

# **BYLAWS OF THE UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS HIGH SCHOOL PARENT SUPPORT ORGANIZATION**

## **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization will be the University of North Carolina School of the Arts High School Parent Support Organization, a non profit organization affiliated with the University of North Carolina School of the Arts.

## **ARTICLE II: PURPOSE**

The purpose of the University of North Carolina School of the Arts (UNCSA) High School Parent Support Organization (the PSO or Organization) will be to:

- a) Support the UNCSA High School mission by:
  - 1) Organizing activities that promote the welfare of our students;
  - 2) Building a sense of community and enriching school life;
  - 3) Sponsoring a variety of special projects throughout the year that support the high school students and faculty;
  - 4) Helping to make all UNCSA High School parents feel welcome, and provide them with opportunities to be involved in their child(ren)'s school through volunteer and fundraising activities; and
  - 5) Providing clear communication with the school and parents; and
- b) Support the UNCSA High School administration and academic faculty by:
  - 1) Providing reliable and balanced feedback in an advisory capacity;
  - 2) Supporting a wide variety of fundraising activities;
  - 3) Participating in social events both on campus and within the local community; and

- 4) When appropriate and in conjunction with the school's advocacy efforts, acting as advocates regarding legislative matters.

### **ARTICLE III: REGULAR MEMBERSHIP AND DUES**

Regular membership will be open to all parents or guardians of eighth grade and high school students attending UNCSA who pay the annual membership dues as prescribed by the Organization's officers and high school administration and faculty representatives.

Each dues-paying member will have one vote

### **ARTICLE IV: ADMINISTRATION AND ACADEMIC FACULTY REPRESENTATIVES**

The Dean for High School Academic Programs (Dean) or his or her appointed representative will serve as a permanent member on the PSO. One additional high school academic faculty member will be appointed to the Organization by the Dean and will serve for a term as designated by the Dean. The name of the appointed administration and faculty representative will be forwarded to the secretary of the Organization by the Dean as the appointment occurs or as a member re-appointment occurs. If the administration and academic faculty representative no longer holds a staff or faculty position in the High School Academic Program, the Dean will appoint a replacement representative and notify the secretary of the PSO of the replacement.

### **ARTICLE V: OFFICERS, ELECTIONS, TERMS**

The officers of the UNCSA PSO will consist of a chairperson, vice chairperson, secretary, and treasurer. The officers will be elected annually by the full Organization membership. Nominations for election may be made by any parent member of the PSO. A majority of the votes is required in order for a nominee to be elected. The newly-elected officers will assume their official duties immediately after election.

### **DUTIES OF OFFICERS**

- a) The chairperson will:

- 1) Preside at all meetings and have general supervision of the activities of the PSO;
- 2) Work with the Dean of the High School Academic Program in planning and directing the activities of the PSO including monitoring committee progress;
- 3) In consultation with the Dean, the chairperson will prepare an agenda for all PSO meetings, arrange for the agenda to be emailed to each member at least one week before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the PSO's work.
- 4) Ensure reports as required by Subpart I of Section 600.2.5.2 [R] of the UNC Code R are filed with UNCSA annually.

b) The vice chairperson will:

- 1) Exercise all functions in the absence of the chairperson; and
- 2) Assist the chairperson as needed.

c) The secretary will:

- 1) Keep a full and accurate account of the proceedings and transactions of all PSO meetings;
- 2) Provide a copy of the minutes to the PSO members;
- 3) Prepare any official correspondence that the chairperson may request;
- 4) Maintain copies of all minutes, PSO correspondence, and the current PSO bylaws; and
- 5) Maintain a listing of the PSO membership with current telephone numbers, home addresses, and email addresses, as available.

d) The Treasurer will:

- 1) Prepare an annual budget
- 2) Report to the membership a full and accurate record of receipts and expenditures; and
- 3) Ensure all funds are held in custody by the Development Office of UNCSA.

- 4) Account for monetary transactions at fundraising events and deliver deposits to the Dean of the High School Academic Program.

## **TERMS**

All elected officers of the PSO will serve a one-year term (July 1-June 30). No limit will be set on the number of terms a member may serve as an elected officer.

Officers of the PSO will terminate their position if the officer no longer has a student enrolled in the school. In the event this situation occurs, the Organization chairperson will appoint a parent who has officially expressed a willingness to serve. The replacement will finish the term of the officer replaced. If the Chairperson resigns, the Vice-Chairperson shall serve as Chairperson for the remainder of the term.

## **ARTICLE V: COMMITTEES**

The PSO officers and administration and academic faculty representatives may establish committees made up of faculty and parents for specific issues, activities, or fundraising functions. These committees will not be permanent and will have no responsibilities beyond those outlined by the PSO when established.

## **ARTICLE VI: MEETINGS**

The Organization will meet at the beginning of each academic year, the date and time of which is to be determined at the last Organization meeting during the previous school term. The dates and times of the meetings to be held during the remainder of the upcoming academic year will be determined by the newly-elected chairperson at the first Organization meeting of the academic year. Additionally, the chairperson may call special meetings at such other times and places as deemed necessary by the chairperson.

The secretary will notify Organization members by e-mail at least seven calendar days prior to a meeting date with the date, time, and place of the next scheduled meeting.

Attendance at a duly-called meeting by at least half all Organization officers and PSO representatives from the UNCSA administration and academic faculty will constitute a quorum.

## **ARTICLE VII: ORDER OF BUSINESS**

The order of business at all meeting will be as follows:

Meeting called to order  
Approval of minutes of previous meeting  
Treasurer's report  
Reports of officers or committee chairpersons  
Unfinished business  
New business  
Adjournment

### **ARTICLE VIII: AMENDMENTS**

These bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of those present provided that the specific amendments:

- a) Have been introduced at a prior meeting;
- b) Have been included in the minutes of that meeting; and
- c) Are listed on the agenda for the current meeting.

### **ARTICLE IX: DISSOLUTION**

In the event of dissolution of this organization, all assets and account balances shall revert to the University of North Carolina School of the Arts.

By Laws adopted 07/27/2009