

# **The Charter of McCarthy-Towne Parent Teacher Student Organization**

January 8, 1993  
Amended January 3, 2000  
Revised September, 2004

## **Article I: Name**

The name of this organization is The McCarthy-Towne Parent, Teacher, Student Organization (PTSO).

## **Article II: Membership**

Active membership in the PTSO includes:

- All parents or legal guardians of students in attendance at McCarthy-Towne School.
- All McCarthy-Towne faculty, administration, and other staff.
- All students currently enrolled in McCarthy-Towne School.

Any member of the PTSO may attend meetings.

## **Article III: Purpose**

The purposes of the Organization are:

- To improve, provide, and maintain communication channels among parents, faculty members, students, administrators, school committee members, and citizens of the community and to provide a framework for promoting excellence at McCarthy-Towne school as part of the Acton Public Schools.
- To provide educational and information programs.
- To encourage participation in the volunteer program at the McCarthy-Towne School.
- To provide ongoing fundraising events and activities.
- To serve the school in other ways as needed throughout the school year, e.g. special meetings, capital equipment purchases, etc.

The McCarthy-Towne School PTSO is organized exclusively for educational purposes as specified in section 501(c)(3) of the Internal Revenue Code of 1954 and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

No part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h)), or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, or officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization) and no member, trustee, or officer shall be entitled to share in the distribution of any of the organization's assets upon dissolution of the organization.

## **Article IV: Organization**

### **A. Officers**

The officers of this organization shall consist of the Chairperson, Co-chairperson, Secretary, and Treasurer.

### **B. Steering Committee**

The Steering Committee shall be comprised of the current officers and the committee chairpersons. The list of chairpersons shall be determined each year by the PTSO members. The school principal, volunteer coordinator (if funded), and teacher representatives are also members of the Steering Committee.

### **C. Job Descriptions and Primary Duties**

1. Chairperson/co-chair – Duties of the co-chairs may be apportioned between them by mutual agreement. The chairperson:

- Presides at meetings, prepares written agendas and distributes them to the membership in advance of the meetings
- Acts as spokesperson and is a resource for the exchange of information between school and parents
- Coordinates the activities of the various committees
- Appoints and dissolves any ad hoc committees authorized by the membership
- Signs all contracts or other legal obligations authorized by the membership
- Collects and disseminates mail

The co-chair positions are held in two-year, staggered terms. The incumbent co-chair is the senior chair and the incoming co-chair the junior chair, though their primary duties may be performed interchangeably.

2. Secretary – The secretary shall keep an accurate record of all meetings of the organization, shall make copies of minutes to available to the membership; shall place a copy of all current year's minutes in a notebook to be kept in the school office; shall maintain a copy of the previous year's minutes; and shall send out notices of meetings as needed.

3. Treasurer – The treasurer shall collect and deposit all moneys of the Organization; shall keep accurate record of receipts and expenditures; shall manage and pay out the funds of the Organization in accordance with decisions of the membership; shall prepare financial reports for each meeting of the Organization and shall present an annual financial report to the membership at an annual meeting. The

Treasurer's account books shall, at all times, be open to the inspection of the membership.

4. Nominating Chair – The nominating chair shall seek volunteers for open positions as described in section VI, A, 1.
5. Steering Committee – The Steering Committee shall consist of the chairpersons of each committee. A chairperson of each committee shall report, either orally and/or in writing, to the membership each month. All activities proposed by a committee should be brought to the membership for approval. New activities (for example, fundraisers and social events) shall be brought to the membership for approval by vote. Each committee chair will be responsible for ensuring that all regular committee activities and other activities approved by the membership will be implemented in a timely fashion.

## **Article V: Meetings**

Voting at all meetings will be in accordance of Article VI (A)(2) of the Charter.

### **A. Regular Meetings**

1. The PTSO shall meet each month at the McCarthy-Towne School. Meetings are open to all PTSO members, including students, and all PTSO members are encouraged to attend to provide input. Regular meetings shall consist of all normal business and any appropriate educational or informational topics relevant to the community.

Voting at these meetings is open to the general membership. Student votes are advisory.

Once a year, at a regular meeting, the PTSO shall elect officers and committee chairs and approve the budget.

2. Ad Hoc Meetings. There may be occasion when an additional voting meeting may need to be called. In such a case, notice of the time and place of the meetings shall be given each member of the PTSO in any reasonable manner not less than 48 hours prior to the meeting.

### **B. Quorum**

At least two officers, a faculty member and two other PTSO members shall constitute a quorum.

### **C. Voting**

Voting will be done by a voice vote or a show of hands if necessary. A motion for a secret ballot may be made. Majority rules.

## **Article VI: Elections, Terms of Office, Vacancies**

### **A. Election**

1. Nominating Chair: The Nominating Chair shall publicly solicit volunteers for Steering Committee positions by (but not necessarily limited to) publication of announcements in the Bulletin.

### **2. Voting**

a. Prior to elections, a list of final nominees shall go to all members for their consideration.

b. The floor will be open to further nominations before the voting.

c. Voting shall be done by the members present at the meeting.

### **B. Terms of Office**

Officers and Steering Committee members shall assume office July 1 of each year and they shall serve for the fiscal year.

### **C. Vacancies**

Any vacancy on the Steering Committee or in any office arising after the election shall be filled by a majority vote at the next possible meeting.

## **Article VII: Finances**

### **A. Fiscal Year**

The fiscal year shall run from July 1 to June 30. A review of the Treasurer accounts by someone other than the Treasurer will be conducted annually after the close of each fiscal year.

### **B. Contributions**

The PTSO may solicit contributions and otherwise use appropriate means to raise funds for attainment of the purposes stated in Article III. No fund shall be disbursed to the benefit of any member of the Organization but shall be used to further the purposes of the Organization.

### **C. Budget**

1. Annually, the co-chairs, principal, and treasurer shall prepare the budget based on information provided by the committee chairs and the membership at large.

2. Non-budgeted expenditures shall be voted by the membership provided the membership is informed of the proposed expenditure with a minimum of 48 hours notice of an announced meeting. The membership may vote at any monthly meeting to reallocate funds within the operating budget. The reallocation should not total more than five percent (5%) of the annual operating budget.

3. Line item expenditures. Committee chairs or school staff members responsible for a line item may spend the appropriated amount at their discretion. All expenses shall be promptly accounted for to the Treasurer.

4. Reallocations larger than five percent (5%) require a revised budget. The membership shall be notified one month prior to the budget vote for the reallocation, in accordance with section 7, C, I.

### **Article VIII: Charter Approval and Amendment**

This charter may be approved, altered, amended, or repealed in whole or in part, or a new Charter adopted in place thereof, by a two-third vote of the members present and voting at any general meeting of the Organization duly called, provided the amendments were submitted to the membership in writing one month in advance of the meeting.

### **Article IX: Dissolution and Distribution**

In the event the PTSO should be dissolved, all assets will be given to the McCarthy-Towne School to be used to enhance the educational experience of the students at the discretion of the Principal.

The assets of the organization shall be permanently dedicated to exempt purposes as described in 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 state or local government, or public purpose.

### **Article X: Conducting of Business**

The method for conducting the business of this Organization shall be in accordance with *Robert's Rules of Order*. Records shall be kept in accordance with 501 (c) 3 rules.