

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 I. The objectives of this organization are:

- a. To promote the welfare of 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. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

- g. 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. I. 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.

Article IV – Membership and Dues

Section 1. Active members shall consist of any person interested in the school, who 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 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. Each officer of this PTSO shall be a member of this PTSO.

Section 2. Officers and their Selection

- a. The governing body of the PTSO, called the Executive Board, shall consist of the following officers: President, Vice President, Secretary, and Treasurer. The Executive Board will also consist of the Principal (or a designated representative), and at least representatives or chairs of standing committees. Officers shall be elected at the May Board meeting. Majority of votes cast is required for election. If there is only one nominee for any office, that nominee is automatically elected.

- b. 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. Notice of the election will be given on the school website and in the administrative office. Absentee or proxy voting will be allowed. Officers shall assume their official duties on July 1 of the school year of the election. They will serve for a term of one year or until their successors are elected, but for no more than two consecutive years in the same position.
- c. Officers can be removed from office with or without cause by two-thirds vote of those present at a regular meeting, assuming quorum, where previous notice has been given.

Section 3. Nominating Committee

- a. The Nominating Committee will consist of at least 3 or more PTSO members. The committee will seek applicants for every office starting in March. An article will appear in the School Newsletter listing offices and job descriptions.
- b. The Nominating Committee shall present a slate of qualified officers to the Executive Board at the April Board Meeting. The slate will be posted on the school website with the opportunity for any further nominations to be submitted to the Nominating Committee.
- c. The final slate will be presented at the May PTSO Meeting. The slate can be approved 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 a secret written ballot for the entire slate. The voting will take place at the meeting and the results will be announced at the end of the meeting.
- d. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Section 4. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee. Notice of such election shall be given to the membership at least one (1) week prior to the Executive Committee's action. In case a vacancy occurs in the office of the President, The Vice President shall serve notice of the election.

Article VII - Duties of the Officers

Section 1. The President shall preside at all meetings of the PTSO and the Executive Committee, shall perform such other duties as may be prescribed in these Bylaws assigned to him/her by the PTSO or by the executive committee; and shall be an 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 Committee; 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

- a. The Treasurer shall 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 Committee, or the PTSO.
- b. The Treasurer shall present a financial statement at every meeting of the PTSO and at other times when requested by the Executive Committee and shall make a full report at the meeting at which new officers assume their duties.
- c. The Treasurer shall 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. 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. The Treasurer shall maintain the PTSO checking account. The checks must be signed by two of the following: President, Vice President, Treasurer or one other member of the Board.
- e. Financial records and books shall be audited annually each year.
- f. Treasurer is responsible to 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. 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.

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 local unit PTSO general 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, and Treasurer. It will also consist of the Principal (or a designated representative), a representative of the 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 routine bills within the limits of the budget.

Section 5. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed 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, minimum of one day's notice being given.

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. Regular 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 regular meeting.

Section 2. Special meeting of this local PTSO 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 - 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 XII - Fiscal Year

The fiscal year of the Central Academy of Technology & Arts (CATA) PTSO shall begin on July 1 and end on the following June 30.

Article XIII - Amendments

Section 1. The Bylaws shall be reviewed every two years by the Bylaw Committee.

Section 2. A Committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws. The approval of this shall take place by a majority vote of the Executive Committee. The requirements for the adoption of revised set of Bylaws shall be the same as in the case of an amendment. The committee shall consist of at least 4 other PTSO members.

Section 3. These Bylaws may be amended at any meeting by two-thirds vote of the members present and voting, providing written notice that the Bylaws will be amended had been announced at a previous meeting and announced on the CATA website.

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

Proposed Revisions: Oct 2020

Revised: May 4, 2021