



Boynton Beach PTO Bylaws

Article I – Name

The name of the organization shall be the *Franklin Academy of Boynton Beach Parent Teacher Organization (FABB PTO)*.

Article II – Purpose

The group is organized for the purpose of supporting the education of children at Franklin Academy Charter School by fostering relationships among the school, parents, teachers, and community.

Article III – Membership and Dues

- a. **General Membership.** Any parent, guardian, or other adult standing in loco parentis for a student currently enrolled at Franklin Academy shall be eligible for membership and shall have voting rights for elections and items brought to general meetings by the Executive Board. Must be present to vote.
- b. **Faculty Membership.** Any staff member currently employed at Franklin Academy shall be eligible for membership and shall have voting rights for elections and items brought to general meetings by the Executive Board. Must be present to vote.
- c. **Membership Dues.** Membership dues will be \$10.00 for the first adult family member and \$5.00 for each additional qualifying adult. All dues must be current within 14 days prior to a vote for a member to be in good standing and permitted to vote.

Article IV – Officers and Elections

Section 1: Officers. The officers shall be a president, vice-president, secretary, and treasurer.

- a. **President.** The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, and/or his/her designee, represent the organization at meetings outside the organization, 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 chair persons.
- 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 supplies, and brings them to meetings.

- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out 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.

Section 2: Nominations and Elections. Elections will be held at the May meeting each year. The nominating committee 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.

Section 3: Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee begins receiving nominations.

Section 4: Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section 5: Vacancies. If there is a vacancy in the office of president, the vice-president will become the president. At the next regularly scheduled meeting, 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 regular meeting.

Section 6: Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Executive Board

Section 1: Membership. The Executive Board shall consist of the elected officers (President, Vice President, Treasurer, and Secretary).

Section 2: Duties. The duties of the Executive Board 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 recommendations to the membership.

Section 3: Meetings. Executive Board meetings shall be held monthly on a day and time to be determined by the Executive Board. The location shall be within the campus and will be determined by



the Executive Board and/or Principal. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4: Quorum. Half the number of Executive board members plus one constitutes a quorum.

Article VI – Committees

Section 1: Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2: Standing Committees. The following committees shall be held by the organization: Membership, Fundraising, Box-Tops for Education (BTFE), Historian, Hospitality, Bolt Store, Community Outreach, Adopt a Class, and Volunteer Coordinator.

Section 3: Additional Committees. The Executive Board may appoint additional committees as needed.

Section 4: Committee Chairs. The Executive Board shall select committee chairs to organize and conduct committee business. Committee chairs shall attend Executive Board meetings and general meetings to provide updates on their committee.

Article VII – Meetings

Section 1: General Meetings. The general 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. The annual meeting will be held at the May general meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. Notification shall be sent to all members of the organization at least one week prior to the meeting.

Section 2: Special Meetings. Special meetings may be called by the president, any 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 10 days prior to the meeting.

Section 3: Quorum. The quorum shall be 20% of members of the organization.

Article VIII – Finances

Section 1. A tentative budget shall be drafted by the September 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 bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two (2) approvals are needed to receive a check. The approvals shall be from The President and the Treasurer of the Executive Board. Authorized signers shall be The President.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

Section 6. 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.

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Section 1. The most current edition of Robert's Rules of Order shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with the organization's bylaws. Robert's Rules of Order are for conducting fair and orderly process of meetings.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

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

Article XII – Amendments

These bylaws may be amended at any general or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, electronic communication, or flyer. Amendments will be approved by two-thirds vote of those present, assuming a quorum.

Approved by Executive Board on: August 5, 2014 Approved at general meeting: September 3, 2014