

**McCarthy School
Parent Teacher Organization
By-Laws as of November 16, 2006
Amended on April 28,2008
Amended on April 26, 2011
Amended on April 13, 2016**

Article I: ORGANIZATION

The name of the organization shall be the McCarthy School Parent Teacher Organization (McCarthy PTO)

Article II: OBJECTIVE

1. To promote interrelationships by and among the students, parents and staff of the McCarthy School for the purpose of providing the best possible education and environment for every child in the school.
2. To raise funds in order to provide "extras" not funded by the City of Peabody for the benefit of the children of the McCarthy School.
3. To coordinate parent volunteers to assist in the classrooms, e.g., room parents, classroom readers, etc.
4. To become involved to enhance the educational opportunities for McCarthy School students in a supportive role, complimentary to the advisory role of the School Improvement Council.
5. To help keep parents informed of educational happenings and events, such as major changes in curriculum and School Dept/School committee Policy as well as Parent Advisory Board and School Improvement Council happenings.
6. To instill School spirit.
7. To provide educationally beneficial field trips and cultural events.

Article III: OFFICERS

1. The officers shall consist of the following:
 - Principal (asst. principal may sit in the event of the Principals absence)
 - President
 - Vice President (The President and Vice President will serve overlapping terms of two(2) years each)
 - Treasurer
 - Recording/Corresponding Secretary
 - Fund-raising Chairperson
 - Social Events Coordinator
 - Hospitality Coordinator
 - Cultural Events Chairperson
 - Teacher Representative

- Parent Volunteer Liaison

2. An officer must be a parent/guardian of a McCarthy School child.
3. The terms of each officer shall be one year, beginning July 1st and ending June 30th of each year with the exception of the president or vice president serving overlapping two-year terms.
4. Election of officers shall be conducted as follows:
 - a. A request for nominations of officers will be made during the month of April or May at the PTO meeting and via correspondence sent home. The non-nominated President or vice president will coordinate nominations.
 - b. All nominees will be called by the non-nominated president or vice president to verify interest in the position for which they were nominated.
 - c. Voting will be held at the last PTO meeting of the year. Absentee ballots may be obtained if requested.
 - d. No person shall run for or serve two offices concurrently.

Article IV: MEMBERSHIP

Membership is open to all parents and/or legal guardians of McCarthy School students and all current faculty and staff of the McCarthy School. Every member shall have the right to attend any meeting and to participate in such meetings in accordance with these By-laws. Any member present at the General Meeting shall be allowed one vote.

Article V: RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS

Article V: AMENDMENTS

Amendments to the By-Laws may be made at the general meeting by majority vote of the members present, provided that the membership was notified at least one (1) week in advance that a meeting to amend the By-Laws had been scheduled.

Article V: Two new positions were added to the McCarthy School PTO board on April 13, 2016. Positions added are as follows: Social Events Co-Chair, and Fundraising Co-Chair. The board also voted on making the Treasurer position a 2 year Term.

The Executive Board is responsible for general affairs, activities and operation of the organization. The Board shall transact necessary businesses during the intervals between the General Membership meetings and such other business as may be referred to it by the membership or these by-laws. Final non-voting decisions may be left up to the discretion of the board.

1. The school principal shall hold one (1) executive vote. In the absence of the principal, the asst. principal may sit in his/her place and vote in his/her place.
2. President shall act as spokesperson and representative of the McCarthy PTO. He/she shall preside over all meetings and act as liaison between the parents and staff of the

- school. He/she will be fully informed of and invited to any and all committee meetings that concern the PTO. The President must review and sign all bank statements before they are given to the Treasurer. The President shall serve an over-lapping two (2) year term with the Vice President. The President shall hold one (1) executive vote.
3. Vice President shall act as an assistant to the President, perform all duties of the President in his or her absence, and be responsible for organizing volunteers for programs of the PTO. The Vice-president shall serve an over-lapping two (2) year term with the President. The Vice-President shall hold one (1) executive vote.
 4. Recording/Corresponding Secretary shall keep minutes of all board and general meetings. A record of all votes shall be kept. It is the responsibility of the recording secretary to review the minutes of the previous meeting at the beginning of each board and general meetings. In the absence of the recording secretary, a board member will record and review the minutes. The recording/corresponding secretary shall hold one (1) executive vote.
They shall also be responsible to submit any publications for Cable TV and newspapers as well as coordination of the school newsletter. Any cards, flowers, etc. From the PTO shall be sent through the corresponding secretary. One (1) year term.
 5. The Fundraising Chairperson oversees all fundraising activities, researches, meets with fundraising companies, brings ideas to the board for approval, and submits all necessary paperwork to Principal for district approval of all fundraising activities. A fundraising calendar will be set up for each school year. The fundraising chairperson has the power to appoint his/her own committee. The fundraising chairperson shall hold one (1) executive vote. One (1) year term.
 6. Social Events Coordinator is responsible for coordinating and organizing social events to be sponsored by the PTO such as but not limited to, Spooktacular, Variety Show and any other event that is geared toward community building. The Social events coordinator shall hold one (1) executive vote. One (1) year term
 7. Hospitality Coordinator shall be responsible for coordinating refreshments, snacks, etc. as deemed necessary by the Executive Board. (i.e., Teacher Appreciation Week, Teacher Holiday lunch, etc. and special PTO functions.) Funding for events will be budgeted via the PTO budget or approved by the Executive Board prior to the events. The hospitality coordinator shall hold one (1) executive vote. One (1) year term
 8. Treasurer shall collect all money and deposit it into the PTO bank account, receive monthly bank statements and reconcile the account upon receipt, pay all bills approved for payment, and keep all financial records. A treasurer's report shall be given at each Executive and General meeting of the PTO. The Treasurer has one (1) executive vote.
This is a 2 year position.
 9. Cultural Events Chairperson is responsible for seeking out the best possible cultural events for the school that are deemed educationally sound by the faculty and administrator

- according to the Mass. Dept. Of Education curriculum frameworks of the most recent Education Reform Act. They will attend North Shore Arts Council meetings to assist in finding these events. A budget is provided and the amount each year will be dependent upon the PTO budget. The Cultural Events Chairperson has the power to appoint a committee, but still shall hold only one(1) executive vote. The Cultural Events Chair shall provide a tentative calendar approved by the Principal at the beginning of each school year. In the absence of the Cultural events chairperson, a designee may attend. One (1) year term
10. Teacher Representative shall interact between the PTO and teaching staff. He/she shall hold one(1) executive vote. The teaching staff votes upon this position.
 11. Parent Volunteer Liason shall coordinate room parents, library and technology volunteers as well as volunteers for school events. He/She shall supply monthly memos and meet with the room parents three times during the school year. He/She shall coordinate technology room parents for each classroom. They shall hold one(1) executive vote. One (1) year term
 12. Social Events Co-Chair- will share the responsibilities with the Social Events Chair. Responsible for organizing and coordinating social events to be sponsored by the PTO such as but no limited to Spooktacular, Variety Show, and any other event geared toward community building. Social Events Co-Chair will hold one (1) executive vote. One (1) year term
 13. Fundraising Co-Chair will share the responsibilities with the fundraising chair. Oversees all fundraising activities, researches, meets with fundraising companies, and brings ideas to the board for approval. Fundraising Co-Chair will hold one (1) executive vote. One (1) year term

Any person taking on the responsibility of a position representing the McCarthy PTO, who, in the opinion of the officers, has not be fulfilling his or her duties shall be asked to step down by the majority vote of the executive board. Any vacancy in the office shall be filled by election at the next General Meeting of the membership, consistent with the procedures established herein.

Article VI: PTO COORDINATORS

The executive board shall appoint PTO coordinators to run certain programs of the PTO. Coordinators are requested to report to the General Membership as directed by the Executive Board.

PAB(Parent Advisory Board) representative shall be responsible for attending monthly PAB meetings as directed by the School Committee. A report of such meetings shall be made at the

General PTO meeting.

Article VII: BUDGET AND EXPENSES

1. A proposed budget for the upcoming school year will be prepared by a subcommittee prior to the end of the school year.
2. The proposed budget will be made available prior to the general PTO meeting at which approval of the budget will take place.
3. All non-budgeted expenses exceeding \$250 must be voted upon by the general PTO membership. All miscellaneous and non-budgeted expenses less than \$250 must be approved by a majority of the Executive Board. The President may approve all non-budgeted expenses up to \$100.
4. Expenses made by individuals, not previously approved by the Executive Board or General Membership will NOT be reimbursed.
5. All approved budget expenses will be paid by the Treasurer.
6. 50% of the McCarthy PTO budget balances as of July 1st, or when the books are officially closed for the school year, will be carried over into the following year's budget and the remaining 50% will be deemed surplus dollars to be expended or carried over with the approval of the General Membership PTO vote.

Article VIII: FISCAL YEAR

The fiscal year will run from July 1st to June 30th.

Article IX: EXECUTIVE BOARD AND GENERAL MEMBERSHIP MEETINGS

1. New Business should be presented to any member of the Executive Board to be presented at the next scheduled Executive Board Meeting. It will be discussed and addressed at that time.
2. A minimum of nine(9) general membership meetings will be scheduled during the year. The Executive Board shall meet during the months of August, October, December, February and April or as called by the President or by a majority of the Executive Board.
3. Only officers and invited guests shall be present at the Executive Board Meetings.
4. Fifteen(15) minutes will be reserved at the end of each General Meeting for public comments and suggestions.

Article X: AMENDMENTS

Amendments to the By-laws may be made at a general meeting by majority vote of the members present, provided that the membership was notified at least one(1) week in advance that a meeting to amend the by-laws has been scheduled.

Article XI: ROBERT'S RULES

Robert's Rules of Order, revised, shall govern all cases not covered by the by-laws of this organization. A copy of this book shall be present at all meetings.

If any part of these By-laws shall conflict with the decisions, policies or procedures adopted by the Peabody School Committee, they shall be deemed null and void.

These By-laws were approved by a majority vote on November 16, 2006

Amended on 4/28/2008

Amended on 4/26/2011