

Cuthbertson High School
Parent Teacher Student Organization Bylaws
1400 Cuthbertson Road
Waxhaw, NC 28173

ARTICLE I – NAME

The name of this organization is Cuthbertson High School Parent-Teacher-Student Organization, Inc (CHS PTSO). The organization is located in Union County, North Carolina and is a 501 (c) (3) corporation.

ARTICLE II – PURPOSES

Section 1: The purposes of the CHS PTSO are:

- a. To promote the welfare of youth in home, school and community.
- b. To bring into closer relation the home and the school, so that parents, teachers and students may cooperate intelligently in the education of our youth through fundraising and family activities.
- c. To develop between educators and the general public such united efforts as will secure for all youth the highest advantages in physical, mental and social education.
- d. To encourage the relationships within the school community that is a vital influence on the success of our children's futures, including those between students, teachers, staff, parents and patrons.
- e. To foster a sense of support, pride, and enthusiasm for the school community by providing positive school/community relationships that enhance our children's educational environment.

Section 2: The purposes of the CHS PTSO are promoted through an educational program, directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3: The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III – BASIC POLICIES

The following are basic policies of the CHS PTSO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools to provide quality education for all youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individuals 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 purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- h. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.

ARTICLE IV – GOVERNING ARTICLE

Section 1: The articles of organization of this PTSO include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation.

Section 2: Bylaws of this PTSO shall include a provision establishing a quorum.

Section 3: Each officer or board member of this PTSO shall be a member of this local PTSO.

Section 4: The bylaws of this PTSO shall prohibit voting by proxy.

Section 5: A PTSO member shall not serve as a voting member of this local PTSO’s board while serving as a paid employee of, or under contract to this local PTSO.

Section 6: Only members of this local PTSO who have paid dues for the current membership year may participate in the business of the local PTSO.

Section 7: The executive board will elect the nominating committee.

Section 8: This local PTSO shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including specifically, the numbers of its members and the dues collected from its members.

Section 9: This local PTSO may dissolve and conclude its affairs in the following manner:

- a. The executive board shall adopt a resolution recommending that the local PTSO be dissolved and directing that the question of such dissolution be submitted to a vote of a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTSO shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.
- b. Only those persons who were members in good standing of the local PTSO on the date of adoption of the resolution, and who continue to be members in good standing on the date of the special meeting, shall be entitled to vote on the question of dissolution.
- c. Approval of dissolution of the local PTSO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

ARTICLE V – MEMBERSHIP & DUES

Section 1: Membership in this local PTSO shall be made available by this local PTSO, without regard to race, color, creed, or national origin.

Section 2: Each member of this local PTSO shall pay annual dues to said organization the amount of which will be determined by the executive board. At the discretion of the executive board, annual family dues may be applicable in lieu of individual dues.

Section 3: Dues shall be payable at any time between August 15 (the beginning of the membership year) and the following June 15. Dues shall not be prorated.

Section 4: Only registered members of this local PTSO shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions. A registered member shall be defined as one who pays dues prior to the beginning of any PTSO meeting during the membership year. Scholarships for dues are available anonymously through the guidance department.

ARTICLE VI – OFFICERS AND THEIR ELECTION

Section 1: Each officer and committee chairperson shall be a member of this PTSO.

Section 2: Nominating Committee

- a. There shall be a nominating committee composed of no less than three members who shall be elected by the executive board at least one month prior to the election of officers. The committee may consist of an executive committee representative, a committee chairpersons' representative, and a Site-Based committee representative; and shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting of the organization in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. Neither the president nor the principal shall be a member of the Nominating Committee. However, an assistant principal shall be a viable option as a member.
- e. A reasonable attempt will be made to secure officer nominees that reflect the population of the school community. (i.e. diversity of neighborhoods, feeder schools, etc.)

Section 3. Officers and their Election

- a. a. The officers of this local PTSO shall consist of a president, two vice-presidents, secretary, and treasurer.
- b. b. All officers shall be insured (with the treasurer also being bonded) at the expense of the organization.
- c. Officers shall be elected at a meeting of the general membership of the organization in the month of May. If there is one nominee for an office, election may be by voice vote. However, if there is more than one nominee for any office, election for that office must be by ballot.
- d. An officer shall assume his/her official duties July 1.
- e. All officers will serve a one-year term with the option of serving a second term if desired.

Section 4: Vacancies

A vacancy occurring in any office shall be filled within 30 days for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

ARTICLE VII – DUTIES OF OFFICERS

Section 1: President:

- a. Set the agenda and preside at all meetings of this local PTSO and of the executive board and executive committee at which he/she may be present.
- b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization, executive board, principal or designee.
- c. Be a member ex-officio of all committees except the nominating committee.
- d. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.
- e. Serve as one of three authorized signatory of all PTSO checks and the only authorized signatory of PTSO contracts.
- f. Review and approve by signature the reconciled bank statement from the treasurer on a monthly basis.

Section 2: Vice President

- a. Act as aide to the president, shall perform such other delegated duties as may be assigned to him/her by the organization or by the executive board
- b. Be a member ex-officio of all committees.
- c. Serve as one of three authorized signatory of all PTSO checks.
- d. Perform the duties of the president in the absence or inability of that officer to serve.

Section 3: Secretary:

- a. Record the minutes of all meetings of the CHS PTSO and of the executive board and executive committee.
- b. Maintain a current copy of the bylaws.
- c. Maintain a membership list.
- d. Distribute a summary of the general membership meeting minutes within two weeks to the executive board for approval and post within seven additional days for the general membership.
- e. Distribute a copy of the executive board/committee meeting minutes at least one week prior to the next scheduled meeting to the executive board/committee for approval.
- f. Be a member ex-officio of all committees.
- g. Perform such other delegated duties as may be assigned.

Section 4: Treasurer

All monies collected by the association as local dues, raised in unit activities, received as contributions, or otherwise acquired, belong to this local PTSO to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the association.

- a. Have custody of the funds of the association; keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the organization, make disbursements as authorized by the president, executive committee/board, or the unit membership. Checks or vouchers shall be signed by two of three persons, the treasurer, the president or vice president, although these officers shall not sign checks payable to themselves.
- b. Present a financial statement at every meeting of the organization and at other times when requested by the executive committee. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the bylaws of this organization.
- c. Run all accounts on a cash basis rather than an accrual basis.

- d. Have financial records examined annually by either an independent auditor or independent audit committee of not less than three members, who will satisfy that the treasurer's monthly reports and bank records are correct, and shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the executive board at least four weeks before the meeting at which new officers assume duties. A copy of the auditor annual statement will be filed with Union County Public Schools and the North Carolina Department of Education.
- e. See that all audit procedures are in compliance with current Union County School Board policies.
- f. Be responsible for filing any required tax forms by the required deadlines.
- g. Be a member ex-officio of all committees.
- h. Provide a reconciled monthly bank statement report to the president for review and approval.

Section 5: All officers shall:

- a. Attend all PTSO meetings
- b. Perform the duties outlined in these bylaws and those assigned by the executive committee/board of the organization.
- c. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.
- d. Be approved as a UCPS volunteer.
- e. Be a member ex officio of all committees.
- f. Create and/or maintain a handbook for the office that includes schedule of duties performed, calendar of events and duties, contact information and pertinent procedural and project information.

ARTICLE VIII – EXECUTIVE BOARD

Section 1: The executive board shall consist of the elected officers of the organization and the principal of the school or his/her representative.

Section 2: Each board member shall be a member of this local PTSO, joining the organization in a timely manner upon acceptance of the board position if not already a member.

Section 3: The duties of the executive board shall be to create standing and special committees and transact necessary business in the interval between executive committee meetings.

Section 4: Meetings of the executive board shall be held as needed.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1: The affairs of the CHS PTSO shall be managed by the executive committee in the intervals between local unit PTSO general meetings.

Section 2: The executive committee shall consist of the elected officers of this local unit, the committee chairpersons and the principal of the school or a representative appointed by him/her.

Section 3: The duties of the executive committee shall be:

- a) to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the members of the local unit
- b) to approve the plans of work of the standing committees
- c) to present a report at the regular meetings of the organization

- d) to prepare and submit an annual budget to the general membership for approval at the first meeting of the general membership
- e) to approve budget exceptions

Section 4: Meetings of the executive committee shall be held during the school year, the time to be fixed by the committee at its first meeting of the year, but at a minimum of one every 6 weeks. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of the members of the board, one days' notice being given.

ARTICLE X – COMMITTEES

Section 1: Only members of this local PTSO shall be eligible to serve in any elective or appointive positions.

Section 2: The executive board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the organization. The term of each chairman shall be one year or until the selection of a successor.

Section 3: The chairman of each standing committee shall present a plan of work to the executive board for approval as well as an end of the year final report.

Section 4: No committee work shall be undertaken without the consent of the executive board.

Section 5: Special committees and their members shall be formed by the executive board as needed. (Special committees are created and appointed for a specific purpose; they automatically go out of existence when the work is done and the final report is received.)

Section 6: The executive board members shall be an ex officio member of all committees.

Section 7: The chairman of each committee will create and/or maintain a handbook for the committee that includes schedule of duties performed, calendar of events, budget information, contact information and pertinent procedural and project information.

ARTICLE XI – MEMBERSHIP MEETINGS

Section 1: Meetings of the general membership of this PTSO shall be held during the months of September and May.

Section 2: Special meetings of this local PTSO may be called by the president or a majority of the executive board, 7 days' notice having been given.

Section 3: 15 members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTSO.

ARTICLE XII – FISCAL YEAR

The fiscal year of the CHS PTSO shall begin on July 1 and end on the following June 30.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CHS PTSO and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended at any general membership meeting of the CHS PTSO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon. The approved amendment shall be effective immediately, unless otherwise stated at the time of the vote.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirements of adoption of a revised set of bylaws shall be the same as in the case of an amendment.

I verify that these bylaws were adopted by the general membership of the association at a meeting.

Secretary: Kim DiBiasio

Original Bylaws Adoption Date: March 2009

Last revised: February 6, 2012