



Franklin Township School District Presidents Council Bylaws

ARTICLE I NAME

The name of the organization is the Franklin Township School District Presidents Council, hereinafter known as the Presidents Council.

ARTICLE II PURPOSE

Section 1. Purpose

The purpose of the Presidents Council is to:

- Continuously advocate for high academic excellence for all the students of the Franklin Township School District;
- Collaborate with Central Office Administration and the Board of Education.
- Attend Board of Education public meetings and speak on behalf of its membership.
- Advance communications between the Board of Education and Central Office Administration with parents and students.
- Share information between the different schools.
- Increase the awareness of the organization's leadership concerning what is going on in the school district.
- Provide assistance to various parent groups in the district.
- Assist and mitigate disputes between President Council Organizations.

Section 2. Limitation of Methods

The President Council shall be independent of the district approved president council organizations and not raise funds. It shall be a non-political organization and may, when needed, support a referendum presented by the Board of Education. The Presidents Council may advocate for or against issues it deems important to the betterment of the students in the district.

ARTICLE III MEMBERSHIP

Section 1. Members

The membership of the Presidents Council will consist of the elected Executive Board President(s) from each of the District's PreK-12 approved public schools PTO/PTSO, Booster Club, Project Graduation, Performing Arts programs, or other organizations approved by the Board of Education for support of the district's students.

- The Presidents Council shall be governed by its members.
- The non-hierarchical structure of the Council guarantees each member equal authority; however, the Council's monthly meetings will be chaired by its appointed/elected Chairperson/President.
- A previous Chairperson whose children are no longer in the district may continue to participate or hold office for no more than two (2) years by vote of the members.

Section 2. Removal of a Member

Any *member* of the Presidents Council may be removed by the Council for any of the under mentioned reason(s), by a vote of at least two-thirds of the Council of the membership, excluding the member being removed, in secret ballot, at a regular or special meeting called for this purpose.

The reasons for removal may be:

- If he/she has committed a breach of the Bylaws of the Presidents Council.
- If he/she acts in a manner prejudicial to the interest of the Presidents Council.
- If he/she aids, abets or instigates any person to contravene any provisions of the Bylaws of the Presidents Council.
- If he/she, without sufficient causes, fails to attend three consecutive regular meetings of the Presidents Council per year, unless confined by illness or otherwise excused in advance of the meeting by the President.

Section 3. Vacancies

Any vacancy in the President's Council arising from demise, resignation or removal of a member shall be filled with an eligible member without undue delay by appointment from their prospective parent organization board.

Section 4. Meetings

- Meetings of the Presidents Council may be held monthly throughout the school year.
- Meetings will follow Roberts Order of Rules. If deemed necessary, conversations outside of the parameters of the President Council purpose will be moved out of the regularly scheduled meeting.

- The Presidents Council will periodically invite guests to attend its meeting. The Presidents Council will periodically invite a member of the administration, Board of Education members or guests of their choosing to attend the meeting. The Administrator may bring one guest, but he/she must advise the Chairperson in advance (at least 72 hours) of the meeting of the guest in order that the agenda may be updated.
- The elected President from each school approved organization may delegate an elected board member to attend in their absence if needed and in accordance with the attendance policy outlined in Article III, Section 4.
- The meeting Agenda will be released at least one day prior to the meeting.
- Meetings are closed.

ARTICLE IV FINANCES

Section 1. Funds

The President Council shall maintain a bank account. The funds will be used to support general District events rather than asking each parent organization to contribute as needed. Participating parent organizations shall agree to the dues outlined in Section 2.

Section 2. Dues

All organizations of the Presidents Council are **required** to pay annual membership dues as follows:

- PTSO groups will pay one hundred dollars (\$100.00) apart from the two middle schools; each campus will pay seventy-five dollars (\$75) for a total of one hundred and fifty dollars (\$150) in September of the current school year.
- All other approved organizations (Band, Choir, Booster, Project Graduation, Players Association), will pay fifty dollars (\$50) in September of the current school year.
- Organizations who have paid their dues in the allotted time outlined in the bylaws will have voting privileges.
- Organizations may “opt out” of the President's Council for any given year with written notice by September of the current school year.
- The Presidents Council may approve exceptions or adjustments to the dues in cases of financial hardship, newly formed organization, or reason approved by its members, upon written request.
- Dues not received by October 31 of the current school year will be considered unpaid and the organization's voting rights are suspended until next year, unless written notice for special consideration or financial hardship is requested and approved prior to September. The President of the Council will remove the members and organization from the roster.
- Membership dues shall be used to support the organization's operations, programs, and administrative expenses, as determined by the members.

Section 3. Disbursements

- The Treasurer is authorized to make disbursements on expenses with approval of the Council.
- All checks must be signed by both the President and Treasurer.

Section 4. Fiscal Year

- The fiscal year shall close on June 30th.

ARTICLE V OFFICERS and ELECTIONS

The Presidents Council shall be managed by its members through elected officers.

Section 1. Officers

- The elected officers shall be: President, Secretary, and Treasurer. If deemed necessary in any given year, Co-Positions may be elected by motion of the President. If an eligible member is not presented, the President can appoint one outside of the parameters as needed. (i.e. a member from the President's council is not available or no one has volunteered to take an elected position on the council).
- The elected officers must presently be an elected Executive Board President(s) from each of the District's PreK-12 approved public schools PTO/PTSO, Booster Club, Project Graduation, Performing Arts programs, or other organizations approved by the Board of Education for support of the district's students. Have at least one (1) year experience as an Executive Board President of a district approved organization, one (1) year experience as a representative on the President Council and re-elected for President of a district approved organization for the following school year.
- The elected officer shall be elected for a period of one (1) year by a majority vote of the Presidents' Council.
- An elected President may serve a term longer than one year, in accordance with the terms specified in these bylaws.
- Each participating school will be permitted to issue one (1) vote on any issues before the Council.
- To be considered for a position, the member must be in good standing in the President Council, including dues paid and member attendance in accordance with these bylaws.
- The election will occur at the June meeting after all approved district organizations have elected their respective Executive Board. If all approved district organizations have not finalized their elections, the council election will take place at the July meeting.
- The Election Chairperson shall be appointed by the President's Council Board no later than fifteen (15) days before an election. The term of the Election Chairperson shall last until the completion of the election process and certification of the results.

- The Election Chairperson shall oversee all aspects of the election process, including but not limited to:
 - Ensuring compliance with the organization's bylaws and election policies.
 - Establishing and publicizing election timelines, deadlines, and procedures.
 - Overseeing candidate nominations and verifying eligibility.
 - Preparing and distributing ballots in accordance with established procedures.
 - Organizing and supervising the voting process, whether in person, by mail, or electronically.
 - Counting votes and verifying results in a fair and transparent manner.
 - Addressing and resolving any election-related disputes, challenges, or concerns.

Section 2. Voting

- Voting privileges are reserved for paid members only. *(See Article III, Section 1 above)*
- Each parent organization will have one vote which will be cast by the President or his/her designee when the President is absent.
- If the President of a parent organization will not be in attendance of the meeting, they will advise the Chairperson prior to the meeting of the alternate who will be authorized to vote on their behalf or they may send their vote via email if a representative cannot attend.

Section 3. Quorum

- Presence of at least five (5) members will constitute quorum for the transaction of business.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President

- The President or assigned designee shall preside at all meetings of the Presidents Council.
- The President will create the meeting agenda and distribute it to Council members at least one day prior to the meeting.
- The President will be the official liaison to the Board of Education and the Central Office Administration.
- The President will represent the President Council on issues when authorized by the members.
- The President will coordinate scheduling of meetings and the distribution of information from the Presidents Council to the Board of Education and the Central Administration.

- The President, designee, or any member of the council will not make decisions or unilaterally communicate on behalf of the Presidents Council without the member's expressed approval. These decisions will be on a case-by-case basis.
- The president will seek a Board of Education liaison from current Council members. Such a person will present the President Council's concerns at the Board of Education monthly meetings.

Section 2. Secretary

- The Secretary shall keep the Minutes and attendance records of the Presidents Council, and record such other matters as directed by the members.
- The Secretary shall maintain an updated list of all Executive Board members of each District Schools approved organization. This list will not be shared outside of the members of the President Council unless authorized by the members.
- Minutes shall only be distributed once they are approved by the members.

Section 3. Treasurer

- The Treasurer shall have the care and custody of all funds belonging to the President's Council and be solely responsible for the monies and securities.
- The Treasurer shall prepare a tentative Annual Budget for the following school year in May of the current school year.
- The Treasurer shall be actively responsible for the management and reconciliation of the checking account, special activities account and debit card.
- The Treasurer shall render a monthly written account (Treasurer's Report) of the finances of the organization to be presented at the Parent Connection meetings
- The Treasurer shall file annual tax returns, and assist with any required State of New Jersey reporting

ARTICLE VII PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the final source of authority on all questions or parliamentary procedure when such rules are not inconsistent with the charter of the Bylaws of the Presidents Council.

ARTICLE VIII AMENDMENTS

Section 1. Revisions

- These Bylaws may be amended or altered by a two-thirds vote of the total **members** at any regular or special meeting, providing the notice for the meeting includes the proposals for amendments.
- Any proposed amendments or alterations shall be submitted to the members in writing, at least ten (10) days before the meeting at which time they are to be acted upon.

Adopted by resolution of the Members of President's Council on 03/4/2026