

Bylaws of McCarthy Middle School  
Parent Teacher Organization, Incorporated

Adopted: April 1993  
Amended: June 2005  
Last Amended: June 2011

McCarthy Middle School PTO  
250 North Road  
Chelmsford, Massachusetts 01824

5/9/2014

By-Laws of McCarthy Middle School  
Parent Teacher Organization, Inc.  
April 1993  
As Amended, June 2005  
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**ARTICLE I: Name**

The name of this organization is the McCarthy Middle School Parent Teacher Organization (PTO), Inc., Chelmsford, Massachusetts, as incorporated under the Articles of Incorporation, dated, March 31, 1992, and filed with the Corporation Division of the Commonwealth of Massachusetts on April 9, 1992.

**ARTICLE II: Mission**

The mission of the McCarthy Middle School PTO is to promote the welfare of the students by:

- Encouraging and fostering a close bond and communication between home, school, and community.
- Expanding the educational and cultural horizons for McCarthy students by sponsoring programs that enhance their physical, intellectual, social, and emotional education.
- Providing support for the teaching staff and administrators of McCarthy.
- Supporting the McCarthy Middle School Improvement Council and Council of Chelmsford Schools (CCS) by promoting and filling the parent positions from within the McCarthy Middle School Parent Community.

**ARTICLE III: Members**

**Section 1:** PTO members shall consist of any parent or legal guardian of a McCarthy Middle School student and all faculty and administrators of the school.

**Section 2:** Only members of the McCarthy Middle School PTO shall be eligible to vote at its meetings or to serve in any elected or appointed positions.

**ARTICLE IV: The Executive Board - Duties and Elections**

**Section 1:** The Executive Board will consist of the following members of the McCarthy Middle School PTO:

President (or Co-Presidents)	Elected
Vice President (or Co-Vice Presidents)	Elected
Secretary (or Co-Secretaries)	Elected
Treasurer (or Co-Treasurer)	Elected
Principal or Designee	Appointed
Teacher Liaison	Appointed/Optional
Enrichment Coordinator	Appointed

**Section 2:** The Executive Board will meet as needed between general meetings of the McCarthy Middle School PTO to transact any necessary business. A majority of the Executive Board shall constitute a quorum. Refer to Addendum A for the duties of the Executive Board.

**Section 3:** The Officers shall consist of President, Vice President, Secretary, and Treasurer. Officers shall be elected annually in the month of June. Nominations of those who have consented to serve, if elected, will be publicly posted by the Nominating Committee at least one week before the June PTO meeting. Nominations may also be accepted from the floor at the June meeting. If a full slate cannot be presented, it must at least include the position of President or Co-Presidents and Treasurer. If more than one person is running for an office, a ballot vote shall be taken. Otherwise, a voice vote may be taken. Voting is limited to the members present at the June PTO meeting.

**Section 4:** Terms for all elected positions will run from the close of school in June until the close of school the following June.

**Section 5:** Officers shall serve for a term not to exceed one year, unless re-elected by the general membership, not to exceed two (2) terms in the same position. If any of the officer positions goes unfilled, the Executive Board will mutually agree on the reallocation of the duties of the unfilled position. If all positions are uncontested, the Secretary can cast one vote to accept the slate as presented at the June PTO meeting.

**Section 6:** 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 7:** Officers can be removed from office, with or without cause, by a 2/3 vote of those present at a regular PTO meeting where previous notice has been given.

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**Section 8: Executive Board Duties:**

- Prepares a budget for the school year.
- Establishes PTO calendar for the school year.
- To approve routine expenditures within the limits of the budget and bylaws.
- Creates standing committees as it deems necessary to promote the objectives and carry on the work of the McCarthy PTO. Selects a chairperson of the standing committee who shall submit a report of their activities at the monthly general meeting.
- Conducts an internal audit at financial year end by committee consisting of, at a minimum, 2 board members.

**ARTICLE V: Policies**

**Section 1:** Membership in the McCarthy Middle School PTO, its programs and activities, shall be available without regard to race, sex, color, creed, or national origin.

**Section 2:** The McCarthy Middle School PTO shall cooperate with Administrators to support the school's educational objective. The McCarthy Middle School PTO shall not seek to direct the administrative activities of the school, nor to control its policies.

**Section 3:** Members of the McCarthy Middle School PTO may cooperate with other organizations and agencies provided they make no commitments that bind the PTO without prior approval of the membership.

**Section 4:** The McCarthy Middle School PTO shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or political candidate shall be endorsed by the PTO.

**Section 5:** Upon dissolution of the McCarthy Middle School PTO, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. The organization may be dissolved with 14 calendar days prior notice and a 2/3 vote of those present at the meeting.

**Section 6:** McCarthy Middle School PTO is organized and bound by section 501(c)(3) of the Internal Revenue Code and the Articles of Organization, General Laws, Chapter 180.

**Section 7:** Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or 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.

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#### **ARTICLE VI: Meetings**

**Section 1:** At least one general meeting in addition to the Annual PTO Meeting in June will be held during the school year.

**Section 2:** The Executive Board may call general meetings throughout the school year. Notification of such meetings should be at least one week prior to meeting date.

**Section 3:** The Executive Board may call special business meetings throughout the calendar year.

**Section 4:** Members in attendance shall constitute a quorum.

**Section 5:** All votes of the PTO shall be decided by a 2/3 vote.

**Section 6:** All committees with current ongoing business shall give a brief verbal or written status report.

**Section 7:** All McCarthy Middle School PTO meetings shall be conducted under Robert's Rules of Order unless otherwise provided herein.

#### **ARTICLE VII: Finances**

**Section 1:** The Treasurer or President will pay out all moneys owed by the McCarthy Middle School PTO and deposit all incomes made.

**Section 2:** All payments are to be made only on approved organizational and committee goals.

**Section 3:** The fiscal year for the McCarthy Middle School PTO shall begin the first day of September and end the last day of August.

**Section 4:** Transfer and authorization signatures must be obtained within 30 days following the new board elections in June.

#### **ARTICLE VIII: Tax Exempt Status**

**Section 1:** Any part of these by-laws that conflict with Internal Revenue Code 501(c)(3) is deemed invalid. No member may conduct any PTO business that may conflict with the McCarthy Middle School PTO exempt status.

## **ARTICLE IX: Standing Policies**

### **Section 1:** Standing policies approved by the Executive Board:

- Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at meetings.
- Meeting dates shall be announced at least 2 weeks prior to the meeting.
- All Meeting dates will be posted online.
- The Executive Board will meet each month during the school year, except December, unless needed, and at additional times, when necessary.
- The Executive Board will turn over records to the incoming officers each year.
- McCarthy Middle School PTO meetings will be held at McCarthy Middle School, unless prior notice is given to change the meeting location.
- McCarthy Middle School PTO meetings may be held during the day or the evening.
- The general and annual meetings will be approximately 1 hour in duration.
- The Executive Board may authorize expenditures, not to exceed \$1,000, by a unanimous vote, in the event a general meeting can not be called.
- The Executive Board may authorize non-budgeted expenditures of up to \$50 with the approval of 2 members and up to \$250 with a majority vote.
- McCarthy Middle School PTO does not provide funds for field trip staffing and/or bus transportation.
- The membership shall approve its operating budget at the first meeting of the school year. If a budget is not approved, the operating budget for the next month will be 1/10 of total proposed budget.
- Lowell 5 is currently the financial institution for McCarthy Middle School PTO.

## **ARTICLE X: Council of Chelmsford Schools (CCS)**

**Section 1:** The McCarthy Middle School PTO shall be represented in meetings of the Council of Chelmsford Schools (CCS) by the President or his/her alternate, the Principal of McCarthy Middle School, and by 2 volunteer delegates from the PTO membership.

**Section 2:** Any amendments to the bylaws of the CCS, or its successors, which affects the Bylaws of the McCarthy Middle School PTO shall be approved by the organization prior to concurrence therewith.

**Section 3:** One CCS representative will report at PTO meetings.

## **ARTICLE XI: School Improvement Council**

**Section 1:** The term, number of parent representatives, and frequency of School Improvement Council (SIC) meetings shall be in accordance with Massachusetts Department of Education Guidelines.

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**Section 2:** A brief letter of intent to serve on the McCarthy SIC is to be sent to the PTO President in September. These letters will be read at the October PTO meeting and voted on at that time. If openings exist at any time during the year, letters of intent will be solicited and voted on at the next McCarthy Middle School PTO meeting.

**Section 3:** One School Improvement Council representative will report at PTO meetings.

## **ARTICLE XII: Amendments**

**Section 1:** These by-laws may be amended at any general, special, or Annual meeting of the McCarthy Middle School PTO by a 2/3 vote of the members present and voting. A minimum of two weeks notice of the proposed amendment change must be given.

**Section 2:** The elected Officers shall review these Bylaws every 2 years or sooner, if deemed necessary.

## Addendum A

### PTO Executive Board

#### **President**

1. Chairs all Executive Board and general meetings of the PTO:
  - Prepares Agenda for these meetings
  - Coordinates all Agenda participants
  - Provides copies of Agenda materials
2. Coordinates all PTO activities:
  - Coordinates chairpersons for all social events, functions, and committees, including bulletin board as needed.
  - Obtains volunteers
  - Serves on all committees except Nominating Committee
3. Coordinates PTO calendar with the school's calendar.
4. Serves as liaison with the school Administration.
5. Reviews and signs, as needed, all documents required by the State of Massachusetts/IRS.
6. Creates/appoints special committees as needed.
7. Appoints and advises coordinators of each fundraising activity.
8. Provides input for Connect Ed messages, newsletters, and/or PTO website link as needed.
9. Attends Council of Chelmsford Schools (CCS) meetings:
  - Reports CCS activities to the Executive Board and PTO
  - Reports McCarthy activities at CCS meetings
10. PTO Meeting Preparation:
  - Review Budget
  - Meet with Administrator(s) and Executive Board before PTO meeting, as needed.
  - Contact School Committee Representative to confirm meeting date/time
  - Post Agenda on school bulletin board, Connect Ed messages, newsletters and/or PTO website link prior to PTO meeting

#### **Vice President**

1. Serves as backup to President as needed.
2. Attends all PTO Executive Board and general meetings.
3. Works with event chairpersons as needed.
4. Creates and maintains a database of McCarthy volunteers.
5. Responsible for Staff Appreciation Event and for arranging for the gift(s) for retiring teacher(s) at the Staff Appreciation Event.
6. Collects, compiles and screens all fundraising mail and telephone calls from potential Fundraising sources.

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**Secretary**

1. Records minutes at General PTO meetings, Executive Board meetings and provides minutes for approval/correction at subsequent meetings.
2. Types and provides copies of minutes from previous PTO meetings.
3. Provides copies of the minutes to the Executive Board prior to next meeting.
4. Posts McCarthy Middle School PTO minutes prior to general and annual meetings.
5. Maintains and distributes list of names, addresses, telephone numbers, and e-mail addresses of the Executive Board and committee chairpersons.
6. Coordinates correspondence as required.

**Treasurer**

1. Maintains the accounting records of the McCarthy Middle School PTO, in a timely and accurate fashion.
2. Establishes and maintains an efficient and controlled system for both disbursement and collection of funds.
3. Pays those disbursements authorized in the current budget or approved at any PTO meeting, Executive or General.
4. Ensures signatures of the appropriate authorized check signers are on file at the bank.
5. Prepares and presents financial status of the PTO at every meeting by written report.
6. Prepares an annual budget.
7. Obtains a Raffle Permit from the Town each year.
8. Prepares required annual state and federal documentation.
9. Closes out and meets with internal audit committee prior to September 1<sup>st</sup>.
10. Obtains all PTO insurance.

**Principal or Designee**

1. Represents the students, the staff, the School Department administration at PTO meetings.
2. Advises and assists the executive board in ensuring the organization promotes activities that are consistent with the objective of this organization and the mission of McCarthy Middle School.

**Teacher Representative**

1. Represents the teaching staff at the executive meetings.
2. Recommend enrichment programs, consistent with the grade level curriculum, funded by the PTO.
3. Recommend other education activities for the students which the PTO would organize.
4. Assist the executive board in ensuring the organization promotes activities that are consistent with the objective of this organization and the mission of McCarthy Middle School.
5. Occasionally address the general PTO organization on changes in curriculum, current topics of interest or current issues at the grade level.

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**Enrichment Coordinator**

1. Communicates with teachers to understand current curriculum enrichment requirements.
2. Coordinates all arrangements with program providers, including scheduling, providing for their needs, greeting, and thank you notes.
3. Fills our Use of Facilities Forms and coordinates with office administration in scheduling.
4. Adds approved date to the school calendar through administration.
5. Previews potential programs.
6. Provides a list of curriculum enrichment programs within approved budget, including grade level, date, and cost to Administration for review and PTO board for financial approval.
7. Provides input and publicity for Connect Ed messages, newsletters and or PTO website link as needed.
8. Investigates/applies for grant opportunities.
9. Provides payment information to Treasurer.
10. Reports Enrichment activity at PTO meetings.

## **Extended Board**

### **Event Chairpersons**

1. Handles all coordination for a particular event, which includes:
  - Contacting all volunteers, coordinating their activities, and ensuring CORI certification
  - Calling meetings of volunteers if necessary
  - Arranging for publicity of the event
2. Keeps a record of all decisions made, patrons contacted, and quantities and costs of items.
3. Informs the PTO President of plans being made for approval.
4. Submits all receipts for reimbursement by the Treasurer.
5. Provides input for Connect Ed messages, newsletters, and/or PTO website link as needed.
6. Obtains and prepares a Use of Facilities Form for the school building if the building is needed before or after school hours.
7. Adds approved date to the school calendar through administration.
8. Thanks all necessary parties.
9. Submits a folder with all details of the work plan to the Executive Board to be used by the next event coordinator.

### **Nominating Committee**

1. A Nominating Committee shall be established in April.
2. The Nominating Committee shall strive to present at least one nominee for each office but must include the positions of President or Co-Presidents and Treasurer or Co-Treasurers.
3. Nominations of those who have consented to serve if elected will be publicly posted at least one week before the June PTO meeting.
4. Nominations may be accepted from the floor at the June meeting.
5. Any open positions on the Executive Board after the June meeting may be filled at the general meeting in September. Nominations will be taken from the floor.