

By-Laws of the Franklin High School Parent Teacher Student Organization (FHS PTSO)

ARTICLE I- Name and Organization

The name of this organization shall be Franklin High School PTSO. The organization will be comprised of parents, teachers, and students of the Franklin High School. The organization operates as a non-profit 501(c) 3 organization of its members and its office shall be in the State of New Jersey.

ARTICLE II - Purpose of By-Laws

These by-laws establish rules and procedures for conducting the affairs of the organization. They are binding on the Executive Board, on members of any committees established by the Executive Board, and on the organization elected and non-elected officers. These By-laws shall serve in lieu of any articles of organization or constitution. Hereafter referred to as FHS PTSO.

Organization Purpose

The FHS PTSO is formed to provide support for the education of students at Franklin High School. More specifically, to:

- Encourage enthusiastic support and interest in the school and the welfare of its students and staff
- Encourage cooperation and communications between teachers, students and parents
- Lend support to the students and faculty/staff in carrying out educational experiences
- Encourage parental involvement in the educational process

ARTICLE III – Membership and Dues

Qualification - Membership is open to all parents/legal guardians of students at the Franklin High School and all current faculty and staff.

Members –A paid member can vote on any issue brought before the General Business meetings. Membership is open to parents, legal guardians and teachers. There will be one vote per paid family or paid household. In the event of a family with two separate households due to divorce or other legal reasons, one parent/guardian from each household can vote with paid membership. Any member may attend General Business meetings and participate in discussion; however, unpaid members may not vote on PTSO business.

Membership will open for incoming 9th grade parents prior to Special Business meeting in May (refer to Article IV, Election) to allow for participation in the election of Executive Board officers only for the following year. Membership will activate in July and remain active through June.

Dues -The organization shall authorize and collect membership dues to be used for the operation of the organization. Membership dues will be determined by the Executive Board. The membership drive shall close as of January 31st of that school year except for parents of “newly” enrolled Franklin High School students. “Newly” enrolled students are those who have just transferred into the school from an out of district school or a local private or charter school.

ARTICLE IV – Election and Installation of Officers

The privilege of holding an elected PTSO office is open to all parents/legal guardians of children of FHS and teachers and administrators.

Election – The Executive Board shall be elected by the paid members at a Special Business Meeting held in May of every year at the PTSO meeting.

1. There shall be a nominating committee appointed by the Co-Presidents no later than March
2. The nominating committee shall consist of a minimum of two members and one current officer who are not running for office in the upcoming election, and shall solicit volunteers for positions on the board.
3. Nominating committee members are eligible to run for any vacant Executive Board office after the nomination process is complete.
4. Nominations must be presented to the board and membership in writing at the General Business meeting in April and at the General or Special Business meeting in May, whichever comes first.
5. Nominations from the floor will close at least one week prior to the Special Business Meeting in May when elections will take place.
6. The membership must be notified in writing one week prior to the date of the election as to the candidates and the time and date of the election to be held at the PTSO meeting.
7. All persons nominated must have given their consent and address the membership prior to voting.
8. All persons nominated must be a paid member prior to voting. Membership will be verified before the ballot is given to the member for voting.
9. Election of officers will be by paper ballot vote. Sample ballot will be included in appendix.

Vacancies of the Board may be filled by presidential appointments until a formal election can be held. The vacancy shall be filled until the next meeting takes place.

Newly elected officers shall be installed by the outgoing Presidents at the June General Business meeting – This will be the first meeting of the new Board, presided over by the outgoing Co-Presidents until installation of the new officers is completed. Newly elected officers will serve until the following June.

All books, records, supplies or other materials necessary for the new Board to conduct the business of the organization shall be surrendered to the new Co-Presidents by August 1st.

Advisors to the Executive Board The Principal, Vice Principals, or other administration of the school shall act as an advisor to the Board and representative of the school district.

ARTICLE V - Executive Board and Non-elected Officers

The Executive Board The affairs of the organization shall be managed by the Executive Board.

1. Presidents or Co-Presidents
2. Vice Presidents or Co-Vice Presidents
3. Vice Presidents (VP) Communications or Co-Vice Presidents (VP) Communications
4. Recording Secretary or Co-Recording Secretaries
5. Corresponding Secretary or Co-Corresponding Secretaries
6. Treasurer or Co-Treasurers
7. Fundraising Chair or Co-Fundraising Chair

Non-Elected PTSO Officers

The following **non-elected officers** will serve in leadership roles pertaining to their specifically defined roles.

1. Principal (non-voting advisor to the Executive Board)
2. Teacher representatives

3. Membership Chair
4. Student representatives

Duties of the Executive Board -The duties of the executive board shall be to:

- Transact necessary business as referred to by the organization
- Prepare and submit a budget to the organization for adoption
- Approve routine expenses within the limits of the budget
- Complete all necessary forms and contracts to carry out the business of the PTSO

The Executive Board shall not have more than 50% of its elected members deriving a salary or income from the Franklin Township Board of Education.

Meetings -Regular meetings of the executive board shall be determined by the executive board and the time to be fixed by the board at its first meeting of the year in mid-July. A transition meeting of the outgoing and incoming executive boards shall be held no later than July 31st. Special meetings of the executive board shall be called by the Co-Presidents or by majority of the executive board.

A quorum of the Executive Board shall consist of a simple majority of the elected officers at the meeting when the vote occurs.

Tie Vote - In the case of a tie vote among the executive board officers, the membership shall be informed of the issue at the next General Business Meeting and a decision will be made by a vote of the membership.

Article VI – Duties of Executive Board Members & Non- Elected officers

1. The (Co)-Presidents shall preside at all general business meetings; shall prepare an agenda; shall represent the school on the President’s Council; shall act as liaison between the building administrator and the PTO; shall oversee with the treasurer that all books, reports and certificates, as needed, are properly kept or filed ; have the power to sign checks or drafts along with the Treasurer; and in conjunction with the Treasurer, prepare the budget. The President must ensure all activities adhere to approved budgetary guidelines.

2. Vice President shall act as aides to the President with all duties and shall, in their designated order, perform the duties of the President in the absence or inability of that Officer to serve.

3. The VP Communications shall be in charge of communication including but not limited to performing or overseeing the following: serving all notices to members of the organization, coordinating website updates with BOE and/or FHS website coordinator, President, VP’s, Treasurer, Chairs, and FHS Administration; Communication with FHS families via email; Posting information on the FHS PTSO Bulletin Board and managing the PTSO’s Facebook account.

4. The Recording Secretary shall keep the minutes and records of the organization; distribute minutes to the membership at subsequent meetings, to Executive Board members who are absent, and to the FHS website coordinator. The Recording Secretary will also maintain on file in the school’s Main Office the Minutes of the fiscal year and the organization’s Bylaws.

5. The Corresponding Secretary shall be responsible for attending to gift purchases and correspondence of the PTSO. This officer shall work closely with the VP Communications to foster and maintain a close working relationship between the teachers and the Executive Board. In the event any thank you letter or donation requests are needed the Corresponding Secretary will handle all letters.

6. The Treasurer shall be solely responsible for the monies of the PTSO; maintain all financial records; pay all bills; submit monthly written reports on the finances of the PTSO; and in conjunction with the President prepare a budget for the PTSO. All bank statements must be addressed to the school, reviewed, dated and initialed. The treasurer shall provide a copy of the bank statement to the co-presidents or recording secretary for safe keeping. Treasurer shall oversee with the President that all books, reports and certificates, as needed, are properly kept or filed and ensure all activities of the PTSO adhere to budgetary guidelines.

7. The (Co)-VP Fundraising shall be in charge of fundraising and overseeing the activities of the chairpersons for the individual fundraisers. This officer will also present a monthly report to the membership of all ongoing, planned and completed fundraising activities at the general meetings. This officer will monitor all fundraising expenses to ensure they adhere to budget guidelines.

Non-Elected Officers:

1. **Co-Membership Coordinators** shall be responsible for enrollment of members and maintaining an accurate listing of the FHS PTSO Membership. The coordinator will distribute and collect the membership forms and work with the VP communications to maintain a database of our membership, which will be available at the general monthly business meetings.
2. **Chairpersons** shall be responsible for all of the monies budgeted to their accounts; initial all expense reports charging expenses to their accounts; provide the Treasurer with an expense report within one week of incurring the expenses, provide the Treasurer with an event deposits within one week of the event closing date; report on their activities to the membership at General Meetings; and maintain a written account of the manner in which their duties have been carried out, this record which will become a part of the official organization's records and should include: costs, contacts, timings, committee members, publicity and recommendations for improving the same in the future. All Chairpersons must be paid members of the PTSO.
3. **Principal** The Principal of the school shall act as an advisor to the board and representative of the school district.
4. **Teacher Representatives** The faculty shall be represented by two teachers, one from each grade, as Teacher Representatives, who will liaise between the PTSO and FHS faculty and staff. The Teacher Representatives will inform both bodies of all activities and pertinent information which may be disseminated or upon which action must be taken. The Teacher Representatives must be paid members of the PTSO.
5. **Student Representatives.**

Removal of Executive Board Officers and Non-Elected Officers:

An elected officer may be removed from office for any of the following reasons:

1. Having two or more unexcused absences from General Business or Executive Board meetings in any one academic year, as determined by the records of the meetings; or
2. Failure to satisfactorily perform duties as described in Article VI or for misconduct that adversely affects the FHS community and/or the PTSO.

Removal of an officer shall be subject to majority vote of other Board members.

A non-elected officer may be removed for failure to satisfactorily perform duties relating to the program or activity to which he/she is assigned, or for misconduct that adversely affects the FHS community and/or the PTSO. Removal shall be subject to a majority vote of Board members.

ARTICLE VII - Meetings

Meetings There shall be at least six General Business meetings each year. At each of these meetings, a listing of all paid members shall be available; this list will be used as a sign-in sheet in which the attending member will initialize his/her name. The date for these meetings will be entered into the school calendar for September. The membership will decide these dates at the last General Business Meeting in June. Additional meetings shall be held whenever deemed necessary by the executive board and shall be published to the membership at least one week in advance of the meeting.

The purpose of the General Business meetings is to:

- Conduct the organization's business
- Prepare and submit to the membership a budget for the organization
- Approve un-budgeted expenditures
- Create standing and special committees
- Appoint a bookkeeper or committee to examine the books of the organization
- Approve plans of work of standing and special committees.

Special Business Meetings may be called at any time by a majority of the Executive Board.

At any Business Meeting (General or Special), a quorum shall consist of five Executive Board members.

Outside a General Business meeting, a quorum shall consist of a simple majority of any elected Officers. Urgent business that shall arise between General Business meetings that require a vote will be made known to the membership with an agenda provided. A Chairperson whose area of responsibility is affected by such a vote can insist that the vote be postponed to the next General Business meeting so that a full discussion can occur prior to the vote. A record of who has voted and the vote tally must be made and reported by the recording secretary at the next General Meeting. This record will be appended to the previous General Meeting minutes.

All voting shall be done in accordance to Robert's-Rule of Order. Except for elections, all voting may be by voice or show of hands, unless the majority of those present wish to vote by ballot.

When voting in the Elected Officers, this shall always be by paper ballot, which shall be maintained by the Recording Secretary for one year. The minutes shall state how many people voted for and against each specific Officer position and how many voting members in attendance abstained from voting. The minutes shall also state the manner in which proof of PTSO voting membership was checked.

Any member may attend General Business meetings and participate in discussion; however, unpaid members may not vote on PTO business.

Social Media -

Anything posted to various social media platforms, including but not limited to Facebook and Twitter, must be approved before posting. Only the VP-Communications may post to the social media accounts. Approvals will be made in the following situations.

- 1) The VP-Communications may post items that are sent from the school via phone, text, or email blast.
- 2) The President can approve items and send them to the Co-VP-Communications for posting.

Items that will be posted are

- 1) Things that are specific to the school or the PTSO, ie meeting dates, event dates.
- 2) Things that are specific to the school district as a whole, ie board meetings, emergency closings.
- 3) Important events for other of the district PTO's/PTSO's, ie major fundraisers.

Social media accounts are closed to all but PTSO members. Membership will be reviewed when requesting to join the Facebook group. Please note that we reserve the right to block people who are not members or who cause unnecessary issues.

Article VIII – Fiscal Year Procedure

1. The fiscal year of the PTSO shall run July 1st to June 30th.
2. Yearly FHS PTSO budget should include all planned events expenditures and as many expected expenses for the year as possible. This budget must be voted on by the membership at first PTSO meeting of the year. Any expenditure not pre-approved by the budget or over the \$200 need to be voted during a meeting by the general membership. The Executive Board can vote to approve an expenditure not already approved in the annual budget of \$200 or less with a majority vote. This option cannot be exercised more than 3 times in one fiscal year.
3. FHS PTSO must be properly insured each year in order to host events at the school. FTBOE requires all PTO's to carry insurance.
4. As a requirement to remain compliant for tax exempt status the PTSO must file yearly tax returns - 990, 990-EZ or 990-N.
5. Conduct a yearly audit of the books- Have two board members and/or principal sign off on audit.
6. The PTSO treasurer must present a monthly statement at each monthly PTSO meeting and vote to accept the report at each meeting. A statement should contain total deposits, total expenses for a given time period and a current bank balance.
7. All requests for reimbursements need to be accompanied by a receipt.
8. Monthly bank statements and credit card statements need to be reviewed and signed off on by two board members and filed.
9. The following positions can be assigned access to bank accounts and debit/credit cards: PTSO Co-President(s) and Co-Treasurer(s). In the event the President(s) and the Co-Treasurer(s) can't perform this duty then the PTSO Vice President(s) can be assigned access.
10. By July 31, the outgoing Treasurer and President will provide a final financial statement and surrender the checkbook and unexamined books to the new President who will have the books examined.
 - A. The examiner is to receive only the current receipts, bills, canceled checks, bank statements and ledger sheets pertaining to the previous year.
 - B. The examination may be conducted by a committee of preferably two or more people or a bookkeeper. Members of the outgoing Executive Board with check signing privileges may not serve on the examining committee nor may members of their family.

Article IX – Amendments

Minor changes to these By-Laws, such as typos, spelling errors, or formatting changes, can be made with the approval of the executive board. Minor changes will then be announced to the membership. Major changes to these By-Laws shall be brought to the membership for a vote after agreement from the Executive Board. Major changes for approval shall be announced and discussed at a previous meeting or via email to the membership one week prior to the meeting.

Article X – Expenditure of Funds

- A. In keeping with the purposes of our organization, funds are intended for the benefit of the FHS student body and should be used in that capacity. All expenditures must be authorized by the elected board and placed on a check request or reimbursement form.
- B. No blank checks will be issued by the Treasurer or the President
- C. Expense reports must be submitted to the Treasurer within two weeks of incurring the expense. The Treasurer must receive all event deposits from Chairs within two weeks of said event's closing date.
- D. Checks will be issued by the Treasurer for all payment within one (1) week of a receipt of a qualified invoice or expense.
- E. The Co-Presidents, acting as a unit, are allowed to spend a total of \$75.00 per month for PTSO related business without approval of the Board. Receipts of such expenditures must be presented to the Treasurer within one week and reported to the membership at the next General Business Meeting.

Current FHS PTSO board policy for handling **bounced checks** is as follows: The check amount plus the current bank service charge must be remitted in a certified check, cash or money order. After the debt has been paid in full the member may pay by check again. Should there be a second occurrence of a bounced check, we will not accept another check from this particular person (offender) for the remainder of the school year. After the PTSO fiscal year has ended, if the member has paid the total bounced amount, (check amount plus bank charge), then the member's check(s) will be accepted in future school years; however, if the total owed to the organization is not paid in full, then only certified checks, cash, or money orders will be accepted in future school years. The treasurer will maintain a 'bounce check list' of offenders.

Article X1 – Contributions to and Dissolution of FHS PTSO

- 1. **Contributions** - The organization shall have the right to solicit and accept contributions from third parties. All monies thus received will be used in furtherance of the organization's purpose as herein above stated. The organization shall have the right, however, to use a reasonable amount of any sum received for the payment of administrative expenses.
- 2. No substantial part of the activities of the organization is carrying on propaganda, or otherwise attempting to influence legislation, and the organization does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.
- 3. No part of net earnings of the organization shall inure to the benefit of any private shareholder or individual
- 4. **Dissolution** - Upon dissolution of the FHS PTSO, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Federal Tax Code), or shall distribute the same to the Federal Government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by order of Superior Court of the State of New Jersey in Somerset County, exclusively for such purpose or to such organizations organized and operated exclusively for such purposes as said court shall determine.

5. No part of net