ARTICLE I - Name and Organization
The name of this organization shall be Franklin Middle School Parent Teacher Student Organization (FMS PTSO).

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 FMS PTSO.

Organization Purpose
The FMS PTSO is formed to provide support for the education of students at Franklin Middle 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 FMS 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 7th 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. Membership will activate in August 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 Middle School students.
ARTICLE IV – Election and Installation of Officers

The privilege of holding an elected PTO office is open to all parents/legal guardians of children of FMS and teachers.

The Executive Board consists of the Co-Presidents (2), Vice-President Fundraising, Vice-President Communications, Treasurer and Recording Secretary; all of which are elected.

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

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 prior to the Special Business Meeting in May where 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 FMS
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
9. Election of officers will be by vote
10. Officers shall be installed at the June General Business meeting. This meeting is presided over by the outgoing Co-Presidents until installation of the new officers is completed.

Vacancies of the Board may be filled by presidential appointments until an election can be held.

Newly elected officers shall be installed by the outgoing President 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. Co-Presidents
2. Vice-President (VP) Fundraising
3. Vice-President (VP) Communications
4. Treasurer
5. Recording Secretary
ARTICLE V - Executive Board and Non-elected Officers continued

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 paid members deriving 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.

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 vote of the membership.

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 (one for each grade)
3. Membership Coordinator
4. Academic Coordinator
5. Committee chairs
6. Student representatives (one for each grade)

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

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

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 FMS website coordinator, President, VP’s, Treasurer, Chairs, and FMS Administration; Communication with FMS families via email; Posting information on the FMS PTSO Bulletin Board.

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. The Treasurer has authorization to exceed any approved expenditure budgeted item, with the exception of Grant or Gift items, by 10% or $50.00, whichever is less, without further motion or approval by the voting membership. 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.

The Corresponding Secretary shall be solely 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. The officer shall also report to the general membership the teachers’ requests and concerns.

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 FMS 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.

Non-Elected Officers:

Membership Coordinator shall be responsible for enrollment of members and maintaining an accurate listing of the FMS 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.

Academic Coordinator shall liaise with FMS administration on academic issues, serve as the FMS PTSO representative on the NCLB committee, and attend BOE meetings for the purposes of updating the PTSO members of pertinent topics discussed. The coordinator will work closely with the Teacher representatives and will assist teachers and faculty with academic sponsored events.

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 expenses 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 same in the future. All Chairpersons must be paid members of the PTSO.

Principal The Principal of the school shall act as an advisor to the board and representative of the school district.
Article VI – Duties of Executive Board Members & Non- Elected officers continued

Teacher Representatives The faculty shall be represented by two teachers, one from each grade, as Teacher Representatives, who will liaise between the PTSO and FMS 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.

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 records of the meetings; or
2. Failure to satisfactorily perform duties as described in Article VI or for misconduct that adversely affects the FMS 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 FMS 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 paid members and a simple majority of the elected officers.

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

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 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.

Article VIII – Fiscal Year Procedure

A. The fiscal year of the PTSO shall run July 1st to June 30th.
B. The books will be audited twice per year in July and January. An initialed copy of the ledger must be printed and included at the time of the audit.
C. By July 31st, the outgoing Treasurer and President will provide a final financial statement and surrender the checkbook and un-examined books to the new President who will have the books examined.
D. The examiner is to receive only the current receipts, bills, canceled checks, bank statements and ledger sheets pertaining to the previous fiscal year.
E. 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

These By-Laws may only be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds of the voting membership present at a General Business meeting provided that notice of the proposed amendments shall be given at a previous meeting or in writing 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 FMS student body and should be used in that capacity. All expenditures must be authorized by the elected board.
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 from Chairs all event deposits within two weeks of said event’s closing date.

Current FMS 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 X – Expenditure of Funds Continued

D. 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.

Article X1 – Contributions to and Dissolution of FMS 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. Dissolution - Upon dissolution of the FMS PTSO, the Executive Board, after paying or making provision for the payment of all the organization’s liabilities, shall distribute the remaining assets to the Franklin Middle School.