

BY-LAWS
FRANKLIN PTO
FRANKLIN ELEMENTARY SCHOOL
WADSWORTH, OH 44281
Amended January 2022

MISSION STATEMENT

Franklin PTO supports education as a collaborative process between the home, school and community. It is our mission to promote active parental 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.
- 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 regards 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 dissolution of Franklin PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or, in the event Franklin School is eliminated, assets will be distributed to PTO units at other schools, proportionate to the number of former Franklin students to attend each.
- 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 and sign the sealed envelope.
 - d. Two board approved PTO officers or members will take the sealed envelope and place it in a locked room (ex. Principal's office) in the school.
 - e. All monies will be counted at the end of the event or placed in the school safe to be counted at a later time by two (2) PTO officers or board approved PTO members, following procedure laid out in guideline c.
 - f. During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.
- 2.9 All Franklin PTO board members ~~and committee chairs~~ 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 PTO United. Any person interested in Franklin School or its students or the children of Wadsworth may pay dues to become a member or may simply attend and participate in PTO activities/meetings. PTO membership shall consist of all adults listed on the membership form submitted with dues to PTO United. Members and nonmembers are welcome to attend PTO activities/meetings. 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 All members are welcome to participate in PTO United activities/meetings, as well.
- 3.3 The privilege of introducing motions and voting at PTO United meetings is extended only to Franklin PTO officers.

ARTICLE IV OFFICERS AND ELECTIONS

- 4.1 The officers of Franklin PTO shall be a President, a 1st Vice President (~~President-elect~~), a 2nd Vice President (Membership Chairperson), a Secretary and a Treasurer. These officers shall also serve as Franklin's voting delegates to PTO United.
- 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.
- 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 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 Franklin PTO; shall appoint the chairpersons of Special Committees; shall serve as the liaison to the Principal and teachers; 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 direction of the

Principal before the start of school. The President shall vote only in the event of a tie. The President shall also attend PTO United meetings and be responsible for checking the PTO mailbox on a regular basis and distributing to the appropriate chairperson. The President shall serve a one-year term.

5.2 ~~The Vice President shall serve as President-Elect and Membership Chairperson, with the presumption of taking over the Presidency in the following year.~~ The 1st Vice President shall preside in the absence of the President and shall serve as an aide to the President, both in Franklin and PTO United activities. The 1st Vice President shall be responsible for reviewing the Association By-Laws as deemed necessary by the officers or in a time 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 Parent Volunteer Coordinator. The 1st Vice President shall serve a one-year term ~~and move into the position of President the following year.~~

5.3 The 2nd Vice President shall serve as Membership Chairperson and shall be responsible for coordinating the Franklin PTO membership drive (in conjunction with the PTO United membership drive) and shall keep 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 and the 1st Vice President. The 2nd Vice President is responsible for scheduling a babysitter and coordinating Hospitality for the monthly meetings. 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.

5.4 The Secretary shall record the minutes of all meetings and retain them until the end of the school year at which time they will be stored in the Franklin PTO filing cabinet for a period of seven years; shall provide written copies of those minutes to meeting attendees; shall conduct all delegated correspondence; shall see that all officers are provided with a copy of the By-Laws; shall be responsible for notifying the membership of dates and times. The Secretary shall serve a one-year term.

5.5 The Treasurer shall have charge of all funds belonging to Franklin PTO; shall collect 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 for seven prior years plus the current year. The Treasurer and the President are the only members with banking privileges. The President shall be added to the account to sign checks. A budget for the following school year will be presented to 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 needs a reimbursement for PTO expenditures, the President 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.

5.6 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.

5.7 In the event the President is unable to fulfill their role, the 1st Vice President shall assume 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 to be passed on to their successor.

6.2 The following Standing Committees are suggested. Each committee may consist of only the chairperson or more members may be added as deemed necessary by that chairperson.

BARNES & NOBLE WEEKEND: Coordinates the weekend with Barnes & Noble representatives with a portion of the profits going to benefit the 4th grade trip to Columbus; serves as liaison to Franklin Staff and Franklin PTO; assists with correspondence and any other details.

BOOK FAIR: Plans and organizes a nonprofit event, which allows students to purchase books; handles the scheduling, ordering of books and details; coordinates volunteers.

CHESS & CHECKERS CLUB: Organizes and purchases games as needed.

CLASSROOM BOOSTER: Fund established which allows teachers to request items for use in their classrooms with approval from the Principal or PTO.

EDUCATIONAL PROGRAMS: Plans educational programs for the school with the Principal; coordinates volunteers for programs as needed.

FAMILY EVENT: Plans all activities involving a family fun event(s) held during the school year; coordinates volunteers.

FOURTH GRADE EVENT: works with the 4th grade teachers and principal to organize their special trip.

FUN DAY: Coordinates volunteers to help during this end-of-the-year event; works with teachers to assist in planning and/or providing supplies.

FUNDRAISING: Coordinates brochure sales; liaison between fundraising company and PTO; coordinates all other relevant fundraising activities; includes restaurant nights.

HOLIDAY FUNFEST: Plans this family fun event in December, including a Santa's Secret Workshop and a pancake breakfast or pizza dinner; coordinates volunteers.

HOSPITALITY/CONFERENCE MEALS: Coordinates refreshments for PTO meetings, New Student Orientation in the summer, Veterans Day Celebration, Awards Ceremony at the end of the year and any other events held during the school year. Coordinates meals for teacher conference nights.

ICE CREAM SOCIAL: Organizes and plans the Open-House Ice Cream Social held in the spring including decorations and food.

NEWSLETTER/WEBSITE COORDINATOR: Writes and distributes monthly newsletter for Franklin PTO; updates Franklin PTO website as needed.

NOMINATING COMMITTEE: Prepares a slate of officers to be presented to membership for consideration for board positions according to the Franklin PTO By-Laws.

PIONEER WEEK: Works with Principal to coordinate classroom and school-wide activities for the week; coordinates volunteers.

SPIRIT WEAR: Coordinates school-wide orders of Wadsworth Grizzly or Franklin Elementary logo merchandise, including distribution of order forms, collection of orders & money, placement of orders and distribution of merchandise.

REDEMPTION PROGRAMS: Coordinates the collection and sorting of General Mills Box Tops and any other relevant programs; coordinates each program with their respective companies; assists in redeeming prizes and/or funds.

SCHOLARSHIP COMMITTEE: Awards a scholarship or scholarships to a Wadsworth High School senior(s) who attended Franklin Elementary School and meets specific requirements.

STAFF APPRECIATION: Plans a variety of meals, snacks and gifts to Franklin teachers and staff; works with Student Council to provide the Staff Appreciation Luncheon.

VARIETY SHOW: This committee will include organizing, setting up, tearing down and decorating for the variety show.

6.3 Members may chair or participate in more than one standing committee. Officers may chair or participate in standing committees as well.

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 Chairperson of the standing committee shall be a majority 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.

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 for special events must stay within their budget and must contact the Treasurer and/or President prior to spending the money if they need to exceed their budget by more than 10%. Any committee chairperson for special events must provide receipts and have all money accounted for and reported to the Treasurer within 30 days of the event.
- 7.5 All monies shall remain on school premises and should be counted/verified by the lead Chairperson and Treasurer. If the Treasurer is unavailable, the President will step in as the replacement for the Treasurer.
- 7.6 In the event of a budget shortfall, the Treasurer shall submit a revised budget to reflect changes based upon 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 President, Treasurer, and Principal shall determine and submit a plan for earmarking said funds to the general membership for their discussion, additions, and approval
- 7.8 The 1st Vice President 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 a PTO unit or PTO United to meet that requirement, the following guidelines must be followed:

1. The grant must serve a wide student population and the unit must have the approval from the majority of its members before proceeding.
2. If a proposed grant meets the aforementioned requirements, then the PTO Unit President must ensure that all grant paperwork flows through the unit. 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 in order to have complete access to all grant paperwork.
3. All grant funds received from a grant application must be distributed to the applicant by the PTO Treasurer no later than one week after receiving the grant check.

ARTICLE VIII MEETINGS

- 8.1 Regular meetings of Franklin PTO shall be held ~~on the third Friday of each month~~ at least monthly during the school year, except in December. Schedule may be altered as necessary.
- 8.2 Special meetings of Franklin PTO (*whether conducted face-to-face, via email or by conference call*), 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 this PTO unit, providing a minimum of three members (excepting the President) is present.

ARTICLE IX AMENDMENTS

- 9.1 These By-Laws may be amended at any regular meeting of the PTO unit by two-thirds 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 1st Vice President, may be appointed to submit a revised version by 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 member may propose an amendment to the By-Laws, providing that the proposal is in writing and presented to the 1st Vice President for consideration, or presented at a regular scheduled meeting.
- 9.4 Upon approval by the membership, these By-Laws shall supersede any other By-Laws of this organization.