**THE BY-LAWS OF THE**

**BOTSFORD PARENT-TEACHER ORGANIZATION**

**Amended 06/04/2025**

**BOTSFORD PARENT-TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization is Botsford Elementary Support Team (BEST).

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to promote a close relationship between the school and home.

The BEST organization shall sponsor programs and functions for students, parents, faculty, and community members in order to attain this goal. In addition, the BEST shall raise funds for the purpose of providing items and services which directly or indirectly benefit the students.

**ARTICLE III: BASIC POLICIES**

The following are basic policies of this organization:

Section 1: The organization shall be non-profit, nonsectarian, and non-partisan.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3: The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4: The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

Section 5: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization without prior approval of the membership present at a scheduled meeting of the organization.

Section 6: This organization reserves the right to dissolve at any time upon the affirmative vote of two thirds of the current membership. Upon dissolution, all remaining assets, after payment of expenses, shall be transferred to Botsford Elementary School.

**ARTICLE IV: MEMBERSHIP**

1. Membership shall include all parents (including step-parents) and/or primary guardians of current students attending Botsford Elementary School. **Amended on 06/04/2025**

2. Persons who are otherwise interested may attend the meeting as associate members, but may not have the privilege of making motions or voting. They may not hold office.

3. Communication flow chart for BEST related issues. If a member has a concern with another member regarding a BEST situation, they will address it with that person directly. If they cannot reach resolution, the BEST president will step in to moderate. If it is not resolved after that, the school principal will be included in the conversation. **Amended on 06/04/2025**

**ARTICLE V: OFFICERS AND THEIR ELECTION**

a. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Sports Director of this organization, the school principal and teacher representative. **Amended on 04/09/2025.**

b. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee. The teacher representative shall be elected by the staff at school in May.

**c**. Option for 2 year term without re-elections: President, Treasurer, and Sports Director. 1 year terms for Vice President and Secretary. Amended on April 16, 2019

d. The term for an officer begins on July 1st of the year they were elected and ends June 30th of the following year. **Amended 04/09/2025**

e. A person shall not be eligible to serve more than two consecutive terms in the same office. In the event there are no new nominations for said office, an extension may be granted by a vote of the general membership.

f. School principal will organize and run BEST elections, with all nominations of candidacy made through the office of the principal.

g. All candidates must be nominated following the April meeting with a deadline of the Monday prior to the May meetingand such candidates must be nominated by current Botsford parents. **Amended on 04/09/2025**

g. Candidate names will be published via ParentSquare notification on the Tuesday prior to the May meeting at which the voting is to be held. **Amended on 06/04/2025.**

h. To be eligible to vote, parents must sign voters sheet. Voting will take place from 8:00 A.M. – 6:00 P.M. the day of the May meeting. Nominees must be present at the May Meeting. Amended on April 16, 2019

i. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

j. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

k. To be eligible to be nominated you must have a current Botsford student. If your student has not yet started in the school term during elections you are not eligible to be elected. **Amended on 04/16/2019**

l.A nominee is not allowed to campaign for the election on school grounds on the day of voting, as it can be construed as voter intimidation. **Amended on 06/05/2025**

**ARTICLE VI: DUTIES OF OFFICERS**

Section 1: The **President** shall preside at all meetings of the organization and of the executive committee at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws as assigned to him/her by the organization or by the executive committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. The president shall have access to BEST social media channels and email. **Amended on 04/09/2025**

Section 2: The **Vice President** shall act as aide to the president and shall (in their designated order) perform the duties of the president in the absence or inability of that officer to act.

Section 3: The **Secretary** shall record the minutes of all meetings of the organization and of the executive committee, and shall perform such other duties as may be delegated to him/her. All minutes of BEST meetings are to be made publicly available. The secretary shall have access to BEST social media channels and email. **Amended on 04/09/2025.**

Section 4: The **Treasurer** shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursement in accordance with the approved budget, as authorized by the organization, the executive committee, or a special committee. The treasurer shall present a written financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the last meeting. The treasurer’s report shall be made publicly available monthly after each meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the bylaws.

b. The **Treasurer** shall file an IRS Form 990-N e-postcard each year with the IRS. This is done online only. This is like a tax return certifying that the charity made less than $50,000 for the year. This is obviously assuming it was less than that amount. If we fail to file the report for 3 years then we lose the 501© (3) status. c. The Treasurer shall file a State of Michigan Annual Report (MAR) form every year and renew the status with a paid fee.

Section 5: The **Sports Director** shall manage the after school grade and age appropriate sports programs. The Sports Director shall solicit coaches; prepare registration forms, rosters, log-in registration fees, etc. for a full accounting of the sports programs instituted each season. The Sports Director will work closely

with the President, Treasurer and school principal for all decisions to be made regarding coaches, students, parents, funds, etc. The Sports Director will consult with board members for any significant changes to the sports program; a majority vote must be had to affirm changes. The Sports Director shall have access to BEST social media channels and the sports director email. **Amended 04/09/2025.**

Section 6: All officers shall: a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time. b. Deliver to their successors all official materials at the time of installation of the new officers in July.

* In the event that a board position is held by two people, that position would only get one vote on board motions. **Amended on 06/04/2025**
* Any new activity/event needs to be presented at a BEST meeting adn be approved with 80% board members present, a ⅔ approval of present members, and principal approval. **Amended on 06/04/2025**
* All board members must use the BEST email (gmail) that is given for each position for BEST related business. It will transition with whomever holds the position the following term. **Amended on 06/04/2025**

**ARTICLE VII: EXECUTIVE COMMITTEE**

Section 1: The executive committee shall consist of the officers of the organization, the chairpersons of standing committees, and the principal of the school or a representative appointed by him/her and teacher representative or a representative appointed by him/her. The chairpersons of the standing committees shall be selected by the officer of the organization and the principal of the school or his/her representative. The members of the executive committee shall serve until the election and qualification of their successors.

Section 2: The duties of the executive committee shall be (a) to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization which may include handling of BEST funds (b) to create standing committees; (c) to approve the plans of work of the standing committees;(d) to present a report at the regular meetings of the organization; (e) to appoint an auditor or auditing committee at least two weeks before the installation of the new officers to audit the treasurer’s accounts. The auditing committee may consist of the president, principal, and one other person.

**ARTICLE VIII: MISCELLANEOUS**

Section 1

a. This Organization will be incorporated under the Laws of the State of Michigan and the Internal Revenue Service as a Non-Profit Organization.

**ARTICLE VIII: MEETINGS**

Meetings of the organization shall be held on a monthly basis. When possible, ten days' notice shall be given of change of date. All BEST Board Members and Chairpersons are required to attend these meetings. BEST Board Members and Chairpersons who miss two consecutive meetings may be asked to resign from their positions.

**ARTICLE IV: STANDING AND SPECIAL COMMITTEES**

Section 1: The executive committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairperson shall be one year and until the election and qualification of his/her successor.

Section 2: The chairperson of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee. Records shall be submitted to the executive committee at the end of their term of office or project for the purpose of aiding the next chairman of the committee.

Section 3: The power to form special committees and appoint their members rests with the organization (unless bylaws make other provisions or unless this power is delegated by the organization to the executive committee of the president).

Section 4: The president shall be a member of all committees except the nominating committee.

Section 5: The committee chairs shall act as coordinators for each committee. Each chair shall report directly to the president and turn in a monthly report which shall be read at each meeting.

**ARTICLE X: FISCAL YEAR/FISCAL RESPONSIBILITIES**

Section 1: The fiscal year of the organization shall begin on July 1st and end on June 30th. **Amended on 06/04/2025**

Section 2:

a. Only board members; principal and board approved volunteers; and Teacher Representative will be permitted to handle BEST funds**. Amended on April 16, 2019**

b. Procedure for handling cash box shall be as follows:

1. Complete cash box request and submit to treasurer 1 week prior to event with two board signatures. **Amended on April 16, 2019**

1. Box shall not be handled by more than two approved people.

2. Funds must be counted by two BEST board members, including the teacher representative, when taken out of secure location. **Amended on 06/04/2025**

3. At the end of the event, funds must be recounted in front of two people, record on deposit form and turns it into the Treasurer or puts in the B.E.S.T. safe and notifies Treasurer. **Amended on April 16, 2019**

4. Cash box returned to secure location.

c. BEST funds may not be removed from school premises, with the exception made for the deposit into the BEST account by only the principal or his designee.

d. All reimbursements are made upon delivery of board approved receipt.

e. All expenditures must be board approved.

f. The use of Cash Box Request, Deposit Request, and Check/Reimbursement Request forms must be used. Two (2) signatures are required on each request except for Deposit Request. **Amended on April 16, 2019**

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not appointed by the president.

**ARTICLE XIII: AMENDMENTS**

Section 1

a. Amendments to bylaws can be proposed by any member of BEST and must be published on the agenda for at least one month prior to the meeting in which voting would occur. An Amendment proposal must have 80% board members present and 2/3rds approval of all present members. **Amended on 06/04/2025**

b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by two thirds vote of the executive committee.