

BYLAWS OF MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

ARTICLE I. NAME

The name of this organization is Mockingbird Elementary Parent Teacher Organization (PTO) (the "Organization"), Coppell, Texas. It is a local and independent unit organized by the parents and faculty of the school.

ARTICLE II. OBJECTIVES

The objectives of the Organization are:

- a. To promote the welfare of children in home, school and community.
- b. To develop, between parents and educators, united efforts that will secure for all the highest advantages in physical, mental and social education.
- c. To cultivate a closer relationship between parents and teachers in the education of children.
- d. To organize exclusively for educational purposes, including the distribution of articles and the contribution of events that affect Mockingbird Elementary, Coppell, Texas.

ARTICLE III. BASIC POLICIES

The basic policies of the Organization are:

- a. The Organization shall be non-commercial, non-sectarian and non-partisan.
- b. The Organization may cooperate with other groups concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- c. The Organization shall not directly or indirectly participate or intervene in any political campaign, on behalf of or devote more than an insubstantial part of its activities to, attempting to influence legislation by propaganda or otherwise.

d. The Organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

e. In the event of the dissolution of the Organization, its assets shall be spent exclusively for educational purposes as shall the time qualify as an exempt organization under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the PTO Board shall determine.

ARTICLE IV. ARTICLES OF ORGANIZATION

The Organization exists as an incorporated organization of its members. These bylaws can be amended as deemed by the Executive Committee and approved by the Board (see Article XII).

ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any individual who subscribes to the objectives and basic policies of the Organization may become a member, subject only to compliance with the provisions of the bylaws. Membership shall be available without regard to race, creed, color or national origin. Members must be a parent or guardian of a Mockingbird student or a Mockingbird teacher/staff member.

Section 2. The Organization shall conduct an annual enrollment of members, but a person may be admitted to membership at any time.

Section 3. Only members in good standing of the Organization shall be eligible to participate in its business meetings or to serve in any of its elected or appointed offices.

Section 4. Each member of the Organization shall pay dues as set forth by the Executive Committee and Membership Committee Chairperson.

ARTICLE VI. OFFICERS AND COMMITTEE/COORDINATORS ELECTION

Section 1. Each officer of the PTO shall be a member of this PTO Board herein referred to as Board.

Section 2. The voting of business shall be conducted by the officers of the Board which consists of the following positions and committees/coordinators:

President	Homeroom
Vice President	Volunteer
Secretary	Webmaster
Treasurer	Library
Treasurer Elect	Maverick Publishing
Membership	Book Fair
Publicity	Field Day
Newsletter	Physical Education
Hospitality	Parade
Health and Welfare	Mockingbird Family Holiday
Fundraising	Recycling
Enrichment Programs	Grade Level Program
School Supplies	Yearbook
Spirit Wear	Auction

Any of the above officers may be co-chaired and shall maintain one vote per office and may have a committee of volunteers under them. These officers shall be elected by a majority vote of the Board in April and are elected for a term of one year. Members of the Executive Committee may serve no more than 2 consecutive terms.

Section 3. The Principal and two Teacher Representatives will be officers of the Board. These positions have no term limits and shall get one vote each.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers of the Board. In the case of a vacancy in the office of President, the Vice President fills the remaining term.

Section 5. For ease of reading, the pronoun “she” shall be used to denote both he and she.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. Any officer absent three consecutive meetings (executive and general combined) without a valid reason acceptable to the Executive Committee may be excused from her duties, and the Board shall fill the vacancy as soon as possible.

Section 2. The President or an alternate shall represent this organization at all CISD PTO Presidents' meetings. This representative shall report to the Board any pertinent information from this meeting.

Section 3. The PRESIDENT shall preside at all meetings of the Organization and of the Executive Committee at which she may be present. Responsibilities include, but are not limited to, (a) coordinating the work of the officers and committees of the Organization in order that the objectives may be promoted, (b) set the agenda and conduct the meetings of the Board. The President shall cast the deciding vote in the event of a tie during decision-making proceedings. She shall be authorized to sign checks in the absence of the Treasurer. She must have served on the Board at least one year before assuming this office. This office requires 1 person.

Section 4. The VICE PRESIDENT shall assist the President as needed and perform the duties of the President in the event of the President's absence or inability to act and will advise on questions of parliamentary procedure. The Vice President will serve as chairperson of the Tellers for any elections, a member of the Nominating (Article XI) and Finance (Article X, Section 6) Committees and chairperson of the Expenditures Committee (Article X, Section 7). She shall also organize joint projects with the community (grocery stores, restaurants, Box Tops for Education, etc.). The Vice President can act as a second signature on checks. This office requires 1 person.

Section 5. The SECRETARY shall record the minutes of all meetings, contact Board members 48 hours prior to each scheduled meeting to remind them of the meeting, take attendance at all meetings and confirm that a quorum is present. She shall maintain an accurate list of current PTO Board members and their contact information. She shall provide typewritten minutes of the previous meeting to all Board members within one week of the meeting. The Secretary shall make available, in the Mockingbird School Office, a copy of each month's approved minutes. She shall handle all correspondence deemed necessary by the Executive Committee as directed. She will be responsible for preparing and updating all activities and events on the PTO calendar and communicating said calendar to the campus representative responsible for updating the campus/district calendar. This office requires 1 person.

Section 6. The TREASURER shall be responsible for general bookkeeping, deposits, withdrawals, issuing checks and preparing the budget. The Treasurer will also coordinate the handling of money for the major fundraisers. She shall present a financial statement at each general meeting of the Organization and a final annual statement at the first meeting of the following year. The Treasurer shall submit a copy of the general ledger or transaction detail and the reconciled bank statement to the President on a monthly basis. The Treasurer shall also be responsible for filing Form 990 with the Internal Revenue Service annually by November 15th and any other forms that may be required. Copies of tax returns and any Internal Revenue Service correspondence shall be provided to the President. The Treasurer shall also manage the pencil machine by the office to include collecting and depositing money; ordering and re-stocking pencils. The Treasurer may not write any checks payable to herself without another authorized signature. Two authorized signatures are required for all checks written over \$500. Authorized signatures are the President and the Treasurer. The Vice President can act as a second signature in the absence of the President. This office requires 1 person.

Section 7. The TREASURER ELECT shall assist the Treasurer with financial duties, review bank statements and financial reports on a monthly basis to ensure that proper procedures are being followed and may move into the Treasurer's position at the end of the Treasurer's term. The Treasurer Elect does not have check signing authority.

Section 8. The MEMBERSHIP COMMITTEE shall conduct an annual enrollment of members and publish the directory. They shall also sell ads to offset the cost of the directory and have the directory published within six weeks after school begins. The Membership Committee Chairperson shall serve as the Chair of the Nominating Committee. This office requires 2-3 people.

Section 9. The PUBLICITY COMMITTEE shall keep the events of the Mockingbird PTO before the public eye so as to promote goodwill and community involvement. This includes submitting written articles and pictures of school events to the local papers. They shall also maintain the bulletin boards and display cases as designated by the Principal. This office requires 2-3 people.

Section 10. The NEWSLETTER COORDINATOR shall create and distribute the newsletter and other ad hoc communication to the general membership under the direction of the President. Content will be received from the PTO Board members, the Principal, teachers and staff. This office requires 1 person.

Section 11. The HOSPITALITY COMMITTEE shall coordinate special PTO functions or events which require refreshments and/or food. Events include "Welcome Back" Breakfast for the teachers, Boo Hoo Breakfast, Texas Public Schools Week Open House and Grandparents/Special Friends Week. They will assist with Mockingbird Family Holiday, Teacher/Staff Appreciation Luncheon and other events as requested. This office requires 3 - 4 people.

Section 12. The HEALTH AND WELFARE COMMITTEE shall work with the school counselor, nurse and/or principal to determine any PTO action needed in regard to the wellbeing of children at Mockingbird Elementary. They will serve as point of contact for child safety/drug/alcohol abuse programs and school-wide service projects. They shall coordinate the K-2 after school transportation during the first week of school and the Veteran's Day Program. This office requires 2 people.

Section 13. The FUNDRAISING COMMITTEE shall be responsible for planning and coordinating the annual school giving campaign. This office requires 2 people.

Section 14. The ENRICHMENT PROGRAMS COMMITTEE shall coordinate programs for the general meetings and student body programs. She shall present plans for the year's programs to the Board for approval. This office requires 2 people.

Section 15. The SCHOOL SUPPLIES COMMITTEE shall organize the sale and distribution of school supplies. This office requires 2-3 people.

Section 16. The SPIRIT WEAR COMMITTEE shall organize the sale and distribution of Spirit Wear. This office requires 2 people.

Section 17. The HOMEROOM COMMITTEE shall organize the room parents for each classroom. They shall advise the homeroom parents regarding the organization of classroom parties/activities and any specific classroom duties requested by the teachers. They shall organize the Teacher/Staff Appreciation Week, luncheons and monthly teacher birthday treats. They shall also be responsible for getting volunteers for class lunch coverage during teacher/staff appreciation activities and other special events as requested. This office requires 2 - 3 people.

Section 18. The VOLUNTEER COORDINATOR shall coordinate with the school staff, the committees and coordinators of the PTO that use volunteers. The Volunteer Coordinator will support the committees and coordinators in preparing requests for volunteers and providing the lists to the requestor. A working knowledge of database programs is desired. She shall collaborate with the Newsletter Coordinator. This office requires 1 person.

Section 19. The WEBMASTER shall maintain and update the PTO Website, PTO Web Store and coordinate with the approved credit card vendor. She shall maintain and monitor PTO social media. This office requires 1 person.

Section 20. The FACULTY REPRESENTATIVES shall coordinate with the PTO and Mockingbird Elementary Faculty to promote understanding and goodwill between the school and public. This office requires 2 people.

Section 21. The LIBRARY COORDINATOR shall coordinate, through the School Librarian, the volunteer staff needed to assist and aid the librarian with her duties in the library. If so needed, she will also assist the librarian with the Book Fair in the fall and spring. This office requires 1 person.

Section 22. The MAVERICK PUBLISHING COORDINATORS shall, with the advice of a faculty volunteer, publish original literary works of the students at Mockingbird Elementary. This office requires 2 people.

Section 23. The BOOK FAIR COORDINATOR shall assist the librarian with the Book Fair in the fall and spring. Monies earned will be spent at the discretion of the librarian to benefit the library, unless otherwise voted on by the Executive Board. She shall serve as the PTO liaison with the book fair company. This office requires 3-4 people

Section 24. The FIELD DAY COMMITTEE shall organize the Field Day events including games and refreshments. This office requires 3-4 people

Section 25. The PHYSICAL EDUCATION COORDINATOR (P.E.) shall assist the P.E. teacher in coordinating volunteers, events, equipment, etc. that are a part of the P.E. program. This office requires 1 person.

Section 26. The PARADE COORDINATOR shall organize the Mockingbird float in the Homecoming parade. This office requires 1 person.

Section 27. The MOCKINGBIRD FAMILY HOLIDAY COMMITTEE shall organize the holiday event and coordinate the efforts of the various Board committees involved. This office requires 2 - 3 people.

Section 28. The RECYCLING COORDINATOR shall work with the Mockingbird staff to facilitate a recycling program. She shall promote the recycling effort in front of parents and teachers through regular newsletter articles and a bulletin board display. This office requires 1 person.

Section 29. The GRADE LEVEL PROGRAM COORDINATOR shall coordinate grade level programs. She shall work with the music teacher in coordinating volunteers to assist with the backdrop, costumes, printed programs and videotaping of these programs. This office requires 1 person.

Section 30. The YEARBOOK COORDINATOR shall accumulate and organize pictures and information for the yearbook. She shall also coordinate the sales, printing and distribution of the yearbook. The distribution of proceeds from yearbook sales will be voted on each year. This office requires 1-2 people.

Section 31. The AUCTION COMMITTEE shall organize and coordinate all aspects of the annual auction. This office requires 2-3 people.

Section 32. All officers shall perform the duties prescribed and keep a written record for next year's officers. They should submit a written report of their work at the May board meeting. They shall also be available for additional duties assigned from time to time.

ARTICLE VIII. THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.

Section 2. The duties of the Executive Committee shall be:

- a. To transact necessary business in the interim between PTO meetings.
- b. To prepare and submit to the Organization for approval a budget for the fiscal year.
- c. To approve routine bills within the limits of the budget.

Section 3. A regular meeting for the Executive Committee shall be held at the discretion of the President.

Section 4. Quorum shall be reached when 50 % of the Executive Committee officers are present.

Section 5. Executive Committee meetings will be open to the general membership.

ARTICLE IX. MEETINGS

Section 1. General meetings of the Organization shall be held as scheduled by the Executive Committee. A quorum (50%) of Board officers must be present to vote on board matters.

Section 2. The election of officers shall be held in April (Article XI, Section 3).

ARTICLE X. STANDING AND SPECIAL COMMITTEES

Section 1. The Board may create such Standing Committees, as it may deem necessary, to promote the objectives and carry on the work of the PTO.

Section 2. Only members of the Organization shall be eligible to serve in any elected or appointed office.

Section 3. All standing and special committees must have a minimum of one person.

Section 4. No committee work shall be undertaken without the consent of the Board.

Section 5. The power to form a special committee and appoint its members rests with the President and with the approval of the Executive Committee.

Section 6. The FINANCE COMMITTEE shall review and approve the budget, as prepared by the Treasurer, prior to it being presented to the Board. Members of the Finance Committee shall be the Treasurer, the Treasurer Elect, the outgoing President and the Vice President.

Section 7. The EXPENDITURES COMMITTEE shall solicit input from parents, teachers and school staff and make recommendations to the Board for disbursement of funds for School Gifts as approved in the annual budget. Recommendations shall be reviewed by the school principal prior to being presented to the Board. Members of the Expenditures Committee shall include the Vice President, the Treasurer, and at least three PTO members at large. The Vice-President shall serve as the chairperson of the committee.

ARTICLE XI. NOMINATING COMMITTEE

Section 1. The Nominating Committee shall select and present a slate of officers and coordinators. The Committee shall be comprised of five members. This committee shall be chaired by the Membership Committee Chairperson and include the Vice President, one voting officer and two PTO members at large. The President shall serve in an advisory capacity. The Nominating Committee shall be selected no later than the February Board meeting.

Section 2. The Nominating Committee shall solicit names from the general membership to be included on the ballot.

Section 3. The Nominating Committee shall nominate a minimum of one eligible person for each office to be filled and report its nominees at the March meeting at which time additional nominations may be made from the floor. Voting will be done at the April meeting of the Organization or by ballot to the voting members in April.

Section 4. Only those persons who have signified their consent to serve and who are members of the Organization shall be nominated or elected to such office.

ARTICLE XII. AMENDMENTS

These bylaws may be amended at a meeting of the PTO Board by a two-thirds vote of its entire board, provided notice of proposed amendment(s) has been given at the preceding meeting or written notice has been sent to each member of the PTO Board at least 48 hours prior to the meeting.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases not otherwise stated in these bylaws.

Revision History:

Revised 02/20/2007

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