

BY-LAWS

FRANKLIN PTO

FRANKLIN ELEMENTARY SCHOOL

WADSWORTH, OH 44281

Amended February 2025

MISSION STATEMENT

Franklin PTO supports education as a collaborative process between the home, school, and community. Our mission is to promote active parent/guardian participation in the academic, social, and cultural development of each child and provide an environment that enables each child to reach their highest potential.

ARTICLE I

GOALS

- 1.1 Franklin PTO shall promote the welfare and education of children in the home, school, and community.
- 1.2 Franklin PTO shall seek to develop cooperation between educators and parents/guardians.
- 1.3 Franklin PTO shall work to acquaint the general public with the needs and aims of education.
- 1.4 Fundraising is done by Franklin PTO to provide cash flow for the following reasons: to support the annual budget, to improve school premises above and beyond what is covered by school funding, to promote a sense of community through service functions, and to provide additional projects as membership deems fit.

ARTICLE II

GENERAL POLICIES

- 2.1 Franklin PTO shall be nonsectarian and nonpartisan.
- 2.2 Franklin PTO may be involved in revenue-producing enterprises if the revenue produced is used in keeping with the objectives of Franklin PTO.
- 2.3 Franklin PTO shall not directly or indirectly participate or intervene (including by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any part of its activities to attempting to influence legislation by propaganda or other means. Likewise, the content of Franklin PTO activities, programs, and meetings will be limited to “information only” with regard to political and/or legislative matters.
- 2.4 Franklin PTO shall cooperate with the school to support the improvement of education in ways that will enhance, but not interfere with, the administration or seek to control its policies.

- 2.5 Franklin PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but individual members shall make no commitments that bind Franklin PTO.
- 2.6 Franklin PTO does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- 2.7 In the event of the dissolution of Franklin PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or, in the event that Franklin Elementary School is eliminated, assets will be distributed to PTO units at other schools.
- 2.8 Handling Money
- a. All monies should be kept in a locked cash box(es).
 - b. At regular intervals during the event or activity, monies should be removed from the cash box(es) by two (2) PTO officers or PTO members who have completed background checks and have been board-approved.
 - c. After removing the money, the two (2) PTO officers or board-approved PTO members should place the money in a sealed envelope or locked cash box and sign the sealed envelope or paper stating the total amount with signatures should an amount discrepancy occur.
 - d. Two (2) board-approved PTO officers or members will take the sealed envelope/cash box and place it in the locked Franklin PTO drawer in the main office closet.
 - e. All monies will be counted at the end of the event by two (2) PTO officers or board-approved PTO members., following the procedure laid out in guideline c.
 - f. The PTO Treasurer, Treasurer-Elect, President or President-Elect will deposit the money into the Franklin PTO bank account within 3 days of the event/activity taking place to keep accurate and live records of Franklin PTO monies.
- 2.9 All Franklin PTO board members will be background-checked either before taking office or at the beginning of their term.

ARTICLE III MEMBERSHIP AND DUES

- 3.1 Voting membership shall consist of adult members of any family paying annual dues to Franklin PTO. Any person interested in Franklin Elementary School or its students may pay dues to become a member. PTO membership shall consist of all adults listed on the membership form submitted with dues to Franklin PTO. Members and nonmembers are welcome to attend PTO activities/meetings but must be a paid member to have voting rights. Only one adult PTO member from a member household (defined by the address listed on the PTO membership form submitted) may vote at any PTO meeting.
- 3.2 Any staff member wishing to use a Booster Request must be a paid member.

ARTICLE IV OFFICERS AND ELECTIONS

- 4.1 The officers of Franklin PTO shall be a President, a President-Elect, a 1st Vice President, a 2nd Vice President, a Secretary, a Treasurer and Committee Head. These officers shall also serve as Franklin's representative at the President's Council. A Treasurer-Elect will be elected during the Treasurer's second year of the term.
- 4.2 Each year, a slate of officers shall be prepared by a Nominating Committee consisting of the President and at least two people from the general membership. All members shall have the opportunity to present their names for consideration for office. This Nominating Committee shall be in place in time to present their chosen slate of officers at the March general meeting. Additional nominations may be taken at that time and at any time prior to the April election by contacting the President. Any voting member is eligible for nomination. No person on the nominating committee may be on the presented ballot of officers with the exception of the President as stated in Article IV Section 4.2.
- 4.3 The election of officers will be taken during the April meeting of the preceding school year; however, if only one candidate is nominated for each office, upon motion from the floor, the election for those offices may be by voice. Officers shall assume their official duties immediately following the May meeting and shall serve for their designated terms.
- 4.4 A person shall not be eligible to serve more than two consecutive terms in the same office - unless a replacement for the following school year cannot be found. Anyone who has served more than one-half term will be considered to have served an entire term.
- 4.5 An officer may be removed from office upon vote at any regular meeting of the Franklin PTO by a two-thirds ($\frac{2}{3}$) vote of the voting members present.
- 4.6 A vacancy occurring in any office shall be filled for the unexpired term by appointment by the officers of Franklin PTO with approval of the membership present at the next meeting.

ARTICLE V DUTIES OF OFFICERS

- 5.1 The President shall preside at all meetings of the Franklin PTO; shall appoint the chairpersons of Special Committees and work with the Committee Head to oversee all PTO events; shall serve as the liaison to the Principal and staff; shall be an ex-officio member of all committees; and shall be authorized to sign checks. The President shall set the yearly calendar of events with the Board, along with the direction of the Principal before the start of school. The President shall amend the By-Laws. The President shall vote only in the event of a tie. The President shall also attend the President's Council meetings and be responsible for checking the PTO mailbox on a regular basis and distributing contents to the appropriate chairperson. The President shall serve a one-year term.
- 5.2 The President-Elect shadows the President to learn job-related duties in order to take over the position the following school year. The President-Elect shall preside in the absence of the President and shall serve as an aide to the President, both in Franklin and President's Council activities. The President-Elect shall be responsible for reviewing the Association By-Laws as deemed necessary by the officers or annually and provide amendments to the President. They shall also be authorized to sign checks and be added to the bank account. The President-Elect shall serve a one-year term.
- 5.3 The 1st Vice President shall preside in the absence of the President and President-Elect and shall serve as an aide to the President, both in Franklin and President's Council activities.

The 1st Vice President shall be responsible for reviewing the Association By-Laws as deemed necessary by the officers or in a period not exceeding five years. The 1st Vice President shall work (in cooperation with the President) to coordinate Chairpersons for Standing Committees. The 1st Vice President shall serve as the Volunteer Coordinator. The 1st Vice President is also responsible for managing the calendar, tracking deadlines, and notifying the membership of important dates and times. The 1st Vice President shall serve a one-year term.

- 5.4 The 2nd Vice President shall serve as Membership Chairperson and shall be responsible for coordinating the Franklin PTO membership drive, as well as keeping an accurate roster of the names of all dues-paying members. Additionally, the 2nd Vice President shall be responsible for coordinating additional activities to generate increased member participation throughout the year, including contacting new families that enroll during the school year. The 2nd Vice President shall preside in the absence of the President, President-Elect and the 1st Vice President. The 2nd Vice President shall serve a one-year term. In the event the 2nd Vice President position is not filled, the 1st Vice President shall assume the duties.
- 5.5 The Secretary shall create all agendas and record the minutes of all meetings retaining them on the Franklin PTO Google Drive or in the PTO filing cabinet for a period of seven years; shall provide copies of those agendas and minutes to meeting attendees; shall conduct all delegated correspondence; shall see that all officers are provided with a copy of the By-Laws. Additionally, the Secretary shall coordinate, create, and deliver all thank you cards. The Secretary shall serve a one-year term.
- 5.6 The Treasurer shall have record and knowledge of all funds belonging to Franklin PTO; shall deposit and keep account of all monies of Franklin PTO; shall pay out funds only as authorized by the membership; shall present a financial statement at each meeting and shall retain copies of all financial records on the Franklin PTO Google Drive or in the PTO file cabinet for seven prior years plus the current year. The Treasurer, Treasurer-Elect, President, and President-Elect are the only members with banking and check-writing privileges. The President, President-Elect, and Treasurer-Elect shall be added to the bank account to sign checks. The Treasurer will deposit all funds within 3 days of the event/activity and cut all checks within 2 weeks of the event/activity. A budget for the following school year will be presented to the membership at the April meeting and voted on at the May meeting. The Treasurer shall be bonded. All checks over \$500.00 shall be countersigned by the President of the unit. If the Treasurer or Treasurer-Elect needs a reimbursement for PTO expenditures, the President or President-Elect must sign the check. The Treasurer will be responsible for filing taxes and any other paperwork to maintain the 501 (c)(3) status each year. The Treasurer shall serve a two-year term.
- 5.7 A Treasurer-Elect will be elected during the Treasurer's second year of the term and will shadow the Treasurer in order to learn the details of the office. They shall also be authorized to sign checks and be added to the bank account. The Treasurer-Elect shall serve a one-year term.
- 5.8 The Committee Head will ensure the committee chairs follow through on details of their events (vendor contact, purchasing supplies, recording costs, communicating volunteer and donation needs, etc.). The Committee Head shall serve a one-year term.
- 5.9 In the event of any officer not being able to fulfill their role, the President shall assume the duties and/or appoint a replacement officer.

- 5.10 In the event the President is unable to fulfill their role, the 1st Vice President President-Elect shall assume the duties of the President for the remainder of the school year.

ARTICLE VI STANDING COMMITTEES

- 6.1 The Standing Committees shall be appointed by the officers as deemed necessary to promote the objectives/activities of Franklin PTO. An annual review of the Standing Committees shall be made with committees added or deleted as necessary. Each Standing Committee Chairperson shall keep a list of job duties, contacts, and other event/activity data to be passed on to their successor.
- 6.2 The Standing Committees coincide with Franklin PTO events determined at the beginning of each school year. Each committee may consist of the chairperson and co-chairperson or more members may be added as deemed necessary by that chairperson. A listing of Standing Committees with their descriptions is available to all members and nonmembers. That list is managed by the PTO Board.
- 6.3 Members and Officers may chair or participate in more than one standing committee.
- 6.4 The term of the standing committee shall be one year or until their successors are elected or appointed by the President.
- 6.5 The chairpersons of the standing committee shall represent the majority decision of its members.
- 6.6 The quorum of any committee shall be PTO members.
- 6.7 The President shall be an ex-officio member of all committees and have voting privileges.
- 6.8 Social Media Policy
The Franklin PTO's social media presence, including its Facebook group, is managed by the PTO Board. Standing committee chairpersons and members are encouraged to contribute relevant content related to Franklin PTO and Franklin Elementary School. Acceptable posts include information on PTO and school-sponsored events, fundraisers, district-wide initiatives, and other school-related activities. The PTO's social media platforms will not be used to promote personal fundraisers, non-school-related events, or activities not affiliated with Franklin PTO or Franklin Elementary School. All posts are subject to review and moderation by the PTO Board to ensure alignment with these guidelines.

ARTICLE VII RECEIVING AND DISBURSING (DISBURSEMENT) OF FUNDS

- 7.1 After payment of annual expenses, funds remaining can be earmarked for a specific purpose/project, excepting \$3000.00 (or amount determined suitable by membership) for beginning year expenses and/or "seed money".

- 7.2 No part of Franklin PTO monies shall be used to benefit private individuals or attempt to influence legislation or political campaigns, except for a school family which will be voted on by the membership at a general meeting.
- 7.3 The officers shall accept, review, and recommend applications for the disbursement of funds. Reasonable expenditures, in keeping with a member's office or committee responsibilities, shall not require membership approval. "New" or unusual expenditures of less than \$25.00 shall require only the approval of the President and/or Treasurer, with later review by the membership. All other expenditures shall require approval by a majority vote of the membership present at a general meeting.
- 7.4 Committee chairperson(s) must stay within their budget and must contact the Treasurer and/or President before spending the money if they need to exceed their budget by more than 5%. Any committee chairperson must provide receipts and have all money accounted for and reported to the Treasurer within 10 days of the event.
- 7.5 All monies shall remain on school premises and should be counted/verified by two (2) PTO officers or PTO members who have completed background checks and have been board-approved.
- 7.6 In the event of a budget shortfall, the Treasurer shall submit a revised budget reflecting changes based on said circumstance. The revised budget shall be voted upon for approval and will supersede any prior budgets.
- 7.7 If, at any time, monies raised are in excess of yearly budget, the PTO Officers and, if applicable, the Principal shall determine and submit a plan for earmarking said funds to the general membership for their discussion, additions, and approval.
- 7.8 The President-Elect will check the Treasurer's book each month, looking at the receipts and checks for reimbursements and checking the bank statement against the Treasurer's records.
- 7.9 In the event that a Wadsworth City School (WCS) employee or a WCS-sanctioned committee applies for a grant that requires a 501(c)(3) number and the applicant requests to partner with the Franklin PTO to meet that requirement, the following guidelines must be followed:
 - a. The grant must serve a wide student population, and the unit must have the approval from the majority of its members before proceeding.
 - b. If a proposed grant meets the requirements above, then the President must ensure that all grant paperwork flows through the Franklin PTO. The WCS employee or WCS-sanctioned committee will be responsible for completing the grant paperwork. The PTO President will sign off on the grant paperwork and use their respective PTO mailing or email address to have complete access to all grant paperwork.
 - c. All grant funds received from a grant application must be distributed to the applicant by the Treasurer no later than one week after receiving the grant check.
- 7.10 When Franklin PTO wishes to purchase equipment to be used by WCS students or personnel, they must comply with Board of Education policy.

ARTICLE VIII MEETINGS

- 8.1 Regular meetings of Franklin PTO shall be held at least monthly during the school year. The schedule may be altered as necessary.

- 8.2 Special meetings of Franklin PTO (*whether conducted face-to-face, via email or by conference call/teleconference*), to act in emergencies between regular meetings of Franklin PTO, may be called by the President or by a majority vote of Franklin PTO officers. At least two days' notice of such special meetings shall be given to the voting membership of Franklin PTO, and the purpose shall be stated in the notice. No other business than that stated in the notice shall be transacted at this meeting.
- 8.3 Those members in attendance shall constitute a quorum for the transaction of business in any meeting of the Franklin PTO, providing a minimum of three members (except the President) are present.
- 8.4 A vote is considered passed by a majority vote of the members present and voting.
- 8.5 Robert's Rules of Order shall govern Franklin PTO in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

ARTICLE IX AMENDMENTS

- 9.1 These By-Laws may be amended at any regular meeting of the PTO unit by a two-thirds ($\frac{2}{3}$) vote of the members present and voting provided that notice of the proposed amendment shall have been given at a previous meeting.
- 9.2 A committee, under the direction of the President-Elect, may be appointed to submit a revised version of the By-Laws, as a substitute for the existing By-Laws. The requirements for adoption of the revised By-Laws shall be the same as in the case of an amendment.
- 9.3 Any paid member may propose an amendment to the By-Laws, provided that the proposal is in writing and presented to the President-Elect for consideration or presented at a regularly scheduled meeting.
- 9.4 Upon approval by the membership annually, these By-Laws shall supersede any other By-Laws of this organization.
- 9.5 A copy of these By-Laws and any revisions shall be on file with the Principal, the office of the Superintendent, and the Board of Education.
- 9.6 These By-Laws shall be valid and enforceable in accordance with the aims and objectives of Wadsworth City Schools.

ARTICLE X FISCAL YEAR

- 10.1 The fiscal year of Franklin PTO shall begin on the first day of July and end on the last day of June of the following year.