

By-Laws of the
Orange High School
Parent Teacher Student Organization
Hillsborough, NC

Article 1: Name

The name of this organization shall be called Orange High School Parent-Teacher-Student Organization. The organization may hereby be referred to as OHS PTSO.

Article II: Mission

The mission of this organization is to enhance the academic and social experience of students and staff at Orange High School, and to supplement communication efforts between the school and students, as well as parents and guardians and the community.

Article III: Membership and Dues

The membership shall consist of any OHS parent, student, guardian, community member, teacher and administrator interested in supporting the activities and upholding the mission of the organization. Interested persons are welcome to participate in the general meetings (monthly or otherwise scheduled). The annual membership fee is set at \$5 per person or \$10 for a family membership. We accept donations as sponsorships at any level.

Article IV: Meetings

General Membership meetings will be scheduled at the discretion of the Executive Board. Board Meetings are open to all interested parties, and will be held at a time determined by the current board each year, in conjunction with school administration. The OHS PTSO calendar shall follow the same time frame as the Orange County Schools school calendar. The President or the Executive Board may call special meetings as deemed appropriate during the school year or summer months.

Article V: Officers

The elected officers of this organization shall be President, Vice President, Secretary, and Treasurer. The Executive Board shall consist of these elected officers.

Article VI: Duties of the Officers

A: PRESIDENT:

The President shall preside at all meetings of the OHS PTSO. He/She shall, with the approval of the Executive Board, appoint any chairpersons to committees. The President shall oversee Committees. The President, with input from the Executive

Board and school administration will prepare a monthly agenda for the OHS PTSO meetings.

B: VICE PRESIDENT:

He/She is first in line of succession to the office of President, both in temporary and permanent standing. The Vice President is in charge of performing duties of the President in his/her absence. The Vice President will also perform any duties as assigned by the President.

C: SECRETARY:

He/She shall keep an accurate record of the proceedings of all OHS PTSO meetings. The Secretary is to be prepared to refer to the minutes of the previous meetings. The Secretary shall conduct all necessary correspondence of the OHS PTSO and any other notices requested by the President.

D: TREASURER:

He/She shall receive, deposit and pay out all money, subject to the order of the OHS PTSO Executive Board. He/She shall keep an accurate account of all money received and expended and shall render a report, in writing and orally at all monthly meetings. He/She shall submit a yearly budget at the first meeting of the School Year. He/She shall close the books on the last day of June. He/She shall arrange to have a committee of at least 3 from the general membership audit the books before the first meeting of the following school year. Funds management shall reflect the Orange County Schools District Policy #5010. All checks must have 2 signatures, one being the President or Vice President, the other from an active board member.

Article VII: Voting Rights and Election of Officers

A: Each member of the PTSO is entitled to one vote. The Executive Board may approve electronic-mail votes as may be required in special circumstances and are acceptable as long as approved by the general membership. Phone or electronic-mail votes will require at least fifty percent (50%) approval by the Executive Board.

B: Each elected officer must be a member of the OHS PTSO during his or her year in office.

C: Nominations shall be made and voted upon at the designated meeting between the months of January and May by those in attendance at the general meeting. A nominating committee shall be comprised of three to five voting members and will be appointed by the President at least 30 days prior to the elections. Nominations will be accepted from this committee until the general meeting for the election of new officers.

D: A majority vote of those members in attendance at the abovementioned meeting is required for election. Notice of this election shall be published in the OHS PTSO Newsletter or sent to membership via email notification prior to the meeting

and/or PTSO website.

E: Any vacancy that occurs during the school year shall be filled by presidential appointment with the approval of the Executive Board.

F: Officers shall be eligible to the same office for as many years as elected and approved by the general membership.

G: The officers-elect shall assume their duties on July 1 of the current school year.

Article VIII: Executive Board

A: The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.

B: The President may call special meetings of the Executive Board; there must be at least three (3) Members present. Three members of the Executive Board shall constitute a quorum for conducting business (3/4).

C: Phone or electronic-mail votes may be required in special circumstances and are acceptable as long as approved by the general membership. Phone or electronic-mail votes require at least fifty percent (50%) approval by the Executive Board.

D: Shall plan all fundraisers in conjunction with school administration and general membership.

Article IX: Committees

A: Shall be created by the President, with the approval of the Executive Board, as may be required to carry on the mission of the OHS PTSO. The committee and their representatives are subject to change each school year.

B: The Chairperson of each committee shall report to the President.

C: The term of office for Committee Chairperson/s shall be one (1) year or until their successor/s are appointed. There is no term limit as long as approved by the Executive Board.

Article X: Disbursements

The Treasurer must present all expenses to the Executive Board and or General Membership at the monthly meetings for approval. The Treasurer may not authorize the payment of bills, but shall obtain one signatory between either the President or the Vice President. Bills needing to be paid in between meetings shall be approved as needed by the Executive Board, but must be fully disclosed

to membership and with an explanation of amounts and purpose at the next meeting of General Membership. All checks shall require 2 signatures, one being the President or Vice President, the other from an active board member. Reimbursement of funds to an active board member would disqualify said board member from being a signatory on said check.

Article XI: Amendments

These By-Laws may be amended at any regular general membership meeting of the OHS PTSO by a majority vote of active members present at such meeting. The proposed amendments shall be posted and communicated to members at least 30 days prior to such meeting.

Article XII: Parliamentary Authority

Standard parliamentary procedure shall be used as a format for all official meetings. Please note the following:

A: When a quorum is present, a simple majority vote is sufficient for the adoption of any motion.

B: In the case of a tie vote, the President may vote to break the tie.

C: The President may vote with the minority in order to produce a tie and thus causing the motion to fail.

D: While it is the duty of every member present to cast a vote, he/she cannot be compelled to do so. He/She may abstain from voting though he/she understands the effect is the same as voting with the majority.

E: The parliamentary authority for OHS PTSO will be the "Robert's Rules of Order."


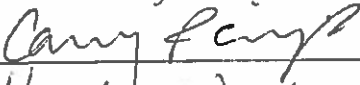
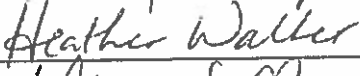


Article XIII: Dissolution

If ever the OHS PTSO should dissolve, all assets are to be donated to Orange High School in Orange County, NC to be used for educational purposes. However, if Orange High School should dissolve or it is no longer a qualified recipient, then all assets of OHS PTSO shall be donated to a fund, foundation or corporation organized and operated exclusively specified in Section 501(c)(3) of the Internal Revenue Code. The property of the OHS PTSO is irrevocably dedicated to charitable purposes and no part of the income or assets of this organization shall benefit any director, officer or member thereof or to the benefit of any private person.

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Approved and voted upon at the General Meeting (Date) December 2, 2013

Updated signatures of the Executive Board members and Principal:

Title	Name	Signature	Date
President	Lin Kerns		02/05/2019
Vice President	Carolyn Phillips		2-5-2019
Secretary	Heather Walker		2/5/2019
Treasurer	Linda Morris		2/5/19
Principal	Eric Yarbrough		2/9/2019