

Bylaws of the William A. Brummer Elementary Parent Teacher Organization known as the Brummer Neighborhood Council (BNC)

Article I: Name

The name of the parent/teacher organization of the William A. Brummer Elementary School will be The Brummer Neighborhood Council, hereinafter referred to as the “BNC”. The principal office of the BNC shall be located at 9919 Rushton Rd, South Lyon, MI 48178. At no time shall a person’s home be the primary address used to receive correspondence on behalf of the BNC unless special circumstances prohibit. Then the President’s home address shall be used as the primary address if approved by the board.

Article II: Purpose

- A. The BNC supports Brummer’s vision and mission. The BNC’s purpose is to enhance the educational and social environment of the school through effective activities. The BNC is designed to promote academic and financial goals, parent volunteerism and communication while maintaining a collaborative working relationship with the academic and support service staff and other parent/guardians and appropriate members of the Brummer community. The BNC does not actively participate in curriculum, discipline, rules, or school budgeting. Any parent voicing concerns or questions to these areas should be referred to the appropriate Brummer staff.
- B. The BNC is organized for the purpose of educational and charitable purposes as governed by section 501(c)(3) of the Internal Revenue Code of 1986. All of the assets and earnings of the BNC shall be used exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and any successor Internal Revenue laws of the United States of America.

Article III: Policies

- A. The BNC shall work in accordance with the BNC bylaws, Brummer and South Lyon Community Schools policies and mission statements.
- B. It will file all Tax Returns in a timely manner within the IRS and State of Michigan guidelines, statutes and laws. The BNC shall be non-commercial, non-sectarian, non-partisan and will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities.
- C. Neither the name of the BNC nor the names of its officers in their official capacities shall be used in connection with any commercial concern or partisan interest for any purpose inconsistent with the stated objectives.
- D. The BNC may cooperate with societies and organizations in agreement with the stated objectives.
- E. Anyone participating in the BNC (Board, committee, and/or member) who does not comply with these bylaws can be removed from the Board and/or committee by the majority vote of the BNC.

- F. No member of the BNC Board or General Membership shall be compensated in any way from the BNC.
- G. BNC-PTO shall not carry on any activities not permitted to be conducted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- H. Copies of the bylaws shall be available to all members within 10 days of such request.

Article IV: Membership

- A. All parents/legal guardians with children currently enrolled at Brummer are automatically voting members of the BNC. No membership fees are required.
- B. All staff members are automatically members.
- C. The Governing body of the Brummer Neighborhood Council shall be Principal, teacher representative and an Executive Board consisting of a President, Vice-President, Volunteer Coordinator, Treasurer, and Secretary. At minimum for the Board to function, four unique members must be appointed. All members of the board are voting members with the exception of the Principal and teacher representatives.
- D. All Executive Board members shall
 - a. Attend all general BNC-PTO and executive board meetings
 - b. Train their executive successors
 - c. Assist in all BNC-PTO functions
 - d. Maintain and enforce a workable knowledge of the BNC-PTO Bylaws
 - e. Assist the treasurer in forming the annual BNC-PTO budget by June
 - f. Communicate and give updates to executive board and membership when requested
 - g. Protect the legal responsibilities of the BNC-PTO
- E. These positions may be shared between two individuals, such as Co-Presidents, Co-Vice Presidents, Co-Secretaries and Co-Treasurers, Co-Volunteer coordinator, with one person identified as the primary position holder.
 - a. President's duties:
 - i. Preside over and prepare agenda(s) along with meeting times and locations for all meetings; board and general. Work with the Principal for times and locations.
 - ii. Submit a copy of the agenda to the secretary for electronic publication.
 - iii. Establish and maintain strong working relationships with the Principal and staff.
 - iv. Oversee duties necessary for the effective operation of the organization.
 - v. Deliver BNC speech at Kindergarten Round Up.
 - vi. Sign contracts after the Principal and appropriate Board members have reviewed and approved.
 - vii. Assume the Vice President's financial responsibilities in the event that the role isn't filled.
 - b. Vice President's duties:

- i. Assume the duties of the President in his/her absence.
 - ii. Confer with committee heads to monitor their needs and progress. Inform them when they should attend Board or general meetings to provide an update.
 - iii. Coordinate assemblies with guidance from the Principal and the teacher representative.
 - iv. Accept teacher requests for classroom materials to present at BNC meetings.
 - v. Coordinate the Spelling Bee for Brummer Elementary students.
 - vi. Be the secondary signer on all BNC financial accounts.
- c. Treasurer's duties:
 - i. Act as the Treasurer for fundraisers.
 - ii. Act as custodian of all transactions, including maintenance of the BNC bank and PayPal accounts.
 - iii. Receive and deposit have custody of all monies acquired by the BNC.
 - iv. Maintain the budget as approved by the general membership.
 - v. Maintain subscriptions and memberships necessary (such as Zoom, Membership Toolkit, MoneyMinder).
 - vi. Provide a monthly account summary, including expenses, donations, and funds raised, to be presented and included in the minutes of each general membership meeting.
 - vii. Reconcile transactions with bank statements at minimum on a monthly basis.
 - viii. Make disbursements in accordance with the approved budget, as authorized by the BNC. Ensure tax exemption when possible.
 - ix. Ensure that a second Board member is on the bank account (usually VP or President) and give them access to the account ledgers for secondary reconciliation.
 - x. Maintain original copies of all contracts, invoices, receipts, disbursements, income, and bank statements for two years which shall be available for review when requested.
 - xi. Renew the BNC exempt status each year and file the appropriate 501(c)(3) tax forms by (September 30th) deadline.
 - xii. File the Michigan Licensing and Regulatory Affairs (LARA) Corporate Division annual report.
 - xiii. Go to the bank and assume bank transaction control as soon as possible after installation, and remove former Board members from the account.
 - xiv. The Treasurer's accounts may be examined by an auditor(s) appointed by the President at the request of the BNC.
- d. Secretary's duties:

- i. Transcribe, distribute, and publish all Board and general meeting minutes.
- ii. Present minutes to the President within seven days for review.
- iii. Present final minutes at general BNC meetings for membership approval.
- iv. Publish final general meeting minutes to the Weebly.
- v. Record meeting attendance.
- vi. Update school directories and bylaws as needed, both electronically and in hard copies for the office.
- vii. Retrieve the BNC mail once a week and sort mail to appropriate person(s).
- viii. Monitor and reply to messages sent to the BNC via email and social media.
- ix. Oversee the Communications committee and delegate tasks to them as needed.
- x. Manage and update the BNC calendar throughout the school year.
- xi. Communicate with the general membership as needed, via flyers, newsletters, Buzz, social media, and email.
- xii. Post reminders before every BNC General Meeting through signage at school and online.
- e. Volunteer Coordinator duties include:
 - i. Coordinate all BNC-related volunteers.
 - ii. Work with committee chairs to understand what roles need to be filled and to recruit the necessary volunteers.
 - iii. Work with the office and teachers to coordinate in-school volunteers, such as copy parents, room parents, and volunteers for specific events like field day and class parties.
 - iv. Prepare and distribute volunteer information and opportunities.
 - v. Maintain a list with contact information for all of the year's current volunteers.
 - vi. Attend monthly District volunteer coordinator meetings when scheduled.
 - vii. Organize Fall volunteer Orientation/Breakfast.
 - viii. Speak at Kindergarten Roundup.
- F. The Board may develop a Board position, for a specific role, for a maximum one-year term.

Article V: Committees

- A. Committees may consist of parents/guardians, students, and board members, and the President may act as ex officio member of all committees.
- B. A committee is a person or group of people who want to start an event, activity, or have a mission that will benefit Brummer. Each committee will have a chairperson appointed by the board.

- C. It is expected that a representative of each committee attend the BNC general meetings and be present during the time its event or function is taking place. If a representative cannot attend, a committee report should be given for a Board member to share.
- D. Each committee has a clear mission, approved by the Executive Board/BNC, and the autonomy to work to achieve that mission within the parameters set forth by the Board. It is expected that each committee look at its mission or goals and develop strategies for accomplishing those goals.
- E. Additional committees may be created as necessary.
- F. The committee must be approved at the closest general membership meeting.
- G. A Board member may not chair a committee, but may serve on a committee. If there are no volunteers to chair a committee, a current board member may chair.
- H. All monies received by a committee member must be turned over to the Treasurer not more than three days after the end of an event.
- I. All deposits given to the Treasurer from BNC events shall itemize cash, check, rolled coin with a total deposit summary.
- J. The BNC may include but is not limited to the following committees:
 - a. Fundraising
 - b. Communication/School Spirit
 - c. Beautification
 - d. Fifth Grade Activities (Fundraising/Camp/Track Meet, etc)
 - e. Yearbook
 - f. Elections
 - g. 4th Grade Committee (Fundraising/Breakfast)
 - h. Holiday Shop
 - i. Book Fair
 - j. Student Council Liaison

Article VI: Meetings

- A. All general meetings of the BNC shall be open to Brummer staff and public and participation by the staff and public is welcome. Meetings of the BNC Executive Board may be open to the public with public participation at the discretion of the President.
- B. Meetings shall be held once a month, September through May/June and the dates, times, and location of the meetings shall be made public to the members. Additional meetings can be called by the President or by the majority of the BNC Executive Board.
- C. Two thirds or more of the Executive Board members shall constitute a quorum at the BNC general meetings.
- D. A quorum of two thirds or more must be present at all Board meetings to vote on any issue. Any motions shall be done by majority vote.
- E. The general meeting shall be run using a board approved agenda. The financial status of the BNC will be reviewed and discussed at all general meetings with all expenditures and incomes disclosed. Minutes will be recorded for every general meeting.
- F. Robert's Rules of Order Revised shall govern all meetings of the BNC.

Article VII: Voting

- A. All members shall be voting members with the exception of the principal and teacher representative. In the event that a person holds more than one position (i.e. multiple committees and/or Board members), they will only have one vote. BNC members must be present at the meeting to vote. Absentee and proxy voting are not permitted.
- B. If meetings are held virtually, your full name must be visible with cameras on for voting.
- C. The President shall hold the tie breaking vote except in elections.
- D. Voting can take place in three ways: show of hands, ballots, or roll call.

Article VIII: Nominations and Elections

- A. Elected officers of the BNC shall be the President, Vice-President, Secretary, Treasurer, and volunteer coordinator.
- B. Each candidate will be given the opportunity to present to the general membership any information they would like to be considered during the voting process.
- C. Two members may share any one board position, with one elected as the primary, and the other elected as the assistant. If the intent is to share a board position, the two members must notify the nominating committee of the intent and be listed on the ballot as one set of candidates together.
- D. All positions shall hold a 1-year term and be voted upon every year at the May BNC general meeting as terms expire, with a majority vote deciding the winner.
- E. The BNC Executive Board shall appoint an Elections Committee of at least two persons during the February meeting. Elections Committee shall solicit candidates, conduct the election, distribute ballots (as necessary), count votes, and publicize results.
- F. At the May general meeting, the Elections Committee will announce the BNC positions to all parents, asking for write-in candidates at that time for all BNC positions. The Elections Committee shall announce to the membership the slate of candidates, conduct the election, distribute ballots, and count votes at the time of election.
- G. Election of Officers shall be by written ballot and tallied by the Elections Committee unless in the case of an extraordinary event where the majority of membership is unable to vote in person, the board can decide to hold real time online elections.
- H. Only those who consent to serve if elected shall be eligible for nomination.
- I. Executive Board members of the BNC shall be elected during the final thirty days of the year (May meeting) preceding their service, and shall assume their positions during the June board meeting, for a 1 year term.
- J. No person shall serve in a particular position on the BNC Executive Board for more than two consecutive terms. If there are no other candidates for the position, the Board member may serve another term.
- K. In the event of a tie vote, another general vote will be held for that position until the tie is broken.
- L. All members of the BNC, including the board, may vote for all positions.
- M. Nominees must be present at time of election to consent to be considered for the Board.
- N. Members are eligible for executive positions if they are in good standing for at least 14 calendar days before the nominations open.
- O. Elections will take place in the following order: President, Vice President, Secretary, Treasurer, Volunteer Coordinator.
- P. A vacancy occurring mid-term in a position of the BNC Executive Board may be solicited at the next general meeting and the vacancy shall be advertised at the school.

When someone steps forward, that person will then be voted into office at the next Board meeting by majority vote. If no one is available to fill the vacancy, the PTO Board members will share the duties.

- Q. In the case of a vacancy in the office of the President, a notice will go out to the school advertising the vacancy. If there are no candidates, the Vice President may choose to assume the roles, functions, and duties until the end of the term with the approval of the members, or the remaining officers will share the duties of the President.

Article IX: Dismissals

Dismissal Process

- A. An officer shall be dismissed for gross misconduct, negligence, sexual harassment, sexual assault, and/or blatant disregard for the PTO or South Lyon Community School District policy, procedures, or bylaws. The allegations must be brought to the Board. Upon review, the Board will attempt resolution before starting the dismissal process.
- B. A BNC Board member who receives monies, scholarships, or material goods as a gift or award must bring it to the attention of the BNC or risk investigation and/or dismissal. Some gifts or awards may be used for, but are not limited to, Teacher Appreciation, door prizes and general membership meetings, student activities, BNC general membership activities or given to families in need.

Steps for Dismissal Process

- A. Inform the person in question of allegations.
- B. Investigate allegations to determine validity, including providing opportunity for the accused person to respond.
- C. Present findings to all Board members in person at a Board meeting, with written follow-up to all parties.
- D. If a majority of the remaining Board members are not in agreement, the matter will be presented to the general membership for a vote. 2/3 of those attendees at the general meeting must approve of dismissal.

Article X: Finances

- A. The sources of financial support shall be contributions, interest earned on bank accounts, and revenues from fundraising efforts. No part of the net earnings of the BNC shall directly incur to the benefit of, or be distributable among its members, officers of the Board, or other private persons except that the BNC shall be authorized to reimburse for approved out of pocket expenses incurred for the benefit of the BNC.
- B. All funds must be kept in a checking/savings account in the name of the Brummer Elementary BNC-PTO requiring a minimum of two signers (the President or VP, and the Treasurer) and held at a local financial institution.
- C. All reimbursements sought from the Treasurer for BNC expenditures, shall be submitted through the Google online reimbursement request form, paper form or email with all receipts attached.

Article XI: Conflict of Interest Policy

To conform to the IRS federal tax-exemption status 501(c)(3), the BNC has adopted the following Conflict of Interest Policy:

- A. The purpose of the Conflict of Interest Policy is to protect the BNC's interest when it is contemplating entering into a transaction or arrangement that might also benefit the private interest of a BNC Board member or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- B. Whenever a BNC member has a financial or personal interest in any matter coming before the BNC, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the BNC to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- C. If the BNC Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- D. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the BNC Board determines that the member is an Interested Person and has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- E. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- F. All members must protect the tax-exempt status of the BNC when entering into a transaction, agreement, contract, or arrangement that might benefit the private interest of an officer or member of the BNC.
- G. To avoid conflict of interest issues, spouses may not serve on the Board concurrently. If all means of these bylaws are exhausted and there are no candidates more than one month into the school year, a spouse may request to be considered for such a position. This person will be voted into the office by a majority vote at the next general meeting.

Article XII: Contracts

- A. Only the President may sign contracts, invoices, or purchase orders. The President may also authorize a committee head to sign any document. However, prior to signing

contracts, the school Principal and two other executive board members must review and approve. Once approved, it must be made accessible to all board members.

- B. The Principal may not sign any contract on behalf of the BNC.
- C. All original contracts go to the Treasurer with a copy to the President within 10 days.
- D. All invoices will be addressed to the BNC with “Attention to the Treasurer”.

Article XIII: Liability

- A. The BNC Board shall not be held liable or responsible for contracts, debts or defaults of the BNC in any sum whatsoever, nor shall any mere informality in the BNC have the effect of rendering these bylaws null or void or of exposing the officers to any liability.
- B. The BNC may purchase and maintain liability insurance on behalf of the BNC Board members.

Article XIV: Dissolution

If the BNC Board determines by vote that it is necessary to dissolve the BNC, after paying all debts, any assets remaining shall be donated to William A. Brummer Elementary School or its successor.

Article XV: Amendments and Revisions

- A. Any amendment to these bylaws may be voted upon at any meeting of the BNC by a majority vote of the members present and voting, provided two weeks’ notice was given to the general membership.
- B. All amendments and revisions take effect immediately upon approval.

ARTICLE Effective Date(s)

Amended on April 27, 2022