

**BYLAWS OF MOCKINGBIRD ELEMENTARY  
PARENT TEACHER ORGANIZATION**

**ARTICLE I. NAME**

The name of this organization is Mockingbird Elementary Parent Teacher Organization (PTO), 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 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 board and approved by the members (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.

Section 2. The Organization shall conduct an annual enrollment of members, but a person may be

admitted to membership at anytime.

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

#### ARTICLE VI. OFFICERS AND THEIR ELECTION

Section 1. Each officer of the PTO shall be a member of this PTO.

Section 2. The Officers of the organization shall be President, Vice President, Secretary, Treasurer, Membership, Publicity, Newsletter, Hospitality, Health & Welfare, Fundraising, Enrichment Programs, School Supplies, Spirit Wear, Home Room Committee, and Volunteer Coordinators. These officers shall be elected by a majority vote of the Members in April. These officers are elected for a term of one year, and 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.

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 members of the executive 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 regular combined) without a valid reason acceptable to the executive committee shall be excused from her duties, and the executive board shall fill the vacancy as soon as possible.

Section 2. The President or an alternate shall represent this organization at all school board meetings. This representative shall report to the executive committee any pertinent information from this meeting.

Section 3. The *PRESIDENT* shall preside at all meetings of the Organization and of the executive board at which she may be present. She shall coordinate the work of the officers and committees of the Organization in order that the objectives may be promoted. She shall be authorized to sign checks in the absence of the Treasurer. She must have served on the current executive board at least one year before assuming this office. This office requires one person.

Section 4. The *VICE PRESIDENT* shall 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 and chairperson of the Expenditures Committee (Article 10, Section 8). She shall also organize joint projects with the community (i.e. Kroger Cares, Tom Thumb Reward Card Program, Cici's Night, and any other silent fundraisers.) This office requires 1 person.

Section 5. The *SECRETARY* shall be responsible for the recording of the minutes of all meetings, contacting board members 48 hours prior to each scheduled meeting (by phone, email, or mail) to remind them of the meeting, and take attendance at all meetings. She shall provide typewritten minutes of the previous meeting to all board members. She shall handle all correspondence deemed necessary by the executive board. She will also assist in the preparation of the PTO calendar. This office requires 1 person.

Section 6. The *TREASURER* shall be responsible for general bookkeeping, deposits, withdrawals, and issuing checks. The Treasurer will also be responsible for coordinating the handling of money for the major fundraisers. She shall present a financial statement at every meeting of the executive committee and the Organization, and prepare an annual report for the May meeting followed by a final 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 15<sup>th</sup>, the quarterly tax returns, and any other forms that they may require. Copies of tax returns and any internal revenue service correspondence shall be provided to the President. The Treasurer is also responsible for the pencil machine by the office. (Collecting and depositing money and ordering and re-stocking pencils.) The Treasurer may not write any checks payable to her/himself without another authorized signature. Two authorized signatures are required for all checks written over \$500. Authorized signatures are the President and the Treasurer. This office requires 1 person.

Section 7. The *MEMBERSHIP COMMITTEE* shall be responsible for publishing the school directory with a publication target date set for 6 weeks after school begins each year. They will also be responsible for selling ads to offset the cost of the directory. A working knowledge of desktop publishing is desirable for at least one member of the committee. One person from this committee will also serve as chairman of the nominating committee in the spring. All monies obtained as a result of position's responsibilities should be remitted to the treasurer in a timely manner. This office requires 2-3 people.

Section 8. The *PUBLICITY COMMITTEE* shall be responsible for keeping 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. As the *HISTORIAN* for the PTO, they will collect and preserve all records and photographs of PTO events for the year. They are also responsible for the main bulletin board by the office, the PTO bulletin board (just inside the double front doors) and the first showcase display in the fall. They will assist with Mockingbird Family Holiday Night. They may also assist other committees by making and distributing flyers, making banners for the school supplies sale and school fundraising activities. This office requires 2-3 people.

Section 9. The *NEWSLETTER CHAIRPERSON* shall be responsible for the monthly newsletter. This will include receiving information from the PTO Board members, the Principal and teachers and staff. She will produce the newsletter as well as make the copies (with the help of the Copy Volunteers) and distribute them to the general membership. She will also be responsible for maintaining the paper supply for the newsletter. The school principal and the PTO president will approve the monthly newsletter. This office requires 1 person.

Section 10. The *HOSPITALITY COMMITTEE* shall be responsible for coordinating special PTO functions or events which require refreshments and /or food, such as "Welcome Back" Breakfast for the teachers, the Boo Hoo Breakfast, and Texas Public Schools Week Open House. They will be responsible for organizing Grandparents/Special Friends Week. They will assist with Mockingbird Family Holiday Night. They may also be called upon to help the Home Room Parent Coordinators with Staff Appreciation Luncheon and the Publishing Company with The Publishing Company Reception. This office requires 3 - 4 people.

Section 11. 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 well being of children at Mockingbird Elementary. They will also be responsible for any child safety, drug or alcohol abuse programs. They will be responsible for obtaining after school transportation information from Kindergarten through Second grade teachers the first week of school and ensuring the students are familiar with their after school procedure. They will also be responsible for the coordination of the Veteran's Day program in November, and the school-wide holiday service project for the needy that may require collections of gifts from students. The Health and Welfare Committee shall be the Chairperson of Legislation and shall provide members with information on current legislative issues. This office requires 2 people.

Section 12. *FUNDRAISING* – oversee the annual school giving campaign. This office requires 2 people.

Section 13. The *ENRICHMENT PROGRAMS COORDINATOR* will coordinate programs for the general meetings and student body programs (i.e. Young Audiences, etc.) She shall present plans for the year's programs to the executive board for approval.

Section 14. *SCHOOL SUPPLIES* - organize the sale and distribution of school supplies. This office requires 2 people.

Section 15. *SPIRIT WEAR* - organize the sale and distribution of Spirit Wear. This office requires 2 people.

Section 16. The *HOME ROOM COMMITTEE* shall organize the room parents for each classroom. They shall advise the home room parents regarding the organization of individual classroom parties and any specific classroom duties requested by the teachers. They will be responsible for organizing the Staff Appreciation Luncheon in the spring. They will organize teacher birthday treats monthly and assist with Mockingbird Family Holiday Night. They will also be responsible for coordinating the student emergency phone lists (both of these with the help of the home room parents) and with getting volunteers for class lunch coverage during Field Day. This office requires 2 - 3 people.

Section 20. The *VOLUNTEER COORDINATOR* shall coordinate, with the school staff, and the standing committees of the PTO that uses volunteers. They will be responsible for compiling and submitting volunteer forms (i.e.: criminal history) as required by CISD. The Volunteer Committee will oversee the standing committees and help provide them with lists of volunteers. A working knowledge of database programs is desired for at least one of the members of the committee. One representative from this committee shall serve on the Nominating Committee. This office requires 2 people.

Section 21. The *FACULTY REPRESENTATIVES* shall coordinate with the PTO and Mockingbird Elementary Faculty to promote understanding and goodwill between the school and public.

Section 22. 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 executive meeting. They shall also be available for additional duties assigned from time to time.

## **ARTICLE VIII. THE EXECUTIVE BOARD**

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

Section 2. The duties of the executive board 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 board shall be held at the discretion of the President.

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

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

## **ARTICLE IX. MEETINGS**

Section 1. General meetings of the Organization shall be held during the school year as scheduled by the executive board. 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 X. STANDING AND SPECIAL COMMITTEES**

Section 1. The executive 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 elective 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 executive 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 board.

- a. The Office and Copy Coordinator will coordinate the volunteer staff that is needed to assist the school secretary in the office. The coordinator will also organize the volunteers responsible for copying materials for classroom teachers, PTO newsletters and other school handouts. This office requires 1 person.
- b. The Library Coordinator will coordinate, through the school librarian, the volunteer staff needed to assist and aid the librarian with her duties in the library. If so needed, they will also assist the librarian with the Book Fair in the fall and spring. This office requires 1 person.
- c. 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.
- d. The Book Fair Coordinators - assists the librarian with the Book Fair in the fall and spring. Monies earned will be spent through 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. All monies obtained as a result of position's responsibilities should be remitted to the treasurer in a timely manner. This office requires 2 people
- e. The Field Day Committee - organizes the field day events including games and refreshments. Field Day shall work with the Mockingbird teachers to replenish the recess bags in each classroom as needed in the fall. This office requires 2 - 3 people
- f. The One-on-One Coordinator shall be responsible for coordinating volunteers for the One-on-One Volunteer Program. This program is designed to aid those Mockingbird students that may need individualized attention on specific skills and assignments. This office requires 1 person.
- g. The Physical Education Coordinators (P.E.) will 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.
- h. The Parade Coordinator shall be responsible for the organizing of the Mockingbird float in the Homecoming parade. This office requires 1 person.
- i. The Skating Party Coordinators – oversees the scheduling, publicity and incentives for the skating parties. This office requires 2 people

- j. The Mockingbird Family Holiday Committee - organize the holiday event and coordinate the efforts of the various PTO Board committees involved such as Book Fair, Homeroom, Hospitality, Publicity, Programs, etc. All monies obtained as a result of position's responsibilities should be remitted to the treasurer in a timely manner. This office requires 2 - 3 people.
- k. The Recycling Coordinator shall work with the Mockingbird staff recycling coordinator in helping to recycle paper within the school. In addition, 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.
- l. The Grade-Level Program Coordinator shall coordinate grade level programs (i.e. musicals). 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 1-2 people.
- m. The Yearbook Coordinator shall be responsible for the accumulation and organization of 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 one person.
- n. The Silent Auction Committee – responsible for the solicitation, organization, and auctioning of items for the Biannual Silent Auction held in the spring. Also organizes volunteers for the event, and coordinates winning bids with the item winners and collects all moneys owed. This office requires 2-3 people.

Section 6. The Finance Committee will be a standing committee consisting of the outgoing Treasurer, the incoming Treasurer, the outgoing President, the incoming President, the Principal or Vice Principal. They shall be responsible for drafting the budget to be presented to the executive board.

Section 7. Teachers, school staff and parents shall form an Expenditure Committee in the fall to study and research school gift requests submitted. The committee should consist of the Vice President, the Treasurer, and at least 3 other members of the Organization. The Vice-President shall serve as the chairperson of the committee. All requests should be communicated to all members of the board on a regular basis. The Expenditure Committee shall make recommendations for expenditures to the officers of the board.

## ARTICLE XI. NOMINATING COMMITTEE

Section 1. There shall be a Nominating Committee composed of five (5) members: three (3) from the Executive Board and two (2) from the general membership. The Nominating Committee members shall be the Membership Chairperson, Vice-President and Volunteer Coordinator. One member of the Membership Committee shall serve as the chairperson for this committee. The President shall appoint two at-large members from the general membership. The President shall serve in an advisory capacity on the Nominating Committee. The Nominating Committee shall be selected no later than the February Executive 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 general meeting or by ballot to the membership 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 executive board meeting of the PTO 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 executive 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.