

FRANKLIN ACADEMY COOPER CITY CAMPUS
PTO BYLAWS

ARTICLE I – NAME

The name of the organization shall be the Franklin Academy Cooper City Parent/Guardian 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 and events to benefit the school and its mission.

ARTICLE III – MEMBERSHIP & 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 **\$12.00** 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 on any subject.

ARTICLE IV – OFFICERS & ELECTIONS

SECTION 1: OFFICERS The officers shall be President, Vice President, Secretary, Treasurer, Event Coordinator, and Volunteer Coordinator.

- a. **PRESIDENT** The President shall serve as the leader and key contact for the PTO; preside over all meetings of the organization and Executive Board, serve as the primary contact

for the Principal/school administration, and or his/her designee as well as the primary contact for the school, represent the organization at meetings outside the organization, key contact person with third party organizations for fundraisers and events including contract negotiations, 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 chairpersons.
- 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 records.
- d. **TREASURER** The Treasurer shall receive funds for the organization, keep an accurate record of receipts and expenditures and participate in disbursing 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. **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 the event requirements and details. The Event Coordinator will assist with all individual committee meetings, planning and event day. The Event Coordinator will work closely with the Volunteer Coordinator to ensure that volunteer needs are communicated in detail.
- f. **VOLUNTEER COORDINATOR** The Volunteer Coordinator position is the only board position that will be appointed by the Principal/ school administration. The Volunteer Coordinator will be responsible for communicating all volunteer needs via the school designated system. The Volunteer Coordinator will work in conjunction with the Event Coordinator to ensure that all volunteer hours worked are properly documented, collected and received, to ensure that hours worked are properly applied.

SECTION 2: NOMINATIONS AND ELECTIONS

The election process will begin in April of 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 ptosecretary-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 next school day following the election, to be included with all the votes.

SECTION 3: 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 4: TERMS OF OFFICE Officers shall be elected for two-year terms by majority vote of the members present. It is recommended that Officers shall not serve a term exceeding two years, but terms may be extended by majority vote.

SECTION 5: VACANCIES If there is a vacancy in the office of the 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 6: 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 prior notice has been given.

ARTICLE V – MEETINGS

SECTION 1: GENERAL 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.

SECTION 2: EXECUTIVE BOARD MEETINGS

Executive Board Meetings will be held once a month.

SECTION 3: SPECIAL MEETINGS Special meeting may be called by the president, and 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 4: QUORUM The quorum shall be 20% of members of the organization present during a meeting/special meeting.

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. Attending Executive, General, and Special Board meetings is required. 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 member/officers serve a two-year term. The level of each Executive Board member's/officer's participation is reviewed annually.
6. In accepting an Executive Board/officer position, it is understood that they are making a statement of commitment to work as a cohesive team. If one is unable to meet the above commitment, they must offer their resignation promptly.

SECTION 3: DUTIES The duties of the Executive Board member/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 recommendation to the membership.

ARTICLE VII – COMMITTEES

SECTION 1 COMMITTEES The 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 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.

ARTICLE IX – DISSOLUTION

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

ARTICLE XII – AMENDMENTS

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

*Presented and approved by
PTO Executive Board August 2026*