

# SIMPSON COUNTY SCHOOLS

## BOOSTER GROUP OFFICER INFORMATION

Year: 24-25 FEIN# 99-4361834

Please fill in the name, address and phone number of all newly elected or returning officers of your booster group. Please send this information as soon as your officers have been elected, deadline for having this information to the school principal is September 1st or within the first thirty days of the first transaction of the organization. You should keep a copy for the Booster Group records as well.

Name of Group FSMS PTO

Name of School and Principal Franklin Simpson Middle School / Saxon Grover  
School Address 322 S. College Street Franklin KY 42134

Name of Organization FSMS PTO

Organization President Kari Harris  
Address 130 Hunters Crossing Franklin KY 42134  
Phone (270) 784-4100 E-mail Kariharris@rocketmail.com

Name of Vice President Myriamne Dobbs  
Address 680 S. Pratt Rd. Franklin KY 42134  
Phone (270) 306-9654 E-mail Myriamne.dobbs@yahoo.com

Name of Secretary Jennifer Delk  
Address 319 Oakridge Lane Franklin KY 42134  
Phone (270) 776-6705 E-mail jedely@yahoo.com

Name of Treasurer Jennifer Delk  
Address 319 Oakridge Lane Franklin KY 42134  
Phone (270) 776-6705 E-mail jedely@yahoo.com

If your organization President changes any time during the year, please notify the Principal at once.

**\*\* Please attach a copy of your External Support Organization's proof of liability insurance coverage. \*\***

Date of this notice: 08-08-2024

Employer Identification Number:  
99-4361834

Form: SS-4

Number of this notice: CP 575 E

FSMS PTO  
% PTO TREASURER  
322 S COLLEGE ST  
FRANKLIN, KY 42134

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-4361834. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search [www.irs.gov](http://www.irs.gov) for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit [www.irs.gov/charities](http://www.irs.gov/charities).







**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

FSMS PTO CO  
322 S COLLEGE ST  
FRANKLIN, KY 42134

**Date:**  
09/24/2024  
**Employer ID number:**  
99-4361834  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
**Accounting period ending:**  
June 30  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
August 8, 2024  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053663001994

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

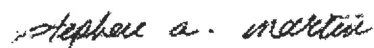
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



FRANSI-S01

ECORREA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Houchens Insurance Group 1240 Fairway Street Bowling Green, KY 42103	<b>CONTACT NAME:</b>	<b>PHONE (A/C, No, Ext):</b> (270) 781-2020	<b>FAX (A/C, No):</b> (270) 843-8808
	<b>E-MAIL ADDRESS:</b> policy@higusa.com		
<b>INSURED</b>  Franklin Simpson Middle School PTO Co 322 S College St Franklin, KY 42134	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> West Bend Mutual Insurance Company		15350
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:  <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$  <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y / N <input type="checkbox"/> N / A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			B9825587	9/23/2024	9/23/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
PROPERTY DAMAGE (Per accident) \$							
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

*Kyle R. Fleener*

Information Purposes

ACORD 25 (2016/03)

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Articles of Incorporation  
of  
Franklin-Simpson PTO, Co.

- TO: Kentucky State Corporation Commission  
Commonwealth of Kentucky  
The undersigned natural person of the age of twenty-one years or more, acting as incorporator, adopts the following Articles of Incorporation pursuant to the Kentucky Non-Profit Corporations, according to KRS Chapter 273.
- FIRST: The name of the corporation is FSMS PTO, Co.
- SECOND: The period of duration is perpetual
- THIRD: The corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Specifically, the corporation is organized to support the education of children at Franklin-Simpson Middle School by fostering relationships between the school, parents, teachers, and staff. In pursuance of these purposes it shall have the powers to carry on any business or other activity which may be lawfully conducted by a corporation organized under the Kentucky Non-Profit Corporations regulations, whether or not related to the foregoing purposes, and to do all things necessary, proper, and consistent with maintaining tax-exempt status under section 501(c)(3).
- FOURTH: The corporation may have one or more classes of members the qualifications and rights of which, including voting rights, shall be designated in the bylaws.
- FIFTH: The registered agent is Jaxon Grover, Principal, who is a resident of the state of Kentucky and a director of the corporation, and the address of its initial registered office is 322 S College Street, Franklin, KY 42134, which is physically located in the county of Simpson.
- SIXTH: The number of directors constituting the initial Board of Directors is 4, and the names and addresses, including street number, of the persons who are to serve as the initial directors until the first annual meeting, or until their successors are elected and qualified are:  
Jaxon Grover 322 S College St, Franklin, KY 42134  
Angie Vaughn 322 S College St, Franklin, KY 42134  
Jennifer Delk 319 Oakridge Ln, Franklin, KY 42134  
Kari Harris 130 Hunters Crossing, Franklin, KY 42134
- The members of the Board of Directors shall be those individuals elected, from time to time, in accordance with the Bylaws. Directors shall elect their successors.
- SEVENTH: The internal affairs of the corporation shall be regulated by its Board of Directors as described in the Bylaws. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public



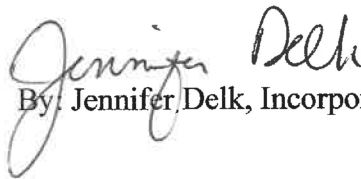
purpose.

EIGHTH: No part of the net earnings of the corporation shall inure to the benefit or be distributed to any director, employee, or other individual, partnership, estate, trust, or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this corporation shall be limited to reasonable amounts. No substantial amount of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this corporation shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles or of any Bylaws adopted thereunder, this corporation shall not take any action not permitted by the laws which then apply to this corporation.

NINTH: The name and address, including street and number, of the incorporator is:

Jennifer Delk  
319 Oakridge Ln  
Franklin, KY 42134

IN WITNESS THEREOF, I have hereunto set my hand and seal this 8<sup>th</sup> day of August, 2024

  
By: Jennifer Delk, Incorporator

**Commonwealth of Kentucky**  
**Michael G. Adams, Secretary of State**

Michael G. Adams  
Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718  
(502) 564-3490  
<http://www.sos.ky.gov>

**Articles of Incorporation**  
**Non-profit Corporation**

**NAI**

**Please Note:** This form does not automatically confer tax-exempt status. For additional information, contact the Internal Revenue Service prior to filing the Articles of Incorporation. Pursuant to KRS 14A and KRS 273, the undersigned hereby forms a nonprofit corporation and for that purpose sets forth the following:

Article I: The name of the nonprofit corporation is

**FSMS PTO Co.**

Article II: The purpose of the nonprofit corporation is **Fundraising for students, staff and the Franklin-Simpson Middle School**

Article III: The name of the initial registered agent is

**FSMS PTO**

and the street address of the entity's initial registered office in Kentucky is

**322 S College St, Franklin, KY 42134**

Article IV: The mailing address of the entity's principal office is

**322 S College St, Franklin, KY 42134**

Article V: The number of directors constituting the initial board of directors is **4**

The names and mailing addresses of the persons who are to serve as the initial board of directors are as follows:

<b>Director</b>	Jaxon Grover	322 S College St, Franklin, KY 42134
<b>Director</b>	Angie Vaughn	322 S College St, Franklin, KY 42134
<b>Director</b>	Jennifer Delk	319 Oakridge Ln, Franklin, KY 42134
<b>Director</b>	Kari Harris	130 Hunters Crossing, Franklin, KY 42134

Article VI: The name and mailing address of the incorporator is as follows:

<b>Incorporator</b>	Jennifer L Delk	319 Oakridge Ln, Franklin, KY 42134
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Additional articles not inconsistent with law may be stated in the space below.

**FSMS PTO**

**The period of duration is perpetual**

**The corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Specifically, the corporation is organized to support the education of children at Franklin-Simpson Middle**

**School by fostering relationships with the school, parents, and teachers/staff.**

This filing will be effective on **Thursday, August 8, 2024.**

I declare under penalty of perjury under the laws of the state of Kentucky that the foregoing is true and correct.

Signature of individual signing on behalf of **Incorporator: Jennifer L Delk**

I, **Jennifer L Delk**, consent to sign for **FSMS PTO** who serves as the Registered Agent on behalf of this entity on Thursday, August 8, 2024.

**Commonwealth of Kentucky**  
**Michael G. Adams, Secretary of State**

Michael G. Adams  
Secretary of State  
P. O. Box 1150  
Frankfort, KY 40602-1150  
(502) 564-3490  
<http://www.sos.ky.gov>

**Annual Report  
Online Filing  
For the Year 2024**

**ARP**

**Company:** FSMS PTO Co.  
**Company ID:** 1385347  
**State of origin:** Kentucky  
**Formation date:** 8/8/2024 12:00:00 AM  
**Date filed:** 8/8/2024 2:52:00 PM  
**Fee:** \$15.00

**Principal Office**

322 S College St  
Franklin, KY 42134

**Registered Agent Name/Address**

FSMS PTO  
322 S College St  
Franklin, KY 42134

**Current Officers**

President	Kari Harris	322 S College St, Franklin, KY 42134
Vice President	Myrianne Dobbs	322 S College St, Franklin, KY 42134
Secretary	Jennifer Delk	322 S College St, Franklin, KY 42134
Treasurer	Jennifer Delk	322 S College St, Franklin, KY 42134

**Directors**

Director	Jaxon Grover	322 S College St, Franklin, KY 42134
Director	Kari Harris	322 S College St, Franklin, KY 42134
Director	Angie Vaughn	322 S College St, Franklin, KY 42134
Director	Jennifer Delk	322 S College St, Franklin, KY 42134

County:	Simpson
Business size:	Small
Business type:	Miscellaneous Services

**Signatures**

<b>Signature</b>	Jennifer Delk
<b>Title</b>	Treasurer

BY-LAWS of  
**The PARENT TEACHER ORGANIZATION of  
FRANKLIN-SIMPSON MIDDLE SCHOOL**

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## **ARTICLE VIII: AMENDMENTS**

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## **ARTICLE X: DISSOLUTION**

### **ARTICLE I: Name**

The name of this organization shall be the Parent Teacher Organization of Franklin-Simpson Middle School (hereinafter the FSMS “PTO”) and its principal place of business shall be Franklin-Simpson Middle School, 322 S College St, Franklin, KY 42134.

### **ARTICLE II: Purpose**

The purpose of this PTO is to enhance and support the educational experience at Franklin-Simpson Middle School to develop a closer connection between school and home by encouraging parent and student involvement, and to improve the environment at Franklin-Simpson Middle School through volunteer and financial support.

### **ARTICLE III: Description**

This PTO shall not seek to direct the administrative activities of the school or to control its policies. The PTO agrees to adhere to Simpson County School board policies as defined in the PTO policies and procedures guidelines. The PTO is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. This shall be a nonprofit, nonsectarian, nonpartisan, and nondiscriminatory organization. The use of funds and proceeds derived by this organization shall be for the improvement of the quality of education at Franklin-Simpson Middle School. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to any other non-profit/tax exempt entity within Franklin-Simpson Middle School. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such non-profit purposes.

## **ARTICLE IV: Membership**

### **Section 1: Membership**

Any parent or guardian of an enrolled Franklin-Simpson Middle School student, or a current Franklin-Simpson Middle School faculty or staff member who subscribes to the purpose of this PTO may become a member of this PTO upon election by parents of students enrolled at Franklin-Simpson Middle School and volunteer basis. Membership in this PTO shall be available without regard to race, color, creed, or national origin.

Section 2: There will be no dues for membership.

### **Section 3: General Membership Meetings**

1. General Membership meetings shall be held at a minimum of four times per school year, or as called by the Executive Board/PTO and/or the President. Meetings may be rescheduled for due cause at the discretion of the President, any voting PTO member and/or Principal. The first General Membership meeting of each school year shall be held no later than August 31<sup>st</sup>, and may include approval of the PTO's current year budget. Another PTO meeting may be held in the spring of each school year and shall include for the upcoming school year the election of the Upcoming Board, the ratification of any Committee Chairs if elected/created.
2. PTO general meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to elected/appointed members/officers.
3. The General Membership (Volunteers) shall be notified of the time and place of each regularly scheduled meeting by electronic/social media, message, or telephone at least seven (7) days in advance of such meetings. Special meetings of the officers must be announced with 48 hours notice by any of the methods mentioned above; and may be called by the Principal and any of the PTO board members.
4. The quorum at any meeting shall consist of no less than three (3) voting members.
5. All meetings may be conducted within the framework of accepted parliamentary procedure and Robert's Rules of Order shall be the definitive authority for questions of procedure, which cannot be satisfactorily resolved by the presiding officer.

## **ARTICLE V: Executive Board**

The Executive/PTO Board shall consist of the elected officers, Standing Committee Chairs, (if elected/created) Principal or designated Assistant Principal, designated sub-group representatives (if elected/created), and Principal-appointed faculty member(s). The Executive/PTO Board will consist of at least three (3) parent representatives, two to three (2-3) faculty representatives, and the Principal or the Vice-Principal if appointed by the Principal.

The duties of the Executive/PTO Board shall be to transact business of the PTO, create standing rules and policies, create any standing and temporary committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations to the General Membership and Simpson County Board of Education.

## Section 1: Officers

The Officers of the PTO shall consist of the following: President, Vice President, Treasurer, and Secretary.

1. The President shall preside over meetings of the PTO and Executive Board, serve as the primary contact for the Principal, represent the PTO in the community, and coordinate the work of all the officers so that the purpose of the PTO is served. The president may be re-elected annually for up to three (3) consecutive or nonconsecutive years.
2. The Vice-President shall assist the President and carry out the President's duties in his/her absence or inability to serve. After serving one (1) term as Vice-President he/she may be re-elected annually for up to three (3) consecutive or non-consecutive years.
3. The Treasurer shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO, present a financial report for approval at each monthly meeting and inform the Executive Board of special financial problems and budget considerations. The Treasurer shall be responsible for preparation and submission of all Federal and State compliance filings. The Treasurer shall not be an employee of Simpson County Schools. The Treasurer may be re-elected annually for up to three (3) consecutive or non-consecutive years.
4. The Secretary (if one is elected) shall record minutes of all meetings of the PTO and shall distribute these minutes to the Executive Board/PTO at the beginning of each monthly meeting. The Secretary shall keep a copy of all PTO records and these shall be stored at their home or Franklin-Simpson Middle School. The Secretary will be responsible for receiving and writing correspondence pertaining to the PTO's activities.

## Section 2: Standing Committees (if created)

Standing committees (if created/selected) of the PTO shall include: Membership, Fundraising, Projects, Hospitality, Volunteers, Communications, and Nominating. The Executive Board may create additional standing committees as needed by a two-thirds (2/3) majority vote of a quorum of the Executive Board. Either one (1) or two (2) chairpersons shall manage each standing committee. In the case of two (2), they shall only be entitled to one (1) voting right collectively. If no Standing Committees are elected/created, the above aforementioned tasks are carried out by the elected officers, parent, and faculty representatives.

## Section 3: Nominations, Elections and Ratifications

The student body parents/guardians shall nominate any parent/guardian that has a student in attendance at Franklin-Simpson Middle School, and the individual with the most votes for any position shall be the eligible candidate for each office and standing committee chair (if elected/created). Nominations and elections will be held at the end of each school year via social media, or sent home with students. At a set time, as stated by the current Executive Board the nominations will be concluded and voting shall take place. Voting shall be by paper sent home and brought back by student body, or via online document (e.g. Google Form, etc). If more than one person is nominated for a position, a ballot vote shall be taken in the methods stated above.

#### Section 4: Eligibility

Any parent, guardian or other adult standing in loco parentis for a student at the school can be elected and is eligible to serve in any position on the Executive Board/PTO. Any parent/guardian Executive Board/PTO members must have as student enrolled at Franklin-Simpson Middle School. All members of the Executive Board/PTO must have a proper background check conducted in accordance with the terms and processes set forth by Simpson County Schools. In the event that a candidate is not certified upon nomination for an executive position, he/she must obtain clearance prior to the beginning of the new term in order to serve in any executive position. In the event that clearance is not obtained prior to the new term, the position will be considered vacant and will be filled via election or appointment by the Principal. Newly elected or appointed officer will be required to obtain clearance as stated above.

#### Section 5: Terms of Office

Members of the Executive Board/PTO shall serve for one (1) year commencing June 1. No Executive Board member may serve for more than three (e) consecutive terms in the same position. Each Executive Board/PTO member, with the exception of the President, may hold two (2) elected position at a time.

#### Section 6: Vacancies

If there is a mid-year vacancy in the office of President, the Vice-President will become the President. If there is a vacancy in the office of Treasurer, a new Treasurer will be elected by majority or appointed by the Principal. If there is a vacancy in any other Executive Board/PTO position, the general membership shall fill the vacancy through an election or ratification at the next meeting.

#### Section 7: Removal from Executive Board

If an Executive Board/PTO member has missed three (3) consecutive Executive Board/PTO meetings, or has not fulfilled the duties of his/her position, the Executive Board/PTO may remove the individual from his/her position by a simple (51%) majority vote of a quorum of the Executive Board/PTO at a regular meeting where previous notice has been given.

#### Section 8: Executive Board/PTO Meetings

The Executive Board/PTO shall/may meet once per month from June through May. The subsequent meeting will be scheduled by the close of each current meeting. Executive Board/PTO meetings shall be open to any interested member of the PTO.

#### Section 9: Special Executive Board/PTO Meetings

The President or any of the elected members of the organization may call special meetings. Notice of the special meeting shall be sent to the Executive Board/PTO members at least 48 hours prior to the meeting.

#### Section 10: Quorum

Quorum will consist of three (3) Executive Board/PTO members.

#### Section 11: Voting

Executive Board/PTO meetings shall be open to any interested persons; however, the privilege of making motions and voting is limited to the Executive Board.

#### Section 12: Remuneration

No member of the Executive Board/PTO shall receive any compensation for his/her services. No member of the Executive Board/PTO shall profit financially from any of the PTO's activities.

## Section 13: Policies and Procedures

Daily operation of the PTO will be in accordance with established Policies and Procedures. The Officers of the PTO shall review the current Policies and Procedures at the beginning of each fiscal year. Any recommendations for changes to the Policies and Procedures shall be presented to the Executive Board for ratification prior to the first General Membership meeting of the school year.

### **ARTICLE VI: Sub-Committees of the PTO (if elected/created)**

Sub-committees (if elected or allowed) of the PTO shall include the Athletic Club, Band Boosters, and Fine Arts Boosters. Other sub-committees may be added by a simple (51%) majority vote (assuming a quorum) of the Executive Board/PTO.

1. At least ten (10) days prior to the first meeting of the school year, all sub-groups of the PTO must submit a copy of their current Policies and Procedures, budget and contact information to the Executive Board of the PTO.
2. Each sub-group of the PTO shall maintain a restricted account(s) with total autonomy of the distribution of funds. Each account will require two (2) signatures for all checks. One signature will be the Treasurer of the sub-group.
3. The Treasurer of each sub-group, or his/her representative, is required to submit, to the Treasurer of the PTO, a monthly report and a copy of the monthly bank statements for each sub-group. The Treasurer of the sub-group, or his/her representative is responsible for reconciling the monthly bank statements for each of the sub-groups accounts. No expenditure will be honored which places an account balance in a deficit position. If the reports are not received timely, the Executive Board reserves the right to freeze all activity within the account until compliance is achieved.
4. Sub-groups shall only use the PTO's state tax-exempt number or Federal ID number as approved by the Executive Board/PTO officers. Such approval must be documented in the minutes of the PTO.
5. No sub-group, or any other group representing either the PTO or Franklin-Simpson Middle School, shall use the PTO's affiliation to open any type of bank account without the approval of the Executive Board/PTO officers. Such approval must be documented in the minutes of the PTO.

### **ARTICLE VII: Finances**

#### Section 1: Fiscal Year

The fiscal year of the PTO shall begin on July 1 and end on June 30 .

#### Section 2: Budget

A tentative budget (for the upcoming year) of the PTO shall be drafted by the Treasurer and approved by the Executive Board/PTO Board, at the time of the last meeting of the school year. Any modifications to the budget must be approved at a PTO meeting. The tentative budget will be submitted to the Simpson County School Board.



### Section 3: Records

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the PTO. The bank account(s) shall be reconciled monthly.

### Section 4: Restricted Funds

Restricted funds received by the PTO for specific purposes (e.g. library, choir, etc.) will be accounted for separately by the Treasurer.

### Section 5: Disbursements

Disbursements by the PTO require an approval from the voting members of the organization. Check request forms shall be approved by the PTO voting members. Check request forms for standing committees must be approved by the President and submitted (verbal or written) to the PTO Treasurer. The principal of Franklin-Simpson Middle School shall approve faculty requests. Authorized signers shall be the President, Vice President, and Treasurer.

### Section 6: Reporting

The Treasurer shall prepare a monthly financial report of the PTO for review and approval by the Executive Board. On an annual basis, the Treasurer shall prepare a consolidated End of Year financial report of the PTO and its sub-groups for review and approval by the Executive Board/PTO members and be submitted to the Simpson County Board of Education.

### Section 7: Commitments

1. No contract or commitment binding the PTO shall extend beyond the current school year. No contract or commitment shall be made which places the PTO in a deficit position. No loans may be executed by the PTO, the Executive Board or general membership of the PTO.
2. All contracts or binding commitments of the PTO, or its sub-groups, must be approved by the Board or authorized individuals of the sub-group. Approved contracts must be signed by designated members of the Board or authorized individuals of the sub-group. All contracts entered into must be in the name of the PTO or appropriate sub-group, not under Franklin-Simpson Middle School.
3. Sub-groups entering into contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signing sub-group will be liable.
4. Any individual signing a contract on behalf of the PTO or sub-group without the approval of the Executive Board or sub-group will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.

E. All contracts or binding commitments entered into by a sub-group must be reported at the next monthly Executive Board meeting.

### Section 8: Dissolution

Upon dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and with the General Membership's approval, spent for the benefit of Franklin-Simpson Middle School.

## **ARTICLE VIII: Amendments**

These by-laws may be amended at any General Membership meeting of the PTO by a two-thirds (2/3) vote of the members present, provided that notice of the proposed amendment shall have been given at least ten (10) days before the General Membership meeting.

## ARTICLE IX: Parliamentary Authority

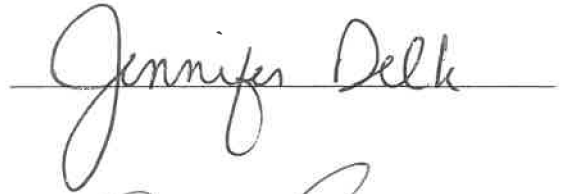
Robert's Rules of Order may (but not required to) govern meetings of this PTO when they are not in conflict with the PTO's by-laws.

## ARTICLE X: Dissolution

The PTO may be dissolved at any meeting by a two-thirds (2/3) vote of the members present, provided that notice of the proposed dissolution shall have been given at least ten (10) days before the regularly scheduled or special called meeting. In the event of a dissolution, all remaining assets of the PTO shall be forwarded to Franklin-Simpson Middle School immediately after payment of all outstanding debts of the organization.

The bylaws are hereby adopted this 8<sup>th</sup> day of August, 2024.

By: Jennifer Delk, Incorporator



Bylaws approved by the Incorporating PTO Members:

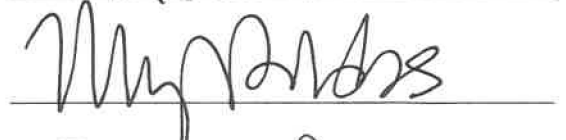
Jaxon Grover, Principal



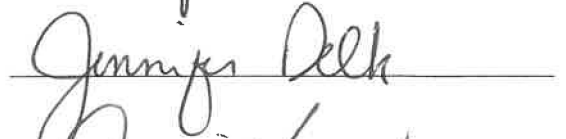
Kari Harris, President



Myrienne Dobbs, Vice-President



Jennifer Delk, Treasurer-Secretary



Angie Vaughn, Teacher Representative



Jessica Mosley, Teacher Representative



# SIMPSON COUNTY SCHOOLS

## BUDGET

### ANNUAL FINANCIAL REPORT - BOOSTER CLUBS

**MUST BE SUBMITTED TO CENTRAL OFFICE BY JULY 25TH**

School	FSMS	Year 2024-2025
Organization Name	FSMS PTO	Date 9/6/2024
Organization Address	322 S. College Street Franklin	

Beginning Cash Balance \$ 2500.-

**Revenues (By Category):**

Admissions	\$	<u>                    </u>
Concessions	\$	<u>                    </u>
Items for Resale	\$	<u>                    </u>
Other:		
Apparel	\$	1500.-
Fundraising Parties	\$	1000.-
	\$	<u>                    </u>

Total Revenue: \$ ~~2000~~ 2500.-

**Expenses (By Category):**

Admissions	\$	<u>                    </u>
Concessions	\$	300.-
Items for Resale	\$	<u>                    </u>
Other:		
Apparel		700.-
Insurance	\$	475.-
State License	\$	15.-
		Tax Prep 50.-

Total Expenses: \$ ~~1000~~ 1240.-

Ending Cash Balance \$ ~~4000~~ 3760.-

Jennifer Delk  
Organization Treasurer

Kristi Harris  
Organization President

# SIMPSON COUNTY SCHOOLS

## SCHOOL ACTIVITY FUND SUPPORT/BOOSTER ORGANIZATION BUDGET ANNUAL FINANCIAL REPORT

School	FSMS	Year	2024-2025
Organization Name	FSMS PTO		
Organization Address			

Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		2500.-
No expenses yet. 9/6/2024		
Creating Organization		
Totals		

Jennifer DeLh  
Organization Treasurer

Kari Harris  
Organization President

Jaxon Greer  
Principal

9/6/2024  
Date