

Belmont Family Association (BFA)
By-Laws

1. Article I: NAME

The name of this organization is the Belmont Family Association, Belmont Elementary School, Lincoln, NE.

2. Article II: MISSION STATEMENT

Sharing responsibility in our children's education.

3. Article III: BASIC POLICIES

3.1. The following are basic policies of this organization.

- 3.1.1. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 3.1.2. 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 promotion of the mission of the organization.
- 3.1.3. 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 to public office.
- 3.1.4. The organization shall work with Lincoln Public Schools (LPS) to support the improvement of education in ways that will not interfere with administration of the schools and their policies.
- 3.1.5. 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.
- 3.1.6. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.
- 3.1.7. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

4. Article IV: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. Its “articles of organization” comprise these by-laws, as from time to time amended.

5. Article V: MEMBERSHIP AND DUES

- 5.1. Membership in this organization shall be made available without regard to race, sex, color, creed or national origin.
- 5.2. Membership categories shall include, but not be limited to, Belmont family units, Belmont staff, and any other interested individuals.
- 5.3. The organization will not have membership dues as a condition of membership.

6. Article 6: OFFICERS AND THEIR ELECTIONS

- 6.1. The officers of the organization shall consist of Chair (President), Vice-Chair (Vice-President), Secretary, Treasurer, At Large Board member(s), and Staff Representative(s).
- 6.2. Chair (President) and Vice-Chair (Vice-President) will be voted on by the general population in the spring of odd years. Secretary and Treasurer will be voted on by the general population in the spring of even years. At-Large member(s) will be voted on by the general population every spring. The elected officers shall perform the duties of offices as provided in Article VII and other duties as required by these by-laws. Officers shall assume their official duties on July 1.
- 6.3. Vacancies in office shall be filled by appointment by the Executive Committee to complete the unexpired term.

7. Article VII: DUTIES OF OFFICERS

7.1. The Chair (President) shall:

- 7.1.1. Preside at all meetings of the association and of the Executive Committee and shall be ex-officio members of all committees.
- 7.1.2. Serve a two-year term.
- 7.1.3. Have served previously on the Board for two years as Vice-Chair (Vice-President).
- 7.1.4. Serve as officer and signatory for checking account and official documents.
- 7.1.5. Schedule meetings, prepare agenda and facilitate discussion.
- 7.1.6. Meet regularly with the Principal (individually or with the Board).
- 7.1.7. Help coordinate calendar of events.
- 7.1.8. Help prepare budget.
- 7.1.9. Help perform annual audit of books.
- 7.1.10. Perform such other duties as may be prescribed in these bylaws or assigned by the organization or its Board.

7.1.11. Create and appoint special committees as necessary, with the approval of the Board or the general organization.

7.2. The Vice-Chair (Vice-President) shall:

- 7.2.1. Serve a two-year term with expectation to move to Chair (President) after that two-year term.
- 7.2.2. Act as an aide to the Chair (President).
- 7.2.3. Perform the duties of the Chair (President) in the absence or inability of that officer to serve.
- 7.2.4. Set up for meetings: tables, whiteboard, directing people to the meeting.
- 7.2.5. Act as a keeper of the by-laws of the organization.
- 7.2.6. Perform other duties as assigned by the Chair (President).

7.3. The Secretary shall:

- 7.3.1. Serve for a two-year term.
- 7.3.2. Record the minutes of all meetings.
- 7.3.3. Have custody of the official documents of the organization, including, but not limited to, the by-laws, employer identification number, etc, and maintain them.
- 7.3.4. Distribute copies of minutes to the board and the general school population through either the Belmont website or Cougar Tracks/Paw Prints.

7.4. The Treasurer shall:

- 7.4.1. Serve for a two-year term.
- 7.4.2. Be a custodian of all the funds of the organization.
- 7.4.3. Keep full and accurate account of receipts and disbursements in books belonging to the organization.
- 7.4.4. Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the general organization or by the Board.
- 7.4.5. Make disbursements as authorized by the President, Executive Board, or general organization in accordance with the budget adopted by the general organization taking proper vouchers for such disbursements.
- 7.4.6. Present a financial statement at every meeting (monthly).
- 7.4.7. Provide an account of all transactions and of the financial condition of the organization when requested by the board or the general organization.
- 7.4.8. Submit the books annually, or upon the resignation of the treasurer, for an audit.
- 7.4.9. Complete all appropriate tax filings for the year(s) served prior to leaving office.
- 7.4.10. Prepare a preliminary annual report for presentation at a final meeting of the general organization and prepare all necessary materials for audit at the

end of the fiscal year. The audit shall be completed by July 1 following the end of the school year.

7.5. Section 5. At Large Board Member(s) shall:

- 7.5.1. Serve for a one-year term
- 7.5.2. Perform duties to assist Board members and school officials.

7.6. Staff Representative(s) shall:

- 7.6.1. Coordinate communication between the Belmont staff and the organization.
- 7.6.2. Coordinate staff involvement.
- 7.6.3. Coordinate childcare for Belmont Family Association (BFA) meetings.
- 7.6.4. Ask Assistant Head Custodian to set out sign on meeting days.
- 7.6.5. Coordinate and put dates on facilities calendar.

7.7. All officers shall perform the duties outlined in these by-laws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the Chair (President) without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

8. Article VIII: Executive Board

- 8.1. The executive committee shall consist of the elected officers of the organization, the chairperson of each committee, the principal, staff representation and any at large members.
- 8.2. The executive committee duties shall be to transact necessary business between organization meetings and such other business as may be referred to it by the organization.
- 8.3. Meetings of the executive board shall be held monthly.
- 8.4. A majority of the members of the executive board shall constitute a quorum for the transaction of business.
- 8.5. Special meetings of the executive board may be called by the Chair (President) or by a majority of its members, five (5) days notice being given to each member of the executive board.

9. Article IX: Amendment of By-laws

These by-laws may be amended at any regular meeting by a majority vote, provided that the amendments have been published in the school newsletter or otherwise made available to all school members no less than two (2) weeks prior to that meeting.