

The Catamount School (TCS)

PARENT/TEACHER ASSOCIATION BYLAWS

Article I: **Name**

The name of this Association is the Catamount School Parent/Teacher Organization (TCSPTO) of Sylva, North Carolina.

Article II: **Articles of Organization**

The articles of organization include:

1. The bylaws of such organization.
2. The articles of association.

Article III: **Objectives**

1. The objectives of the Catamount School Parent/Teacher Association are developed through committees, projects, and programs and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the Catamount School PTA are to:
 - a) Provide school functions for the purpose of promoting fellowship among parents, students, & teachers.
 - b) Provide fundraising for extra materials & programs in addition to what is provided by the school, as determined by the Association.
 - c) Assist in the organization of a volunteer program as deemed beneficial to the teachers & students.

Article IV: **Basic Policies:**

The following are the basic policies of the Catamount School PTA:

1. This Association shall be non-commercial, non-sectarian, & non-partisan.
2. This Association shall work with the school & administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the State to the Catamount School Board.
3. This Association shall work with the school administration, faculty, & students in an effort to:

Article VI:

Officers & Their Election

1. Officers of this Organization will consist of elected offices of:
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
2. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with & the election may be held by voice vote.
3. The term of an office shall be one year. The election shall be held in the fall & the newly elected officers shall assume office shortly after the beginning of the school year, but by the first PTA meeting in October. A candidate can be elected to the same office for an additional term, if so desired.
4. Any office, except Treasurer, may have elected co-officers, that share the responsibility of the office. Co-officer for Treasurer will always be the current Administrative Support Specialist.
5. If a vacancy occurs in the office of President, the first Vice President shall assume the office of the President. If a vacancy occurs in any other office, a person elected by a majority vote of the Executive Board shall fill it for the unexpired term, notice of such election being given.
6. Only those members consenting to serve shall be considered for nomination. A nominating report will be submitted to all members prior to the elections. Following the report, nominations may be submitted from the floor with the consent of the nominee. Those nominated must be enrolled members prior to the election. Information on all of the candidates will be distributed without bias and/or endorsement (campaigning is not appropriate and will not be allowed).
7. A member must be present and appear in person to cast a vote.
8. **Vacancies:**
 - a. President: A vacancy occurring in the office of President shall be filled for the unexpired term by the Vice President until the Board of Directors elects by majority vote of all board members a current board member to serve as President. The vote will take place at a board meeting called with a three (3) days notice of voting. The board of directors will notify the general membership and the NCPTA regarding the filling of the vacancy.
 - b. All other offices if become vacant, shall be filled for the unexpired term by a member of this Association in good standing who is elected by majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board will notify the general membership and the NCPTA regarding the filling of the vacancy.
9. **Removal from Office:** An officer of this Association may be removed from office if he/she fails to uphold their duties as listed below, fails to report to meetings, etc. as affirmed by

- d) Verify & be responsible for, along with the event chairperson, all monies received, as counted by the treasurer and one other board member (if available). Each shall keep an accurate account of all monies from the event.
- e) Keep a full & accurate account of receipts & disbursements as authorized by the President or Association.
- f) Prepare financial statements each month, with copies to be distributed to each member of the Association.
- g) Shall have the option of serving on a committee.

All officers shall perform the duties outlined in these bylaws & those assigned from time to time or be considered for vote of removal from office.

Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the President, without delay, all records, books, & other materials pertaining to the office & shall return to the Treasurer, without delay, all funds pertaining to the office.

Article VIII:

Board Meetings

1. Board meetings shall be on a monthly basis at a time & place designated by the Board at the beginning of its term. Only Board members excluding the President (who votes only in the case of a tie) shall be entitled to vote at a Board meeting.
2. Additional meetings may be scheduled as needed by the President, Vice-President, or Principal with proper notification to all Board members.
3. Board voting shall be by show of hands or a voice vote unless any Board member requests a written ballot on an issue.
4. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote, or he/she may refer the issue to a general meeting. In the case of Co-Presidents still not resolving a tie, the issue will definitely go to a general meeting. In the event of Co-Presidents, each Co-President shall have one vote. In the event of a tie, a General Meeting WILL be called.
5. A quorum for the transaction of Association business shall be 30% of the then current number of Board members.
6. Any executive Board member who has been absent from two consecutive Board meetings without prior notice to the President, shall be considered resigned.

Article IX:

General Meetings

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be called by 10% of the members. Meeting requests must be submitted in writing to the Secretary in writing at least 72 hours in advance of the requested

- meeting. At least two general membership meetings shall be held on days established by the Executive Board.
2. Meetings shall be open to the public.
 3. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate & acceptable to conducting or transacting business, provided that at least two separate notifications went home with the students, one within the past two weeks & the latter not to be sent the same day as the meeting.
 4. The last meeting of the year shall be an annual meeting at which time reports shall be received.

Article X: **Fiscal Year**

1. The fiscal year of this association shall begin August 1 & end June 30.

Article XI: **Amendments**

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Catamount School PTA.
2. An amendment shall be proposed in writing to the President & shall be read at the first general meeting after the President receives the request.
3. When a revision in the bylaws is being considered, a vote must be made, by either majority or two thirds vote for adoption of the revised set of bylaws as is the same case of amendment.
4. Notice of a vote on an amendment & information regarding the amendment must be given to the general membership at least ten days in advance of the general meeting at which the vote will be taken.
5. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.

Article XII: **Miscellaneous Provisions**

1. All members of this association, Board, & its committees are for the discussion of Association business & parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with members of the staff.