

Central Academy of Technology & Arts Cougar Council Bylaws

Article I - Name: The name of this organization shall be the Cougar Council, Parent/Teacher/Student Organization, of Central Academy of Technology & Arts (CATA) located in Union County, NC. Cougar Council is a 501(c)(3) non-profit organization.

Article II – Objectives:

Section 1. The objectives of this organization are:

- a. To promote the welfare CATA students in the home, the school, and the community.
- b. To bring into closer relation the home and the school, so that parents, students, teachers and staff may cooperate intelligently in the education of students.
- c. To support the school by implementing programs and offering volunteer and financial resources consistent with its objectives.
- d. To foster a sense of support, pride, and enthusiasm for the school community by providing positive school/community relationships that enhance our students' educational environment.

Section 2. These objectives shall be promoted through projects and programs to be governed and qualified by the basic policies set forth in Article III.

Article III – Policies:

The following are basic policies of this PTSO:

- a. This PTSO shall be noncommercial, nonsectarian and nonpartisan. This organization does not discriminate in membership on the basis of race, color, religion, sex, national origin or mental or physical ability.
- b. Members of the PTSO work together in a professional manner, demonstrating effective leadership to our students and our community by treating each member with dignity and respect, and embracing diversity of talent, experience and perspective.
- c. The name of this PTSO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of this organization.
- d. This PTSO shall not directly or indirectly endorse (in any way including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, a candidate for public office.
- e. The organization shall work with the school to provide quality education for all youth and shall seek to participate in the decision making process regarding the objectives of this organization, 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.

- f. The organization shall work to promote the health and welfare of youth and shall seek to promote collaboration between parents, teachers and staff, and the community at large.
- g. 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.
- h. 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.

Article IV – Membership and Dues:

Section 1. Active members shall consist of any CATA student, parent or guardian of a CATA student, or member of the CATA faculty or Administration who is interested in joining and has paid dues.

Section 2. Dues shall be set by the action of the Executive Board.

Section 3. The privileges of holding office, making motions, debating and voting shall be limited to paid members.

Section 4. Scholarships for dues are available anonymously through the CATA guidance department. Any Central Academy of Technology & Arts (CATA) family who requests such a scholarship through the guidance department shall be granted membership.

Article V - Articles of Organization:

The PTSO exists as an association of its members. Its "Articles of Organization" comprise these Bylaws, and may be amended as needed.

Article VI - Officers and Their Elections:

Section 1. The governing body of the PTSO, called the Executive Board, shall at a minimum, consist of the following officers:

- President
- Vice President

- Secretary
- Treasurer
- Representatives of each standing committee (currently: Membership, Communications, Fundraising, Hospitality, Seniors, Scholarships, By-Laws)

Section 2. Annual Election of Officers

- a. Officers shall be slated by a nomination committee, and elected at the May PTSO General Membership meeting, the last meeting of the school year.
- b. A Nominating Committee of at least 3 or more PTSO members will seek applicants for every available office starting in March, by notifying membership of upcoming open roles and the process for nomination.
- c. The Nominating Committee shall present a slate of qualified officers who have signified their consent to serve, if elected, to the Executive Board at the April Board Meeting.
 - The slate can be approved by the Executive Board in the April Board Meeting with a motion to accept, if there is only one nomination for each office.
 - If there is more than one nomination for any office, then there must be an election for the entire slate, in the May General Membership Meeting
- d. The slate will be posted on the school website after the April Executive Board Meeting with the opportunity for any further nominations to be submitted to the Nominating Committee before the May General PTSO Meeting.
- e. The final slate will be presented to the full membership at the May General PTSO Membership Meeting. The voting will take place via secret ballot and the results will be announced at the end of the meeting.
- f. A majority of votes cast is required for election. If there is only one nominee for any office, that nominee is automatically elected.
- g. The number of members to constitute a quorum for a valid election will be those members attending the meeting at which the election is held.
- h. Notice of the election will be given on the school website and in the administrative office. Absentee or proxy voting will be permitted.
- i. Officers shall assume their official duties on July 1 of the school year of the election, transitioning responsibilities from the prior office holder from May through July as needed. They will serve for a minimum term of one year or until their successors are elected, and not more than two consecutive years in the same position.

Section 3. In -Term Vacancies

- a. Officers can leave or be removed from office at any time during their tenure for the following reasons:
 - The officer has requested to step down for personal reasons
 - The officer is unable or unwilling to perform duties required in a timely manner, as determined by a majority of the Executive Board
 - The conduct of the officer is inconsistent with the basic policies of the PTSO, outlined in Article III, as determined by a majority of the Executive Board
- b. A vacancy occurring in any office that cannot be filled by a current Executive Board member (see Article VII, Section 6,) shall be filled for the unexpired term by an eligible Executive Board or PTSO member at large, elected by a majority vote of the Executive Board. Elections to fill in-term vacancies will not be brought to the General PTSO Membership for a vote for expediency, to avoid any interruption of PTSO accomplishments.
- c. Notice of such election, and the ability for a PTSO member to volunteer for the office, shall be given to the General PTSO membership at least one (1) week prior to the Executive Board meeting to identify an incumbent candidate to fill the vacancy. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election, and then by the Secretary or the Treasurer, if there are multiple vacancies.
- d. The office will be considered vacant at the close of the term, and a new election will occur as outlined in Section 2. The candidate who filled the role for the unexpired term may be considered for the slate.

Article VII - Duties of the Officers:

Section 1. The President shall preside at all meetings of the PTSO and the Executive Board, and shall perform such other duties as may be prescribed in these Bylaws assigned to him/her by the PTSO or by the Executive Board; and shall be ex-officio and coordinate the work of the officers and committees of the PTSO in order that the objectives may be accomplished. He/she will be on the signature card with the Treasurer and the Vice President. The President shall also review and initial bank statements each month.

Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of or the inability of the President to act. He/she will be on the signature card with the Treasurer and the President. He/she shall

perform such other delegated duties as may be assigned to him/her by the organization or by the Executive Board, and shall be a member ex-officio of all committees, except the Nominating Committee.

Section 3. The Secretary shall record the minutes of all meetings of the PTSO and of the Executive Board; and shall perform such other duties as may be delegated; and shall maintain a current and accurate roster of the membership.

Section 4. The Treasurer shall:

- a. Have custody of all funds of the PTSO; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the President, Executive Board, or the PTSO.
- b. Present a financial statement at every meeting of the PTSO and at other times when requested by the Executive Board and shall make a full report at the meeting at which new officers assume their duties.
- c. Keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the PTSO, including, specifically the number of its members and the dues collected from its members.
- d. Maintain the PTSO checking account.
- e. File necessary paperwork required by State and Federal Government to maintain non-profit status.

Section 5. All officers shall:

- a. Perform the duties prescribed in these Bylaws, those duties assigned to them from time to time, and those duties applicable under Article VII.
- b. Comply with all policies listed in Article III.
- c. Deliver to their successors all official material not later than ten (10) days following the meeting at which new officers assume the duties.

Section 6. If an officer is not able to perform all of their duties, the Executive Board can determine how that duty can be performed by another officer for the remainder of the term, rather than filling the vacancy during the term. The additional responsibilities awarded to that officer would end as the term ends in June of that school year.

Article VIII - Executive Board:

Section 1. The affairs of the Central Academy of Technology & Arts (CATA) PTSO shall be managed by the Executive Board in the intervals between PTSO General Membership meetings.

Section 2. Each Board Officer, as established by Article VI, and representatives of Standing Committees 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 Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and representatives of the current standing committees. The President may appoint a parliamentarian, subject to the approval of the officers of the organization.

Section 4. The duties of the Executive Board 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 create standing and special committees; (c) to approve the plans of work of the standing committees, (d) to present a report at the regular meetings of the organization; (e) to prepare and submit to the organization for adoption a budget for the year; (f) to approve expenses and investments within the limits of the budget.

Section 5. Executive Board meetings shall be held during the school year, during the time agreed upon by the Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by the majority of the members of the Board, with a minimum of one day's notice being given.

Section 6. The Principal (or a designated representative), additional faculty members appointed by the Principal, student representatives, and special guests will be invited to attend some or all Executive Board meetings as non-voting advisors.

Article IX - Standing and Special Committees:

Section 1. The Executive Board may create such Standing Committees as it may deem necessary to promote the annual objectives and carry on the work of the PTSO. The term of each chairman shall be for one (1) year or until the appointment of a successor.

Section 2. The Chairman of each Standing Committee shall present an annual plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. The power to form Special Committees and appoint their members rests with the Executive Board, the President and the Presiding Officer in the absence of the President. Committee updates will be presented as needed.

Section 4. The President and Vice President shall be ex-officio members of all committees except the Nominating Committee.

Article X - Membership Meetings:

Section 1. Meetings of the general membership of this PTSO shall be held during the school year from September through May, unless otherwise provided by this PTSO or by the Executive Board. Seven days' notice must be given to change the date of a General Membership Meeting.

Section 2. Special meeting of the PTSO general membership may be called by the President or a majority of the Executive Board, seven days' notice having been given.

Section 3. Members attending shall constitute a quorum for the transaction of business in any meeting of this PTSO. If there are fewer than 3 members, no official business may be transacted.

Article XI - Financial Management:

The Executive Board will take the necessary steps to ensure careful and sound financial management of all PTSO funds:

- a. The Executive Board shall approve all expenses of the PTSO through a majority vote of Executive Board members present.
- b. Two authorized signatures shall be required for each check distributed. Authorized approvers are President, Vice President and Treasurer.
- c. The Treasurer's accounts shall be examined annually by an external auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. Financial records and books shall be audited annually each year.
- d. The fiscal year of the Central Academy of Technology & Arts (CATA) PTSO shall begin on July 1 and end on the following June 30.
- e. 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, with membership's approval, to be spent for the benefit of CATA in keeping with the objectives of this organization, outlined in Article II.

Article XII - Parliamentary Authority:

The most current edition of Robert's Rule of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article XIII – Amendments:

Section 1. The Bylaws shall be reviewed every two years by the Bylaw Committee. The committee shall consist of at least 2 PTSO members, including members of the Executive Committee, and shall submit a revised set of Bylaws to the Executive Committee for approval.

Section 2. The approval of the Bylaw Committee recommendations shall require a two-thirds vote of the Executive Committee members present and voting.

Section 3. These Bylaws may be amended outside of the two-year review process completed by the Bylaw Committee, at any General Membership meeting, by two-thirds vote of the members present and voting, as long as written notice that the Bylaws will be further amended is provided on the CATA website at least one week in advance.

Section 4. Any changes made to by-laws will be recorded in Secretary's meeting minutes. A copy of the current by-laws will be kept at CATA and a copy will be posted on the school website.

Adopted: December 2, 2007
Revised: November 20, 2009
Revised: November 10, 2011
Revised: March 13, 2013
Proposed Revisions Sept 2016
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Revised: May 4, 2021
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