

Cabarrus Tech
Parent Teacher Student Organization
By-Laws

Article I: Incorporation

The name of the Organization shall be known as the Parent Teacher Student Organization. For the purpose of these by-laws the "Parent Teacher Student Organization" may be referred to as the "PTSO". The fiscal year shall run from June 1 through May 31 of the following year. The term year of elected officers shall run from the close of the March PTSO meeting for twelve consecutive months.

Article II: Mission and Objective

Section 1: **Mission:** The mission of the PTSO shall be to support the activities and promote interest in all of Cabarrus Early College of Technology. The PTSO organization works with the school to enhance student opportunities and provides a forum for parents, teachers and students to come together to discuss issues, concerns, and ideas to enhance our students' educational experience.

Section 2: **Objective:** The organization shall function as a non-profit organization and shall endeavor to raise and solicit funds for the PTSO. All such funds raised or solicited by the organization shall be used 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"). All such funds shall be extended without personal gain to any member of the organization. There shall be no distribution of profits or funds directly to any member for use other than PTSO business. The members shall have no equity in the money raised or solicited by the organization except to have such money properly and completely used for the above-stated objectives.

Article III: Membership

Section 1: **Regular Membership:** All students, parents and/or legal guardians of students, who currently attend Cabarrus Early College Technology, shall be eligible for membership in the PTSO, including the right to vote and hold office.

Alumni Membership: All parents and/or legal guardians of former students and former faculty or staff of ECHS shall have the right to participate in the PTSO as Alumni Members. Alumni Membership may also be extended to other persons whose intents are in agreement with the objectives of the PTSO and by a vote of the membership. Alumni Members shall have the right to attend and participate in all meetings and activities of the PTSO. Alumni Members are non-voting members and do not hold executive board positions.

Faculty Membership: All faculty and staff who currently are employed at the ECHS shall be eligible for membership in the PTSO. Faculty Members shall have the right to attend and participate in all meetings and activities of the PTSO. Faculty Members shall have the right to vote on all issues before the membership and to elect officers the same as Regular and Alumni Members. Faculty Members also have the right to hold the designated Teacher Representative position on the Executive Board.

Article IV: Executive Board

- Section 1: The administrative affairs of the PTSO shall be under the supervision of elected officers and be consistent with the mission of the PTSO, except as otherwise stated here within.
- Section 2: The Executive Board of the PTSO shall consist of a President, a Vice-President, a Secretary, a Treasurer, and a Fundraiser/Sponsorship Coordinator. The Executive Board will also include one Faculty Representative and one Student Representative. The PTSO may add any such officers and/or committees by vote which the PTSO Executive Board deems necessary to accomplish its purposes.
- Section 3: All officers shall be elected annually and shall hold office until the end of their term. The Executive Board may remove any officer for inefficiency. A two-thirds majority vote of said Board shall be necessary to effect such removal.
- Section 4: The election of co-officers will be permitted and will serve as one officer. Co-officers will be permitted only one vote per office in the Executive Board voting process. These officers will be added as deemed necessary by Executive Board.

Section 5: Membership on the Executive Board shall be limited to students who currently attend Cabarrus Early College Technology and parents and/or legal guardians of students who currently attend Cabarrus Early College Technology.

Section 6: No officer may serve more than three consecutive terms in the same office without approval by a two-thirds majority vote of the Executive Board and the general membership.

Article V: Budget and Finances

Section 1: The Executive Board shall monitor and manage the budget. These responsibilities should include the ability to move available funds between line items of the budget, however the total amount of the entire budget cannot be exceeded without prior approval from the membership. The board shall have the authority to reduce or eliminate line items within the approved budget should anticipated revenues fall short of established goals. New or substitute line items would require membership approval. In emergency situations, the Executive Board shall have limited authority to act as above. It is the duty of executive board to create the initial budget working with the Treasurer and to advise the Executive Board if funds need to be moved or reduced.

Section 2: The Executive Board shall present to the membership at the first Regular meeting of the fiscal year the budget of anticipated revenue and expenses for the fiscal year. This budget shall be used to guide the activities of the Executive Board during the year.

Section 3: All expenditures must be submitted in writing and sent to the entire executive board before funds can be dispersed.

Section 4: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the PTSO. The officers shall not have the authority, however, to enter into such agreements on behalf of Cabarrus Early College Technology or the Cabarrus County School District, nor should they hold themselves out as having such authority.

Section 5: No loans shall be made by the PTSO to its officers and/or members.

Section 6: The Treasurer and one other Executive Board Member shall sign all checks, drafts or other orders for the payment of money on behalf of the PTSO. Authorized signers on the PTSO bank account will consist of the following minimum Executive Board Members: Treasurer, President, Vice President, and Teacher Representative.

Section 7: The Treasurer shall deposit all funds of the PTSO to the credit of the PTSO in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and /or disbursements shall be made within a maximum of fifteen (15) days from the receipt of the funds and/or orders of payment.

Section 8: Any expenditures over \$250 for fixed assets or enhancements, must be approved by a vote of the Executive Board.

Section 9: The Treasurer shall present a financial report at each General Membership meeting of the PTSO and shall prepare a final report at the close of the school year. The Executive Board shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 10: The Executive Board will maintain possession and authorize use of the check card.

Section 11: The PTSO shall authorize and collect voluntary membership dues to be used for the operation of the PTSO. Any change in the amount of dues shall be approved by a vote of the Regular Members acting in the manner prescribed in Section VI. No Regular Member shall be denied the right to participate in the activities of the PTSO or to become a Regular Member due to financial hardship. The Executive Board shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

Article VI: Meetings

Section 1: Four members of the Executive Board present at any scheduled PTSO meeting shall constitute a *quorum* necessary for the transaction of business of the PTSO

Section 2: The Executive Board shall hear and discuss reports of Officers and Committee Chairpersons.

Section 3: Regular Meetings shall be held to discuss reports, needs and upcoming events. There will be ten (10) General Membership Meetings of the PTSO held each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting. Additional "Special" meetings of the PTSO may be called, either by vote of the Executive Board or by petition of a majority of the Regular Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

Section 4: Any PTSO member has the right to request time on the agenda to discuss any specific issue(s). Three (3) day notice prior to a PTSO meeting is required unless otherwise approved by the executive board.

Section 5: A majority vote of the Regular Members present at any meeting shall be required for all action to be taken by the PTSO.

Section 6: Meeting Procedures: Rules contained in Robert's Rules of Order Newly Revised shall govern the PTSO in all cases in which they are applicable, and in which they are not in conflict with these Bylaws.

The Meeting will include the following information:

- Welcome of Members
- Call to Order
- Reading/Distribution of minutes of the previous meeting
- Treasurer's written report
- Principal's report

- Committee Reports
- Old Business
- New Business
- Announcements
- Adjourn

Article VII: Elections

- Section 1: In the December meeting notify PTSO general membership that in February nominations will be taken for the new PTSO Executive Board members.
- Section 2: Nominations will also be accepted from the floor at the February PTSO general meeting. Nominees must be contacted before they are nominated.
- Section 3: Elections shall be prior to the close of the March PTSO general meeting.
- Section 4: Written ballots shall be required for voting on any office having more than one candidate nominated. Candidates receiving the highest number of votes shall be elected to the offices for which they were nominated. School personal must tally the votes.
- Section 5: The elected Executive Board shall take office at the conclusion of the March PTSO general meeting. However the previous board will act in an advisory position for the transition period until June 1st.
- Section 6: Vacancies occurring in an elected office after the first four months of office shall be filled by appointment of the Executive board for the remaining term. Should a vacancy occur within the first four months of office, a special election shall be held. A vacancy shall exist when a Board member or Officer is absent from his post for a continuous period considered detrimental to the interest of the post by Executive Board.

Article VIII: Officer Descriptions

The Executive Board is ultimately responsible for the PTSO. As stewards, the board has specific legal responsibilities. Those responsibilities fall on the board as a whole - as a team - although every individual board member is still responsible for ensuring the board fulfills its duties.

The Duty of Care requires board members to be reasonably informed about what the PTSO does, to participate in decision-making, and to act in good faith. Board members are expected to use good business judgment when making decisions and protecting PTSO's assets. Your PTSO's primary asset is its name and reputation.

The Duty of Obedience requires board members to comply with all local, state and federal laws. If your PTSO is a 501(c)(3) nonprofit, your board must follow IRS regulations and file proper annual IRS reports. Board members' actions must also comply with PTSO's mission and purpose, and board members must obey their PTSO's bylaws.

[<http://www.ptakit.org/PTA-President/Running-Your-PTA/Roles-and-Responsibilities-of-PTA-Officers-and-Board.aspx>]

President

- Presides at all meetings of the Executive Board and general membership.
- Provides an agenda for all meetings.
- Represents the organization when called upon to do so.
- Appoints committee chairpersons as needed for election by the Executive Board.
- Serves as an authorized signatory on PTSO checks.
- Ensure all by-laws and policies are adhered to.
- Ensure an annual budget is written in conjunction with the Executive Committee for the fiscal year.

Note: *To be eligible to serve as President, a person must have been a regular member of the PTSO for one year.*

Vice-President

- When necessary, assumes the duties of President in absence of the President
- Attends all meetings of the Executive Board and general membership
- Follows all by-laws and policies
- Serves as an authorized signatory on PTSO checks

Secretary

- Attends all meetings of the Executive Board and general membership.
- Records and maintain written documentation of all meetings, Executive and general
- Prepares an electronic file of minutes to post online

- Assists the Executive Board with all electronic communication
- Presents a written report of previous Executive Board and general meeting minutes
- Maintains the Official Membership Roster
- Sees that all notices are duly given with accordance with these Bylaws
- Performs all duties incident to the office of secretary and such other duties that may be assigned by the President or the Executive Committee

Treasurer

- Attends all meetings of the Executive Board and general membership.
- Maintains all bank accounts, keeping accurate records of receipts and expenditures
- Receives all monies payable to ECHS PTSO from all sources, give receipts for monies received and make immediate deposits into bank account
- Maintains financial records for fundraising and sponsorship
- Assist the Executive Board in writing, following, and adhering to the annual budget
- Presents a thorough current report of financial status at each meeting
- Serve as an authorized signatory on PTSO checks

Fundraiser/Sponsorship Coordinator

- Attends all meetings of the Executive Board and general membership
- Organize and maintain fundraising programs
- Maintain a list of fundraisers for the fiscal year
- Locate and organize local sponsorships
- Present a fundraiser and sponsorship report at each meeting
- Report to the Executive Board any necessary committees for fundraising events/programs

Faculty Representative

- Attends and participates in all meetings of the Executive Board.
- Has voting rights
- Acts as advisor and liaison between school staff and PTSO Executive Board
- Voluntary position and/or may be assigned by the school principal, it is not an elected position

Student Representative

- Attends all meetings of the Executive Board.
- Has voting rights
- Acts as liaison between the student body and the PTSO Executive Board and the general PTSO membership
- Voluntary position

Principal

- Retains final approval or veto power of any function, if said function with interfere with procedures, policy and/or the best interest of Cabarrus Early College of Technology or the PTSO

Note: *Duties listed above are the minimum required of each position; additional responsibilities may be added as the Executive Board deems necessary.*

Article IX: Committees

Section 1: Standing/Special committees shall be formed for the fiscal year as deemed necessary by the Executive Board. It will be the responsibility of the President to ascertain that these committees are formed. Standing/Special committees that are created for a specific time and/or task shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever comes first. The President shall appoint the chairpersons of all Special Committees. Only Regular Members may serve as chairpersons. Any Regular or Alumni Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

Article X: Changes to Bi-Laws


Section 1: Any proposed changes to the Bylaws must be submitted in writing to the Secretary following conventional format describing the change and the reason for the change. The Secretary will then submit the request to the Executive Board. The Board must present said propose changes to the general membership within forty-five (45) days of receipt by the Secretary. The

Bylaws may be amended, altered, or rescinded by a two-thirds (2/3) majority vote of the qualified members present.


Article XI: Authority

Section 1: If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Cabarrus County School Board, they shall be deemed and void and the decision of the Cabarrus County School Board shall, in all cases, control.

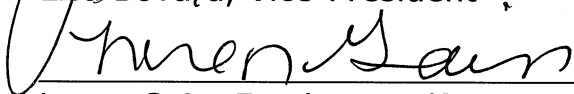
Adopted this day, January 12, 2017.



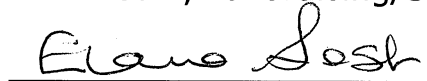
Stephanie Reagan, President




Lisa Bovard, Vice-President



Loren Gain, Fundraising/Sponsorship Coordinator



Elaina Gast, Treasurer



Amber Darbutt, Secretary