

**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 (UNCSA PSO), a support organization affiliated with the University of North Carolina School of the Arts. The University of North Carolina School of the Arts Foundation, Inc. (UNCSA Foundation) is a nonprofit corporation described under section 501(c)(3) of the Internal Revenue Code. All contributions made to UNCSA PSO shall be considered assets of UNCSA Foundation. Checks should be made to the UNCSA Foundation, Inc. with UNCSA PSO designated on the Memo line.

ARTICLE II: PURPOSE

The purpose of the University of North Carolina School of the Arts High School Parent Support Organization will be to:

a) Support the UNCSA High School mission by:

1) Sponsoring a variety of special projects throughout the year that supports the high school students and faculty;

2) Provide all UNCSA High School parents with opportunities to be involved in

their child(ren)'s school through volunteer and fundraising activities;
and

3) Providing communication with the parents; and

b) Support the UNCSEA High School administration and academic faculty by:

1) Providing financial support.

2) Providing financial support for items allowed within the UNCSEA Foundation
Spending Policy

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

ARTICLE III: REGULAR MEMBERSHIP

Regular membership will be open to all parent(s) or guardian(s) of high school
students attending UNCSEA.

Each 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. At least one additional
high school academic faculty member may be requested to attend PSO meetings by
the Dean, as needed. The Dean and faculty representatives are Ex-Officio, Non-
Voting members of the Board.

ARTICLE V: OFFICERS, ELECTIONS, TERMS

The officers of the UNCSEA PSO will consist of a Chairperson, Vice-chairperson,
Treasurer, Donations chair, Hospitality Coordinator, Social Media Coordinator, and

Nutcracker Chair. The officers will be elected annually via electronic communication by the PSO membership. Nominations for election may be made by any parent member of the PSO. A majority of the votes cast is required in order for a nominee to be elected. The newly-elected officers will assume their official duties on June 1st of each year.

DUTIES OF OFFICERS

Chairperson

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

Vice Chairperson

- 1) Exercise all functions in the absence of the chairperson; and
- 2) Assist the chairperson as needed in preparation of taking over as PSO Chair the following school year.
- 3) Keep a full and accurate account of the proceedings and transactions of all PSO meetings;
- 4) Provide a copy of the minutes to the PSO members and the UNCSA Foundation;
- 5) Maintain copies of all minutes, PSO correspondence, and the current PSO bylaws;

Treasurer

- 1) Prepare an annual budget and submit to the UNCSA Foundation at the end of each year for the upcoming year.
- 2) Provide to the membership at large, an annual financial report; and
- 3) Ensure all funds are held in custody by the UNCSA Foundation.
- 4) Account for monetary transactions at fundraising events.
- 5) Retain **\$13,000** in the Nutcracker Fundraising account (06-64004) at the end of each fiscal year to accommodate the following year's inventory expenses.
- 6) Retain a minimum of \$1,500 in the Fundraising account (06-64002) at the end of each fiscal year to accommodate the following year's early year expenses.

Donations Chair

- 1) Maintain a listing of the PSO membership with current telephone numbers, home addresses, and email address, as available.
- 2) Conduct annual donation drive
- 3) Select and order an annual donation gift, which is approved and ordered by the board the prior year
- 4) Deliver the money generated from the Donation drive each day during orientation week to UNCSA Foundation office located at 1903 Main Street. (the Donations Chair and PSO Chair may agree to designate another PSO Board member to deliver the deposits to the UNCSA Foundation)
- 5) Prior to taking the money off-site, two people (one must be a PSO Board member) must count, verify, and sign off on the deposit amount.

Nutcracker Chair

- 1) Order all items for the Nutcracker boutique and coordinate with the UNCSA Foundation

- 2) Manage boutique by recruiting and managing volunteers for the boutiques

- 3) Deliver the money generated from each Nutcracker performance by the next morning to the UNCSA Foundation office located at 1903 S. Main Street. (the Nutcracker Chair and the PSO Chair may agree to designate another PSO Board member to deliver the deposits to the UNCSA Foundation)

- 4) Prior to taking the money off-site, two people (one must be a PSO Board member) must count, verify and sign off on the deposit amount after each night of the Nutcracker performance.

Hospitality Coordinator

1. Organizes 2 teacher appreciation lunches each year and the New Parent Breakfast during orientation.

2. Organizes any other events the board chooses to add for that given year.

3. All events must remain within budgetary guidelines established by the Board.

Social Media Coordinator

1. Will monitor the PSO Facebook page on a daily basis, assessing whether posts are following the established rules for the page
2. Will delete posts that violate the rules
3. Will help posting parents to direct their questions/complaints to the appropriate department for resolution

4. The Social Media coordinator will use tools, in addition to Facebook, as they become mainstream/appropriate for the parent demographic

TERMS

All elected officers of the PSO will serve a one-year term (June 1-May 31). No limit will be set on the number of terms a member may serve as an elected officer.

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

ARTICLE VI: 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 VII: MEETINGS

The PSO will meet before the beginning of each academic year. 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.

Attendance at a board meeting by at least half all PSO officers, either in person or by phone or webcast, will constitute a quorum.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended via electronic communication by a majority votes cast of the PSO membership:

1. Have been introduced at a prior meeting
2. Have been included in the minutes of that meeting
3. Are listed on the agenda for the current meeting.

ARTICLE IX: AUDIT

The UNCOSA Foundation is subject to an annual external audit by an accredited CPA firm.

ARTICLE X: SPENDING

- 1) The proposed budget will be presented by May 1 of each year for the upcoming year and will be approved via electronic communication by a majority votes cast.
- 2) The academic team will send a request for spending, through the Dean, to the PSO board throughout the year to be approved by the board prior to purchase.
- 3) Any changes to the budget that exceed a 10% variance will be presented to the membership and will be approved via electronic communication by a majority vote.
- 4) Spending is subject to the UNCOSA Foundation spending policies.

ARTICLE XI: DISSOLUTION

In the event of dissolution of the UNCOSA PSO organization, all assets and account balances shall revert to the high school academic program of the University of North Carolina School of the Arts held by the UNCOSA Foundation.

Approved by Board 5/18/19

