

FRANKLIN ACADEMY COOPER CITY CAMPUS PTO BYLAWS

Article I - Name

The name of the organization shall be the Franklin Academy Cooper City Parent Teacher Organization (PTO).

Article II - Purpose

The group, through collaboration with the school administration, is organized for the purpose of supporting the educational environment at Franklin Academy Charter School by organizing fundraising efforts, events to benefit the school and its mission.

Article III - Membership and Dues

a. **General Membership.** Any parent, guardian, or other adult standing in loco parentis for a student currently enrolled at Franklin Academy Cooper City Campus shall be eligible for membership and shall have voting rights.

b. **Faculty Membership.** Any staff member currently employed at Franklin Academy shall be eligible for membership at no charge and shall have voting rights.

c. **Membership Dues.** Membership dues will be \$10.00 per family. All dues must be current within 7 days prior to a vote for a member to be in good standing and permitted to vote with the exception of the school's inaugural year whereby a vote is conducted prior to the collection of dues.

Article IV - Officers and Elections

Section 1: Officers. The officers shall be a President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Assistant Volunteer Coordinator and Event Coordinator. These Executive Board Positions/Officers are not only limited to the responsibilities described below, for further details on commitment please reference Article VI, Section 2.

a. **President.** The President shall preside over meetings of the organization and Executive Board, serve as the primary contact for the Principal, and/or his/her designee, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, except the nominating

committee, and coordinate the work of all the officers so that the purpose of the organization is served.

b. Vice-President. The Vice-President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice-President shall oversee all standing committees and serve as the primary contact for committee chair persons.

c. Secretary. The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The Treasurer shall receive funds of the organization, keep an accurate record of receipts and expenditures, and participate in paying out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

e. Volunteer Coordinator. The Volunteer Coordinator will be the only board position that will be appointed by the school Principal and administration. The school volunteer coordinator and PTO Volunteer Coordinator will be the same person. He or she will be responsible for communicating all PTO volunteer needs via the school designed system. The Volunteer Coordinator will work together with the Assistant Volunteer Coordinator to ensure event volunteer hours worked are properly applied once satisfied.

f. Assistant Volunteer Coordinator. The Assistant Volunteer Coordinator will work with the Volunteer Coordinator and Event Coordinator. He or she will ensure all event volunteer hours worked are properly documented, collected and received then signed by the President, Vice President or Volunteer Coordinator promptly following a PTO event.

g. Event Coordinator. The Event Coordinator will ensure that each event/function has a clear plan in place so all members of the board are aware of event requirements and details. He or she will assist with all individual committee meetings, planning, and event day. As well they will work closely with assistant volunteer coordinator to ensure event volunteer needs are communicated in detail.

Section 2: Standing Committee Chairs.

The chairs shall be selected by the Executive Board/officers with a two-thirds vote.

- a. **Book Fair Committee Chair:** This committee chair is responsible for planning and implementing the annual book fair and will work with the principal/designee & Scholastic representative to select dates & times. This person will also work with the FACC PTO to coordinate their fundraising events (ie. Reading with the Principal, family book fair night, etc.). The Book Fair Chair will start up the committee with the assistance of the FACC PTO.
- b. **Bulletin Board Committee Chair:** This committee chair works with the Vice President and Event Coordinator. He or she is responsible for posting items of interest to the PTO bulletin board and maintaining the boards so that items are current throughout the school year.
- c. **Social Media Committee Chair:** This committee chair works closely with the Vice President and Event Coordinator. They maintain all PTO social media accounts (ie: Facebook, twitter, etc.); post information in a timely manner; updates content on a regular and consistent basis.
- d. **Staff Appreciation Committee Chair:** This committee chair serves to recognize and show appreciation for all Franklin Academy Cooper City staff throughout the year by conducting several appreciation events. Events include the staff welcome back week, winter appreciation and the staff appreciation week in late spring. The staff appreciation chair will start up the committee with the assistance of the FACC PTO.

Section 3: Nominations and Elections. The election process will begin in April each year. The Executive Board will receive nominations during the month of April and create a ballot for the May meeting. At that meeting, nominations may also be made from the floor if there is not a candidate in a specific position. Voting shall be by ballot if there is more than one candidate for a specific position.

Absentee ballots must be requested by the member no later than 72 hours prior to the election day meeting time via email to PTO-CC@franklin-academy.org. The absentee ballot will be emailed back to the member no later than 48 hours prior to the election day meeting time. The member must email the ballot directly to the designated school administrator no later than 9am the school day following the election, to be included with all votes.

Section 4: Eligibility. Members are eligible for office if they are members in good standing at least 7 calendar days before the Executive Board begins receiving nominations

Section 5: Terms of Office. Officers are elected for two years and may serve no more than two (2) consecutive terms in the same board position. Each person elected shall hold only one office/position at a time.

Section 6: Vacancies. If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled meeting or special meeting within 30 days of the vacancy, a new Vice-President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regularly scheduled meeting/special meeting within 30 days of the vacancy.

Section 7: Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular or special meeting where previous notice has been given.

Article V - Meetings

Section 1: Regular Meetings. The regular meeting of the organization shall be held once each quarter at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The Secretary will send notification to all members of the organization at least one week prior to the meeting.

Section 2: Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the secretary. Notification of the special meeting shall be sent to the members at least 7 days prior to the meeting.

Section 3: Quorum. The quorum shall be 20% of members of the organization present during a meeting/special meeting. (This applies specifically to General Board Meetings)

Article VI - Executive Board

Section 1: Membership. The Executive Board shall consist of the officers, Principal and/or his/her designee.

Section 2: Commitment. As a Board member of the PTO, appointed Executive Board Members/Officers are fully committed and dedicated to the PTO's purpose and pledge to carry out the set yearly goals. The duties and responsibilities of their position, including the following:

1. Accepting the bylaws and understanding that each appointed Executive Board member/officer is morally responsible to serve in a leadership role.
2. Attendance of executive, general, special board meetings is necessary. An Executive Board member/officer may be asked to resign if they miss three consecutive meetings or miss 5 total meetings within a school year period.
3. If unable to attend a meeting, an Executive Board member/officer will notify the PTO Secretary and President as soon as possible prior to the start time of the meeting.
4. Executive Board members/officers must serve actively on at least two or more committees/events yearly.
5. Executive Board members/officers serve a two-year term. The level of each Executive Board member's/officer's participation is reviewed annually.
6. Accepting an Executive Board/officer position, indicate that the individual is making a statement of commitment to work as part of a cohesive team. If one is unable to meet the above commitment, he or she must offer his or her resignation promptly.

Section 3: Duties. The duties of the Executive Board/officer shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 4: Meetings. Regular meetings shall be held quarterly on a day and time to be determined by the Executive Board. Special meetings may be called by any two board members, with 24 hours of notice.

Section 4: Quorum. Half the number of board members present plus one constitutes a quorum. (This applies specifically to Executive Board meetings only)

Article VII - Committees

Section 1: Membership. Committees may consist of members and board members, with the President acting as an ex officio member of all committees, which serve individual fundraising efforts.

Section 2: Additional Committees. The Executive Board may appoint additional committees as needed.

Article VIII - Finances

Section 1. A tentative budget shall be drafted by the October meeting for each school year and approved by a majority vote of the members present.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and expenditures.

Section 3. The Executive Board shall approve all expenses of the organization.

Section 4. The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. The fiscal year shall coordinate with the school year.

Article IX - Parliamentary Authority

Section 1. The most current edition of Robert's Rules of Order shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with the organization's bylaws. Robert's Rules of Order are for conducting fair and orderly process of meetings.

Article X - Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail or flyer. Amendments will be approved by two-thirds vote of those PTO members present.

Proposed to Executive Board on: April 16, 2018