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PEABODY CHARTER SCHOOL

PARENT-TEACHER-STAFF ORGANIZATION

BYLAWS

Date Approved: 2-7-07

PURPOSE

The purpose of the Peabody PTSO is to:

- Promote **parent participation** through community building activities and an environment of timely, open, and honest communication.
- Provide **financial and organizational assistance** in areas that are of the greatest interest and/or need to the school.
- Fundraise for and prioritize programs that **are of direct benefit to students and teachers.**
- **Assist in** organizing and running school functions.

FUNDRAISERS

Harvest Carnival- Profits from most booths go directly to the classrooms and special teachers. Additional profits fund PTSO expenses.

Craft Faire and Boutique- Profits got directly to Staff Appreciation and Enrichment.

Panther Store- Profits from the sale of apparel and other items are used to support expenses incurred by PTSO efforts.

MEMBERSHIP & DUES

All parents who have a child or children enrolled at Peabody and all staff members are members of the PTSO. There are no dues. Parents are expected to participate in the organization of at least one PTSO function each year. The PTSO Board consists of the PTSO Executive Officers and all Committee Chairpersons.

MEETINGS

PTSO Board meetings are held regularly. General members are invited and encouraged to attend all meetings. The dates of the PTSO meetings will be listed in school calendar and the newsletter, and will be posted on the Peabody website. There will be two PTSO Forums held each year.

BYLAWS

The Bylaws shall be reviewed and revised at least every two years by the PTSO Executive Board.

NOMINATING COMMITTEE

The Nominating Committee shall consist of the current PTSO Board and the Nominating Chairperson. This committee shall be established at the beginning of the school year. The Nominating Committee shall meet at least two months prior to the end of the school year to create a slate of officers for the upcoming school year. This slate will be presented and voted on at the final PTSO meeting of the year.

PTSO EXECUTIVE BOARD

Any parent who has a child currently enrolled in the school is eligible to serve as a PTSO Officer. The term of service is for one year and shall not exceed two consecutive years in the same position with the exception of the office of Treasurer who may serve up to three consecutive years. The PTSO Executive Board shall consist of five (5) members:

President

Vice-Presidents (2)

Secretary

Treasurer

Or

Co-Presidents (2)

Vice-President

Secretary

Treasurer

Or

President

President-elect

Vice-President

Secretary

Treasurer

It is recommended that at least one of the Presidents served on the Executive Board the year preceding his/her term. The PTSO Executive Board is ultimately responsible for filling all committee chairperson positions. A majority of the Executive Board must approve all major purchases over \$1,000 that are made for the school using PTSO funds.

PRESIDENT (S)

The President will preside at all meetings of the PTSO and PTSO Executive Board, and will oversee all PTSO activities. The President will coordinate the work of the officers and committees in order to fulfill the purposes of the PTSO. With the approval of the other Board members, she/he may create committees and appoint chairpersons as needed. The President will submit a list of officers and committee chairpersons to be published in school documents and on the school website. The President shall be apprised of the financial status of the PTSO on a regular basis and will assist the Treasurer in creating an annual budget. The President will meet with the Principal regularly in order to maintain good communication. The President should schedule meetings with other staff members as needed in order to ascertain additional ways that the PTSO can be of service to them. The President will be encouraged to attend all meetings of the Governing Council, in order to create a liaison between the PTSO and the Governing Council.

VICE PRESIDENT (S)

The Vice President will assist the President with all presidential responsibilities and will assume those duties in the absence of the President. The Vice President, along with the President, will oversee all PTSO sponsored activities. She/He will also collaborate with the Secretary to ensure that all PTSO meetings be announced and publicized properly. The Vice President will be responsible for collecting all committee reports and organizing them for the following year's Committee Chairs.

SECRETARY

The Secretary will take minutes at all meetings of the PTSO. She/he will give the Principal and the President a copy of the minutes of each meeting and will submit a copy of the minutes to the school website. The Secretary will write additional information for school publications at the direction of the President. The Secretary will also assist with PTSO correspondence as needed. She/he will keep records of all amendments to the PTSO Bylaws.

TREASURER

The Treasurer will keep all the financial records of the PTSO. The Treasurer will, along with the President, prepare a yearly budget and present it to the membership. The annual budget is to be voted on by the Executive Committee prior to the first PTSO general meeting. All PTSO funds belong to the PTSO to be budgeted as needed for the current year. Profits/losses from activities do not carry forward annually. Based on this budget, all committee chairs will be duly informed of the amount budgeted for each event. The Treasurer will make all PTSO disbursements from the proper checking account. This account shall require two signatures on all checks. The Treasurer will guard over any certificates of deposit for the PTSO, keeping them in higher interest earning accounts at secure financial institutions. She/He will work with the Peabody Business Office to ensure fiscal responsibility and accuracy. The Treasurer will keep precise records of all financial transactions of the PTSO and will give regular reports at the PTSO meetings.

COMMITTEE CHAIRPERSONS

All Committee Chairpersons will serve a minimum of one year. If desired, two people may chair a committee. All committee chairs will keep the PTSO Executive Board informed of the details of their event, and work in conjunction with the President and the Principal to set the date and time of their event. Chairpersons will submit announcements to the Principal to publicize their activities, and will be asked to speak at the PTSO meetings to discuss their event. The Principal must approve all new fundraising events and PTSO activities. At the conclusion of the event, the chairperson will prepare a written summary of that activity to be used in subsequent years.

COMMITTEES

Back to School Orientation and Ice Cream Social
Volunteer Coordination and School Directory
Harvest Carnival
Craft Faire and Boutique
Panther Store

Staff Appreciation and Enrichment
Education
Foundation Support
Nominating Committee

Peabody Charter School PTSO BOARD 2007-2008

PTSO Board Meetings (First Wednesday) 3:15 Staff Lounge
9-5, 10-3, 11-7, 1-9, 2-6, 3-5, 4-9, 5-7

OFFICERS

Kim Brown	Co-President
Amy Saldamando	Co-President
OPEN	Vice President
Rayanna Dombroski	Secretary
Sandra Wood	Treasurer
Staff Reps	Danell Hurtado
	Jamie Wassell
	Carol Margerum
	Jennifer Barton

COMMITTEE CHAIRS

OPEN (presidents?)	Open House Orientation Town Hall
OPEN	Volunteer Coordination
OPEN	Harvest Carnival
OPEN	Craft Faire and Boutique
Danell Hurtado/Jamie Wassell	Panther Store
Glenn Miller/Jamie Lisea	Staff Appreciation/Enrichment
OPEN	Education
Rayanna Dombroski	Board of Directors Support