

## **Battle Creek Parent Club Bylaws**

### **Article I – Name**

The name of this nonprofit organization shall be the Battle Creek Parent Club (BCPC)

### **Article II – Mission**

**Section 1:** To provide support for the Battle Creek students and staff from the Battle Creek parent community

**Section 2:** To foster a sense of community among Battle Creek parents/guardians

### **Article III – Objectives**

**Section 1:** To provide opportunities throughout the school year for positive interactions for the Battle Creek community, including students, parents/guardians and staff

**Section 2:** To build communication among the Battle Creek community through a variety of means, using both paper and electronic resources

**Section 3:** To run fundraising activities that foster Battle Creek parent interaction and support Battle Creek staff in their work with our children

### **Article IV – Policies**

**Section 1:** The BCPC shall follow the school board guidelines provided by the Salem-Keizer School Board and the BCPC bylaws

**Section 2:** Any fundraising that will benefit Battle Creek School must be approved at a BCPC meeting prior to the fundraising occurring

**Section 3:** In the event of dissolution of the BCPC, all of its funds, properties and assets shall be placed in the ASB account in the control of the Principal of Battle Creek Elementary School to be utilized at his/her discretion for the sole benefit of the children of the school

**Section 4:** The BCPC shall not seek to direct the administrative activities of the school or to control its policies

**Section 5:** The BCPC shall not discuss or handle grievances against school personnel. All grievances shall be directed to the Principal of Battle Creek Elementary School

### **Article V – Membership and Voting**

**Section 1:** The BCPC membership shall be open to any parent, guardian, foster parent or any other adult person having the care and custody of a child enrolled in Battle Creek Elementary School

**Section 2:** Any member shall have one vote and must be present at the BCPC meeting to vote (except for election of Executive Committee – see Article VII – section 2)

## Article VI – Officers

### *Section 1 – The BCPC Board shall consist of:*

1. Elected Officers – President(s), Vice President(s), Secretary and Treasurer(s)
2. Appointed Officers – Fundraising Chairperson(s), Volunteer Coordinator(s), and Communications Coordinator(s)
3. The School Principal shall serve as an ex-officio member
4. An elected or appointed officer can bring recommendations to fellow officers during a scheduled board meeting for discussion and approval
5. All board members must be approved volunteers with the Salem-Keizer School district

**Section 2:** The officers shall take no action incompatible with the purposes of the BCPC

**Section 3:** Officers are expected to attend all agenda setting meetings and regular meetings. In the event an officer is unable to attend an agenda setting meeting or regular meeting, the BCPC President(s) must be notified.

### *Section 4: - The Executive Committee Shall Consist of:*

1. The elected Officers – President(s), Vice President(s), Secretary & Treasurer(s)
2. The School Principal shall serve as an ex-officio member
3. The Executive Committee shall meet on call of the President(s) or a majority of the committee, to transact emergency business. A majority of the executive committee shall constitute a quorum

## Article VII – Election of Executive Committee

### *Section 1 – Nomination of Executive Committee Officers:*

1. Open nominations for executive committee officers will be announced at the March BCPC meeting, advertised in the Battle Creek Bear Tracks Newsletter, and emailed to the BCPC email list.
2. The BCPC will elect a Vice President(s) every spring. The Vice President(s) will then become President(s) the following year (or term)
3. The Secretary and/or Treasurer(s) may or may not be voted on each year (See Article VII, Section 3, #5)
4. The consent of each candidate must be obtained before the individual's name is allowed for nomination
5. At the April BCPC meeting, the nomination and election committee shall present a single slate of candidates who have accepted nominations for the elective offices. Additional nominations may be made from the floor, providing the candidate is present or written consent by that individual has been given. All nominations must be made by close of the April meeting.
6. The slate of candidates will be advertised in all Battle Creek Bear Tracks newsletter issues during the month of April and emailed to the BCPC email list.

### ***Section 2 – Election of the Executive Committee Officers:***

1. The election of the executive committee officers will occur by secret ballot with a majority vote and shall take place at the May BCPC meeting
2. The President(s) and Secretary will count the secret ballots after the adjournment for the May BCPC meeting. An announcement of the newly elected officers will be emailed to the Battle Creek Parent Club mailing list.

### ***Section 3 – Executive Committee Officers Shall:***

1. Assume their official duties at the beginning of the last regular meeting of the current school year.
2. The President(s) will serve for one term
3. The Vice President(s) will serve for one term and then automatically move into the President's position the next year or term
4. A term can be one or two consecutive academic years
5. No one shall serve more than two consecutive one-year terms in the same elective office except for the Treasurer(s) and Secretary. The Secretary and Treasurer(s) shall be able to serve two consecutive two-year terms unless approved by a majority vote of the executive committee.
6. No one shall hold more than one elective position at a time

### ***Section 4 – Officer Vacancies:***

1. The Vice President(s) shall fill a vacancy occurring into the office of the President(s)
2. A vacancy occurring in any other office shall be filled for the unexpired term by a majority vote election of the BCPC executive board members
3. Upon the resignation of an officer, he/she shall notify the President(s)
4. The executive committee can ask for the resignation of a board member if deemed necessary

## **Article VIII – Duties of Officers**

### ***Section 1 – The President(s) Shall:***

1. Preside at all BCPC meetings, board meetings and executive committee meetings for the length of their term
2. Enforce the BCPC bylaws as well as all policies
3. Implement all decisions of the BCPC board and executive committee
4. Appoint all committee chairs
5. Be a party signatory to any BCPC bank accounts
6. Be an ex-officio member to all committees

### ***Section 2 – The Vice President (s) Shall:***

1. Serve for the length of the term and then become President(s) for the following term
2. Act as an aide to the President(s)

3. Be expected to accept the office of the President(s) in the event of a vacancy in that office
4. Act as President(s) in the absence of the President(s) in meetings
5. Be a party signatory to the BCPC bank accounts

***Section 3 – The Secretary Shall:***

1. Notify members of the BCPC meetings and special board meetings
2. Record the agenda and minutes of all BCPC meetings
3. Prepare minutes of aforementioned meetings for distribution
4. Serve as chairperson of the nomination and election committee
5. Perform other secretarial duties as assigned by the President(s)
6. Serve as presiding officer at any meeting in the absence of both the President(s) and Vice President(s)
7. Email the upcoming meeting agenda and minutes from most recent meeting to BCPC email list prior to following meeting
8. Keep accurate records of all notes, newsletters and minutes of the BCPC in notebook form
9. Provide previous meetings' minutes upon request at the BCPC meetings

***Section 4 – The Treasurer(s) Shall:***

1. Maintain the 501(C)(3) BCPC bank account(s)
2. Deposit all monies received into the BCPC accounts
3. Keep an accurate record of receipts and expenditures
4. Pay out funds as authorized by the vote of the BCPC
5. Be a party signatory to the BCPC accounts
6. Propose the following year's budget at the June meeting
7. Have financial accounts available for review or audit upon request of the Executive Board

***Section 5 – The Fundraising Coordinator(s) Shall:***

1. Solicit input from volunteers, parents, teachers and the Principal on BCPC fundraising activities prior to and at the March meeting and make final fundraising decisions at the April meeting
2. Submit proposed calendar and upcoming fundraising events for the year to the executive committee for approval prior to the April BCPC meeting
3. Oversee committees to raise funds for Battle Creek Elementary School as approved by the BCPC at a regular meeting
4. Report the progress of all fundraising activities at the Board Meetings and at BCPC Meetings
5. Solicit names of volunteers to help on fundraising efforts from the Volunteer Coordinator(s)

***Section 6 – The Volunteer Coordinator(s) Shall:***

1. Assist the school staff with tracking background checks on volunteers
2. Compile information from volunteer interest forms
3. Assist committee chairs with securing volunteers for school events
4. Report the volunteer needs at the board meetings and BCPC meetings

### ***Section 7 – The Communications Coordinator Shall:***

1. Attend all BCPC monthly meetings, collect email addresses of those in attendance and add them to the BCPC email list
2. Compile and keep updated the BCPC email list on a minimum of a monthly basis
3. Send out communication emails to the BCPC email list as requested by the executive board, appointed officers and/or committee chairs
4. Keep the BCPC Facebook page updated at least weekly on events, new policies, updates, helpful information etc....as request by the President(s), executive board, appointed officers and/or committee chairs
5. Respond to Facebook posted questions to the BCPC page as soon as possible (ideally within 24 hours)
6. Respond to emails sent to the BCPC email account (ideally within 24 hours), consulting with the President(s) when more information is needed

***Section 8:*** All officers shall perform the duties as described herein and those assigned shall deliver to their successors in office all records, documents, and official materials at the end of the year or as soon as appropriate

## **Article IX – Agenda Setting Meetings**

***Section 1:*** Agenda setting meetings shall consist of the BCPC board

***Section 2:*** The sole purpose of agenda setting meetings is to set the topics of discussion for the next quarter’s BCPC meetings with four-day notice of a change in dates

***Section 3:*** Meetings shall be held a minimum of once per quarter, to be announced. All executive board members are expected to attend

***Section 4:*** An agenda item request should be submitted in writing to the Battle Creek School office: Attention BCPC, or given to the President(s) in the form of a written document or e-mail correspondence prior to the agenda setting meeting. Agenda item requests submitted in a timely manner shall be on the agenda unless otherwise notified

## **Article X – BCPC Meetings**

***Section 1:*** BCPC meetings shall be held monthly September through June unless otherwise decided by the executive committee, or BCPC membership with four-day notice of change of dates. Notice of rescheduled BCPC meetings will be communicated via email and posted on the BCPC Facebook page.

***Section 2:*** A quorum necessary to conduct business shall consist of a minimum of two executive committee members and two appointed board members

***Section 3:*** All motions presented in regular and/or special meetings shall be decided upon by a majority vote of the membership present unless the motion has been rescinded

## Article XI – Standing and Special Committees

**Section 1:** Standing and special committees shall be created to promote objectives and interests of the BCPC on an as-needed basis by means of volunteer sign-ups

## Article XII – Financial Policies and Procedures

*Guiding Principles: BCPC Funds are intended to benefit the students through the enhancement of school programs and activities. The BCPC Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely.*

**Section 1:** Fiscal Year shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following calendar year

**Section 2:** Budget

1. Will be determined by the executive board members before the BCPC meeting in October. This budget will be presented at the September meeting and then voted for approval at the October meeting.
2. The budget shall include a preliminary spending allocation to aid in event planning and this allocation should be provided to each event chairperson and all school staff by the Treasurer(s) within one week after the budget approval.
3. If the need arises to allocate additional expenditures or a financial request is received over \$100 once the budget is approved, then this proposal or request must be presented at the following meeting with a vote by the members. If the financial request is under \$100, then the BCPC executive board members will vote amongst themselves to approve or deny the request.
4. If during the summer months when school is not in session (no BCPC meetings are scheduled) a need arises to allocate additional expenditures or a financial request is received, the BCPC executive board members will vote amongst themselves to approve or deny the request.

**Section 3: Authorized Signees**

1. The President(s), Vice-President(s), and the Treasurer(s) are the only authorized signees on the bank account.
2. Two signees are required on all checks; and the signees on a check cannot be the same as the payee.
3. Reimbursement can only be refunded via check. In the event of a large expenditure, a cash advance or check can be issued prior to the purchase via the Treasurer(s) as long as it has been previously approved by the board.
4. No BPCP officer shall carry a BCPC debit card (s)
5. No blank checks shall be issued by any authorized signee

**Section 4: Bank Account Management**

1. The Treasurer (s) shall reconcile the bank account monthly and present a monthly financial report at every BCPC meeting. Reconciliation of checks written each month along with monthly bank statements must be reviewed by the President(s) and/or Vice-President(s).
2. Each year between June 20<sup>th</sup> and August 30<sup>th</sup>, there will be a review of the BCPC finance statements by the President(s), Vice-President(s) and two Battle Creek parents selected by the BCPC board. The Treasurer(s) shall be present during the review to answer any questions from the group.
3. The executive board should leave a minimum of \$2,000 ending balance in the bank account at the end of each fiscal year.

### **Section 5: Reimbursements**

Reimbursement of expenses incurred for BCPC will only be made upon presentation of appropriate receipt(s). When a reimbursement is not being sought, but an estimate of cost has been received, a written statement of cost on the vendor's letterhead or an invoice is required in order to receive a BCPC check. Prior to payment, the Treasurer(s) will review appropriateness of fund requested for reimbursement.

### **Section 6: Insufficient Funds**

A letter will be written to the payee of checks that are written to BCPC and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the bank fees charged to BCPC. The check will be returned to the payee upon receipt of cash, money order, or certified check for the full amount of the original check and bank fees. The board each year will maintain a list of payees that continue to have issues with insufficient funds.

### **Section 7: Contracts**

1. Only written contracts will be accepted. Contracts are to only be signed by the President(s) or Vice-President(s). Vendors will not be paid until the conclusion of an event or services have been rendered.
2. For purchases over \$2,500 (*Salem-Keizer School District acquisition threshold*), at least three price quotes shall be obtained to ensure that the BCPC is receiving the best value.
3. While every effort will be made to honor the businesses of Battle Creek families, the BCPC's primary responsibility is to guarantee the best value for our funds.

### **Section 8: Events**

1. In the event of revolving cash sales, monies collected should be counted at the end of each sales session and then verified at the beginning of the next sales session.
2. At an event, two members in good standing as determined by the executive board will be selected to collect money and must remain together in collection of all monies.
3. When cash boxes are in use, two members in good standing must be present. Money is to never be left alone.

### **Section 9: Cash boxes**

Requests must be made one week in advance of the event. The amount allotted will be decided by the Treasurer(s) and event chairperson.

1. Counting of funds must be completed by two people, preferably a committee/event chair and an executive board member. In the event that an executive board member is not available, a member in good standing, as determined by the executive board may count the funds with the committee/event chair.
2. Deposits of funds must be deposited at the bank or secured in the school safe daily. Funds should never leave school grounds except to be deposited at the banking facility.
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### Article XIII – Order of Business and Parliamentary Authority

**Section 1:** As presiding officer over all meetings, the President(s) has/have the prerogative to proclaim the formality or informality of the meeting's business.

**Section 2:** BCPC Meetings shall follow Robert's Rules of Order

**Section 3:** On debatable questions, the President(s) shall limit remarks from the floor to five minutes per person and discussion to a total of twenty minutes. If the question is not resolved, a study committee composed of the person rallying the question and two or more individuals shall be appointed by the presiding officer for the further consideration and research of the question and preparation of a report to be presented at the next meeting

**Section 4:** Unless otherwise directed by the President(s) and the approval of the members present, the order of business at BCPC Meetings shall include, but shall not be limited to the following: Treasurer's Report, Committee Reports, Unfinished Business, New Business, Principal's Report and Staff Report

### Article XIV – Amendments

**Section 1:** These articles may be amended at the regular meeting of the BCPC board by a majority vote of the BCPC membership provided the proposed amendment has been read at the preceding meeting

*These bylaws are hereby ratified today, this \_\_\_\_ day of \_\_\_\_\_*

*Signed by:*

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*Signature of Battle Creek Parent Club President(s)*

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*Signature of Battle Creek Parent Club Secretary*



<b>Month</b>	<b>Description / Action</b>
<b>June</b>	Final Meeting of academic year
<b>July</b>	Summer Break – no BCPC meeting
<b>August</b>	Summer Break – board & committee chairs to prepare for new school year
<b>September</b>	A preliminary budget will be determined by the executive board before the regular October meeting.
<b>October</b>	Regular Meeting: <ul style="list-style-type: none"> <li>• Proposed budget is voted on for approval.</li> <li>• Within one week after approval, the budget is presented to chairpersons and interested parties.</li> </ul>
<b>November</b>	Regular Meeting
<b>December</b>	No BCPC Meeting this month
<b>January</b>	Regular Meeting
<b>February</b>	Regular Meeting
<b>March</b>	Regular Meeting: <ul style="list-style-type: none"> <li>• Nominating committee is appointed.</li> <li>• Nominating committee sends notice requesting nominations for board positions.</li> </ul>
<b>April</b>	Regular Meeting: <ul style="list-style-type: none"> <li>• Current nominees are presented.</li> <li>• Nominations from the floor are accepted.</li> </ul>
<b>May</b>	Regular Meeting: <ul style="list-style-type: none"> <li>• Officer elections occur.</li> <li>• New board members assume duties at the end of regular meeting.</li> <li>• Joint executive meeting needs to occur, passing information to next members (for positions where there is a change).</li> <li>• Chairperson/officers will submit a complete written report to their successor (if there is a change).</li> </ul> <p>Fiscal year review to be completed by current executive board.</p>