in Parts C and D of this section. The person elected to this inter-term vacancy shall hold the office until the next regularly scheduled election.
 - G. In the event of an inter-term vacancy, the Vice President shall assume the responsibilities of the vacated office, until the position is filled as described in Part F of this section. Should the office being vacated be the Vice President position, the President shall assume the responsibilities of the Vice President until such time as an election is held, as described in Part F of this section.

- H. Any vacancy on the Executive Committee may request the removal of any officer during their elected term upon showing sufficient cause that said removal is warranted and/or necessary. Sufficient cause may include, but **is** not limited to: inability or failure to complete the duties as listed in Article VI. The Executive Committee will announce in a general meeting their intent to remove the officer. The general membership shall vote, by way of secret ballot, on the question of removal. A simple majority (50.1%) of ballots cast is necessary to remove an officer during their term. Should an officer be removed during their term, a new election will be held within thirty (30) days in accordance with parts C and D of this section to replace the vacated post.

Article VI - Officers and Duties

Section 1

President - The office of the President, also known as Chairperson, shall have the following duties and responsibilities:

- A. Coordinate the work of all other officers and all **committees and** sub-committees.
- B. Preside over all meetings.
- C. Serve as an advisor on all committees.
- D. Assume leadership of Executive Committee meetings.
- E. Appoint all subcommittees required as part of the regular function of the Foundation, subject to ratification by the Executive Committee.
 - 1. Each **Committee/Subcommittee** Chair shall be responsible to report to the President all actions taken by the committee and provide minutes to the President and Secretary.
 - 2. **Committees and** Subcommittees shall continue to serve until such time as their stated purpose is completed, unless it is the decision of the Executive Committee to continue the committee and adopt a new purpose for said **committee/sub-committee**.
- F. Co-sign all warrants, **over \$500**, along with the Treasurer.
- G. At the end of their term, the President shall be responsible to verify BSF financial records are balanced.
- H. If the Parliamentarian is absent, or if the position is vacant, the President shall ensure proper meeting procedures are followed.
- I. Ensure all publicity and public outreach that **will be** funneled through school **is** approved by the school principal.

Section 2

Vice President - The office of the Vice President, also called Vice Chairperson, shall have the following duties and responsibilities:

- A. Assume the duties and responsibilities of the President in the event the President is absent.
- B. Handle all publicity and public outreach for the Foundation, as approved by the

President.

- C. Welcome any new members to the Foundation.
- D. Inventory all items and supplies that are the property of the Foundation.
- E. In the instance the President is unavailable, the Vice President shall co-sign warrants along with the Treasurer.

Section 3 **Secretary** - The office of Secretary shall have the following duties and responsibilities:

- A. Keep accurate minutes for all Foundation meetings.
- B. Submit minutes to Foundation officers **and** school administration.
- C. Keep and maintain a list of all business matters, including unfinished business, for use by the President.
- D. Keep a current copy of the bylaws and standing rules. Keep copies of all **committees**/subcommittees' Statements of Purpose.
- E. Maintain an updated list of Foundation members, including current contact (email and/or phone) **for** all Executive Committee members.
- F. Contact Foundation members and notify members and the Executive Committee of all committee and subcommittee meetings.

Section 4 **Treasurer** - The office of Treasurer shall have the following duties and responsibilities:

- A. Keep permanent records of all accounts as shall be sufficient to establish the items of all income, receipts and disbursements of the Foundation.
- B. Develop a "Detailed Treasurer's Report", hereafter called Report, showing, by event, accounting of all receipts, disbursements and profit.
- C. Submit all **Reports** to the Executive Committee at **each** scheduled meeting.
- D. Make an annual financial report to the Executive Committee during the regularly scheduled meeting in June.
- E. In the event the Treasurer fails to submit a **Report at two (2)** consecutive general meetings, the Executive Committee will request the Treasurer to inform the Committee, in writing, the reason for the lack of reports. Additionally, the Executive Committee may also ask the Treasurer to resign their office, or vote on the issue of removal of the Treasurer from the office for failure to discharge their duties as described in Article V, Section 1, Part 1.
- F. At the April meeting, the current officers and their officers-elect, will form a Budget Committee for the following school year. The current Treasurer will serve as Chairperson for the Budget Committee.
- G. The Treasurer shall be responsible for filling out and forwarding all necessary report forms required by the State of California and all Federal tax returns as well as any forms required by any governmental agency.
- H. All warrants required at least **two (2)** signatures, **over \$500**. The Treasurer will sign all warrants, as well as the President of the Executive Committee.

- Section 5** **Parliamentarian** - The office of Parliamentarian shall have the following duties and responsibilities:
- A. Responsible for reviewing bylaws, standing rules and procedures periodically and ensure that all rules, bylaws and procedures are followed. The Parliamentarian shall ensure that procedures are followed during all meetings.
 - B. Be prepared to assist in settling any procedural disputes within the Executive Committee and during general meetings.
 - C. Keep a current copy of bylaws, standing rules and Robert's Rules of Order and bring copies to all general meetings.

Section 6 Officers are encouraged to attend all meetings. If an officer is unable to attend a general or Executive Committee meeting, a member of the Executive Committee must be informed prior to the meeting. If an officer misses two (2) consecutive meetings, or four (4) meetings during their term of office, that officer shall submit their resignation to the Executive Committee or the Executive Committee shall call for a vote to remove the officer as described in Article V, Section 1, Part I.

Section 7 **Co-Chairs** - All offices, with the exclusion of President, can be co-chaired. Attendance of one (1) co-chair is required at all meetings.

Article VII - Meetings

- Section 1** All meetings shall be held in accordance with the following rules and guidelines:
- A. All meetings shall be governed by the Parliamentarian and shall be conducted with "Robert's Rules of Order".
 - B. Three (3) officers (or 2/3 if there are only three (3)) shall constitute a quorum for the purpose of transacting the business of general meetings of this Foundation.
 - C. General meetings shall be scheduled each month at Bethany School. Committee and sub-committee meetings may be held at Bethany School or any other location convenient for the members of the committee/sub-committee.
 - 1. In the event a committee/sub-committee meeting will be held at a location other than Bethany School, the date and time of that meeting shall be published on the Foundation website calendar at least one week prior to the meeting, and shall be announced during the general meeting when possible.
 - D. A special Executive Committee meeting shall be held at least two weeks prior to the first day of school.
 - E. A special Executive Committee meeting shall be held during summer break to review the prior year's goals and accomplishments and to set priorities for the

upcoming school year.

- F. Regular monthly meetings shall be held. The date and time of all general meetings shall be announced at least two weeks prior to the scheduled date of the meeting in the school publication (Bobcat Bulletin). All meetings will be posted on the marquee and in the school publication (Bobcat Bulletin).

Article VII - Financial Procedures

- Section 1** Expenditures of any and all funds raised during a given event will be decided as part of the discussion of the event. No event shall be scheduled until such time as the decision regarding any/all funds raised has been agreed upon by the committee and Executive Committee.
- Section 2** The Executive Committee or sub-committee shall only spend those funds that have been pre-approved at the general meeting and decided upon by a simple majority (50.1%) vote.
- Section 3** Changes in the priority of the expenditures of any/all funds raised will require a super majority vote (66.6%) at a general meeting.
- Section 4** All monetary expenditures must be made in writing and submitted for approval.
- Section 5** Reimbursements - Approval must be given prior to purchase and receipts must be submitted by the next Executive Committee **meeting**. Purchases need to be approved by the President and Treasurer.

Article IX - Amendments

- Section 1** Amendments or changes to the bylaws may be made in accordance with the following rules and requirements:
 - A. Announcement that an amendment or change to the bylaws is announced to the members of the Foundation at the previous general meeting, or 30 days prior to a vote on the issue.
 - B. The Lammersville District Governing Board shall, prior to any vote, review the proposed amendments or changes for a recommendation. The recommendation of the Governing Board will be advisory only.
 - C. A secret ballot vote will be held.

- D. A super majority vote (66.6%) of the members present at the meeting is required to amend or change existing bylaws.

Article X - Standing Rules

- Section 1** At least one major fundraiser shall be scheduled each school year.
- Section 2** An inventory of all items and possessions of the Foundation will be made by the Vice President and kept by the Secretary.
 - A. The Foundation shall retain all ownership of all supplies and items purchased by the Foundation for their use at Bethany School.
 - B. Items purchased for the use ~~by~~ of the school, its faculty or administration, including but not limited to: classroom supplies, electronic items, etc., shall become the sole property of Bethany School.
 - C. In the event of the termination of the Foundation, all items owned by the Foundation shall become the property of Bethany School.

Article XI - Process for Approving and Signing Contracts

- Section 1** The President of ~~the Executive Committee~~ shall be given the right to sign contracts and agreements ~~on behalf of the Foundation~~.
- Section 2** Contracts between a vendor and ~~the Foundation~~ must be agreed upon by quorum, which is defined in Article VII, Section 1B.
- Section 3** If the President is not available to sign the contract or agreement within a reasonable amount of time, written permission must be given by the President for the Vice President, ~~or Treasurer if the Vice President is unavailable~~, to sign the contract and/or agreement.