

BEATTIE ACTION TEAM BYLAWS

REVISED MAY 2010

Article I. MISSION STATEMENT

The Beattie Action Team will focus on the welfare and education of the students at Beattie Elementary School. This group will serve as an open forum and provide information to the Beattie community. The Beattie Action Team will represent Beattie within Poudre School District, facilitate communication among Beattie committees, offer direction for fund-raising and expenditures, and promote parental involvement.

Article II. DECISION MAKING POLICY

The Beattie Action Team will strive for common agreement among all participants, relying on majority vote when needed. Each Board member in good standing is entitled to one vote.

Article III. GENERAL POLICIES

Section 1. Beattie Action Team will not do fundraisers that involve students to sell products door-to door.

Section 2. Businesses of parents and/or guardians of Beattie students will not be endorsed by the Beattie Action Team.

Section 3. The Beattie Action Team is the sponsoring organization for Cub Scout Pack 12.

Section 4. Any extenuating circumstances involving a Beattie student or his/her family needing support will be reviewed on a case-by-case basis.

Section 5. No membership dues shall be required or collected.

Article IV. MEMBERSHIP

Section 1. GENERAL MEMBERS – Membership in BAT shall be automatic to all staff and parents/legal guardians of current students at Beattie Elementary School. General members have the right to attend and participate in all monthly meetings of the organization, but shall not have the right to vote or introduce motions.

A. General Members are deemed to be eligible for nomination for a vacant Board Member position after a General Member has attended two consecutive

meetings.

- B. A General Member requesting to become a nominee for an open board position shall place their request with one of the chairpersons.

Page 1 of 6

Section 2. BOARD MEMBERS - There are up to fifteen (15) Board positions on the Beattie Action Team: Chairpersons (2), Recorder, Treasurer, Grocery Certificate Coordinator, Volunteer Coordinator, Party Money Coordinator, School Accountability Committee Representative, School Board Representative, District Advisory Board Representative, School Improvement Team Representatives (2) Beattie Administrator, Staff Representatives (2), and General Members. Individual duties and responsibilities of the Board positions are attached.

- A. Attendance is expected of all Board members at all meetings.
- B. The Beattie Administrator is a standing member of the Board.
- C. The Beattie staff will choose the two staff positions.
- D. All Board members will keep summary notebooks to be passed on to their successors.
- E. Appropriate sub-committees will be formed as necessary to facilitate major research or projects/programs throughout the year. The need for such sub-committees will be overseen by the chairpersons or administrator or can be requested by any Board member. Said sub-committees will determine their own meeting schedule and structure as necessary to complete a task.
- G. Revisions to the Board membership requirements will necessitate discussion and voting by the active Board. If revisions are made, the revisions are to be published in the Beattie Newsletter.

Section 3. HONORARY MEMBERS – With the approval of the board, former parents/legal guardians may hold offices.

Article V. MEETINGS - Beattie Action Team meetings will be open to every parent or guardian of a child currently enrolled at Beattie. Meetings will be open to every staff member.

Section 1. Meetings will be held once per month during the school year.

Section 2. The members will determine time and date of meetings annually.

Section 3. Chairpersons can call special meetings or open forums as needed.

Section 4. Chairpersons may decide along with the Principal to cancel a meeting if it is unnecessary to meet.

Article VI. GENERAL CONDUCT OF MEETINGS

Section 1. Review minutes of previous meeting.

Section 2. Review reports from Board members.

Section 3. Allow for open forum.

Section 4. Submit agenda ideas for next meeting.

Page 2 of 6

Article VII. NOMINATING PROCEDURES

Section 1. NOMINATING COMMITTEE

- A.** A sub-committee, known as the Nominating Committee, will consist of the Administrator, a SIT representative, both chairpersons, and a staff member.
- B.** The Nominating Committee will publish board openings in the Beattie newsletter as needed, and will provide the deadline for members to submit his/her name as a nominee for said position.

Section 2. VACANCIES

- A.** The Nominating Committee will be responsible for appointing replacements for any positions vacated throughout the school year, after having given notice of the deadline for any nominee to submit his/her name. *
- B.** The Nominating Committee may nominate the candidates for any open positions at year's end.
- C.** If two or more people are nominated for a single position, a vote will be taken of the current eligible board members during the April meeting. The person receiving the most votes will be selected for the position. The voting method to be used shall be a show of hands. In the event a tie should occur during voting for any office, the chairpersons will select a method to determine the winner.

Section 3. TERM OF OFFICE

- A.** Each position will be filled for a minimum of one year, with new officers assuming their duties at the end of the school year and ending their duties at the end of the following school year.
- B.** A member may serve on the same, or another board position for a term of more than one year.
- C.** A Board member may occupy more than one board position at a time.

Article VIII. BYLAW AMMENDMENT POLICY

- Section 1.** The Bylaws of the Beattie Action Team should be reviewed in April of each year by the Board and the School Improvement Team.

Section 2. If any changes are deemed necessary, they will be ratified by the current **BAT Board and SIT members** and presented to the new members for the following school year.

Page 3 of 6

Article IX. BEATTIE ACTION TEAM BOARD MEMBERS' DUTIES AND RESPONSIBILITIES

Section 1. CHAIRPERSONS (two)

- A.** Prepare agendas and lead meetings.
- B.** To ensure that the charter and bylaws are followed throughout the year.
- C.** Communicate regularly with administrator.
- D.** Monitor timeline of activities and programs.
- E.** Serve as, or appoint a **School Improvement Team** representative.

- F.** Sign the annual charter renewal for Cub Scouts Pack 12. Chairs are also responsible for signing the applications for the adult leadership for Pack 12.

Section 2. RECORDER

- A.** Keep minutes of all meetings.
- B.** Make the minutes available in the office, and e-mail the minutes to the board members if possible.
- C.** Maintain attendance roster for all meetings.
- D.** Coordinate written communications from the Beattie Action Team. (For example, social communications such as thank you notes or marketing items for newspaper publication.)
- F.** Arrange for a substitute from the Board to keep minutes at any meeting that the recorder is unable to attend.

Section 3. TREASURER

- A.** Receive all monies of the organization.
- B.** Balance bank account monthly and keep record of receipts and expenditures.
- C.** Pay out funds as authorized.
- D.** Present a statement of account at each meeting.
- E.** Publish a full report at the first general meeting of the year.
- F.** Complete and file all required tax forms, including the following,
 - 1.)** IRS Form 990 for an Organization Exempt from Income Tax. This form shall be completed annually by the 15th day of the 5th month after the end of the fiscal year. (Due January 15th, annually.) **The**

fiscal year of BAT shall begin on September 1st of each year and end on August 31st of each year.

- 2.) City of Fort Collins Sales Tax Exemption Return. This must be filed every three years. (Due May 2006.)
- 3.) File the Periodic Report of a Corporation or Limited Liability Company with the State of Colorado every year. (Next due date is 3-31-2006.) (This filing requires a \$25 fee, which is covered in the annual budget under Administrative/Operating fees.

Page 4 of 6

Section 4. GROCERY CERTIFICATE COORDINATOR

- A. Call participating grocery stores to order gift certificates as needed. Obtain check(s) from Treasurer. Keep log of all certificates.
- B. Monitor and maintain proper amount of certificates in the school office at all times.
- C. Balance and maintain log of certificate activity, and deposit checks/cash both on a weekly basis and at month-end. Notify Treasurer of all deposits made and of month-end gift certificate balances for treasury record keeping.

Section 5. VOLUNTEER COORDINATOR

- A. Obtain information annually regarding volunteers.
- B. Maintain updated list of volunteers throughout the school year.
- C. Coordinate volunteers as needed for established programs.
- D. Coordinate volunteers as needed by staff or administration.

Section 6. PARTY MONEY COORDINATOR

- A. Collect money from students for the Halloween/Fall Festival Party, Winter Holiday Party, and Valentine's Party.
- B. All money collected must be kept separated by grade level.
- C. Record must be kept of which students gave money. A second notice will be sent to those students who did not contribute with the first notice. A second notice will not be sent to students on free and reduced lunch.
- D. All money collected must be deposited to the BAT Bank Account.
- E. The treasurer will distribute all funds to the Party Coordinators, as designated by the Volunteer Coordinator.

Section 7. SCHOOL ACCOUNTABILITY COMMITTEE REPRESENTATIVE

- A. Attend Beattie Accreditation Committee meetings and report back to Beattie Action Team at each meeting and to SIT as necessary.
- B. Arrange for a substitute to attend any Accreditation Committee meeting the representative is unable to attend.

Section 8. SCHOOL BOARD REPRESENTATIVE

- A. Attend or view Poudre School District Board of Education meeting or review minutes of said meetings. Report back to BAT at each meeting.
- B. Arrange for a substitute to attend any District School Board meeting the Representative is unable to attend.

Section 9. DISTRICT ADVISORY BOARD REPRESENTATIVE

- A. Represent Beattie at District Advisory Board meetings and report back to** BAT at each meeting and to SIT as necessary.
- B. Arrange for a substitute to attend any District Advisory Board meetings that the member is unable to attend.

Section 10. SCHOOL IMPROVEMENT TEAM REPRESENTATIVES - (two, includes one chairperson and one board member)

- A. Attend all School Improvement Team meetings.
- B. Report back t BAT at each meeting.

Section 11. BEATTIE ADMINISTRATOR

- A. Serve as liaison between Beattie staff and the Beattie Action Team.
- B. Report at each meeting about school and district issues.

Section 12. STAFF REPRESENTATIVES (two)

- A. Serve as liaison between Beattie staff and the Beattie Action Team.
- B. Report at each meeting about school and staff issues.
- C. Provide information to staff about BAT meetings, projects and programs.