

COPPELL MIDDLE SCHOOL EAST
PARENT-TEACHER ORGANIZATION BYLAWS

Article I. NAME

The name of the organization is Coppell Middle School East 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 educators and parents united efforts that will secure for all the highest advantages in physical, mental and social education;
- c. To bring a closer relationship between parents and teachers in the education of children;
- d. To be organized exclusively for educational purposes including distributions of articles and promotion of events which affect Coppell Middle School East, Coppell Independent School District, 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 shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise;
- c. 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;
- d. Notwithstanding any other provision of these articles the Organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501C(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170C(2) of the Internal Revenue Code;
- e. In the event of the dissolution of the Organization, its assets shall be spent exclusively for educational

needs of an organization which is operated exclusively for educational purposes as shall at the time qualify as an exempt organization under Section 501C(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the PTO Executive Board shall determine;

f. The CMSE PTO reserves the right to decline any and all advertisements, sponsorships, or donations whose contents reflect an image that is not representative of the community at large. Subject areas that may be declined will include, but not be limited to, those that promote alcohol, drugs, sex, criminal and /or controversial point of view. CMSE PTO also reserves the right to decline the above based solely on whether the company, individual or entity's image meets the same standards. Any and all decisions concerning the acceptance of ads, sponsorships, donation, and like material are subject to a vote of the majority of the PTO's executive board.

Article IV. ARTICLES OF ORGANIZATION

The Organization exists as an unincorporated organization of its members. These bylaws can be amended as deemed necessary by the executive board. (See Article XII).

Article V. MEMBERSHIP

Section 1. Any individual who subscribes to the objectives and basic policies of this Organization may become a member, subject only to compliance with the provisions of the bylaws. Membership shall be available without regard to race, color, creed, or national origin.

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

Section 3. Only members in good standing (See Article VII, Section 1) of the Organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

Article VI. OFFICERS AND THEIR ELECTION

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

Section 2. Officers and their election:

a. The officers of this Organization shall be as follows: President, Vice President, Secretary, Treasurer, Treasurer-Elect, Parliamentarian, Membership-Directory, Membership-Technology, Newsletter, Volunteer Coordinator, East Webstore, and the Co- Coordinators of each of the following committees: Activities, Book Fair, Bronco Barn, Bronco Bash, Fundraising, Hospitality,

Programs, Publicity, School Supplies, and Spirit Wear. These officers shall be elected by a majority of the members present at the last general meeting in April or May for a term of one year. The election shall be by voice vote unless a ballot is required and approved by a majority of members present;

b. Officers shall assume their official duties on June 1, except for the Treasurer and Treasurer Elect, who shall serve from July 1 to June 30, and shall serve for a term of one year. An officer shall not serve for more than two consecutive terms in the same office, except in special circumstances when board approval is given for a third and final year. Board approval is given when the officer is elected for a third and final consecutive year by a majority vote of the executive board .

Section 3. 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; the President may appoint a person during the interim. In case of a vacancy in the office of President, the Vice President will complete the remaining term.

Article VII. DUTIES OF OFFICERS

Section 1. All officers are required to attend all executive board meetings. Any officer absent from three consecutive meetings without a valid reason acceptable to the executive board shall be excused from his/her duties and the vacancy shall be filled as soon as possible by the executive board. The Secretary shall be responsible for recording the attendance of the members at all meetings. Any officer unable to attend an executive board meeting may provide a written proxy to another executive board member to vote on any matters presented at that meeting. Written proxy forms will be made available by the Parliamentarian.

Section 2. The PRESIDENT shall preside at all meetings of the Organization. He/She shall coordinate the work of the officers and committees of the Organization in order that the objectives may be promoted. He/She shall be authorized to sign checks in the absence of the Treasurer.

Section 3. The VICE PRESIDENT shall preside at the meetings in the absence of the President. He/She shall assist the President in any and all aspects of his/her duties and shall be authorized to sign checks in the absence of the Treasurer. The Vice President shall be responsible for overseeing and administering all "silent" fundraisers of the PTO, such as Tom Thumb and Box Tops for Education. The Vice President shall chair the Expenditure Committee to advise the school principal and PTO executive board as to the preferred disbursement of the funds collected through PTO fundraising efforts. This committee shall consist of at least five (5) members, including the Treasurer-Elect, one member from the Fundraising Committee and 2 non-board members selected from the general PTO membership. The PTO President shall serve as an advisor. The Vice President shall also serve on the Nominating Committee as discussed in detail in Article XI of the Bylaws.

Section 4. The SECRETARY shall be responsible for recording minutes of all meetings and contacting board members to remind them of each meeting. The Secretary shall be responsible for recording attendance of the officers at all meetings and collecting and recording any written proxies. The Secretary shall also serve on the Nominating Committee as discussed in detail in Article XI of the Bylaws.

Section 5. The TREASURER shall be responsible for general bookkeeping, deposits, withdrawals, and issuing of checks. The Treasurer shall obtain individual projected budget amounts from each committee chairman, if applicable, and prepare and present a proposed budget at the first executive board meeting. He/She shall prepare a monthly reconciliation of the cash account. He/She shall prepare and present financial statements at every meeting of the executive board. The Treasurer shall prepare and file the PTO federal tax return, sales tax return, and franchise tax return. The Treasurer's records shall be examined by an executive board approved Certified Public Accountant. Any expenditure exceeding \$100 shall require prior executive board approval.

Section 6. The TREASURER-ELECT shall assist the Treasurer in all financial duties, including signing checks and presenting financial reports to the board. He/She may assume the position of Treasurer the next year. He/She shall serve on the Expenditure Committee.

Section 7. The PARLIAMENTARIAN shall attend all meetings of the executive board and the Organization and shall advise the presiding officer on questions of parliamentary law and methods of procedure. He/She shall serve as Chairperson of Tellers for an election and count a vote when requested by the presiding officer. -He/She shall be chairperson of the Bylaws committee and shall be responsible for distribution of bylaws and /or changes to the bylaws to the executive board members. The Parliamentarian shall chair the Nominating Committee.

Section 8. MEMBERSHIP-DIRECTORY CO-COORDINATORS shall be responsible for annual enrollment of PTO members, printing the school directory within the first quarter of the school year, and obtaining funds for the printing of the directory. He/She shall work with the Membership-Technology Coordinator to gather student information for the directory.

Section 9. MEMBERSHIP TECHNOLOGY COORDINATOR will be responsible for managing and maintaining family data, e.g. email addresses, contact info, publicity permissions, etc. in PTOConnect and distributing that info to the appropriate PTO positions that require access (i.e. publicity, directory). He/She will also coordinate the transfer of 5th grade data from the elementary feeder schools. He/She will have general PTOConnect management responsibilities and send special/urgent email communication when necessary. He/She shall also work with the Membership-Directory coordinator to gather student information for the school directory.

Section 10. NEWSLETTER COORDINATOR shall be responsible for the PTO newsletter. He/She will solicit, edit and publish articles and information in the newsletter. He/She will distribute the newsletter to Coppell Middle School East families and staff on a regular basis, which will be determined by the need to share this information in a timely fashion.

Section 11. The VOLUNTEER CO-COORDINATORS shall organize and compile a list of volunteers as needed. Any needs for volunteers will be brought to the Volunteer Coordinator's attention through the board members and school administration. He/She shall recruit volunteers through the PTO newsletters and ensure that all volunteers are aware of the need for CISD Criminal Background Checks. He/She shall ensure that each Committee Chairperson (such as Activities, Book Fair, Hospitality, etc) and appropriate staff event leader (such as Science Fair and UIL) have access to their volunteer list on an on-going basis.

Section 12. EAST WEBSTORE COORDINATOR will work with various other positions (School Supplies, Spirit Wear, PE Uniforms, etc.) to update info in the webstore, track, report and manage info and payments, and communicate that info back to the other positions and the Treasurer. Prior to fall schedule pick up, he/she will run purchase reports for committees handling Schedule Pick Up duties.

Section 13. The ACTIVITIES CO-COORDINATORS shall be responsible for organizing school dances and social activities for the students on or off school premises with the approval by the majority of the executive board and school administration. This position shall work with the teachers on any event that they might request help with. The primary responsibility of this position is to plan PTO sponsored dances, throughout the school year. This position shall also inform the Publicity committee when activities are scheduled.

Section 14. The BOOK FAIR CO-COORDINATORS shall be responsible for working with the school librarian to organize a book fair which customarily takes place in the fall and spring. This position will be responsible for scheduling volunteers to help with the book fair and to assist the librarian. This position shall also inform the Publicity committee when the book fairs are scheduled.

Section 15. BRONCE BARN/SCHOOL STORE CO-COORDINATORS shall be responsible for ordering and purchasing items to be sold at the store as well as organizing volunteers to assist during store hours. This position may also be requested to order other supplies deemed necessary by the faculty and/or PTO.

Section 16. BRONCO BASH CO-COORDINATORS will be responsible for the school wide family picnic, usually held in the fall. This position will plan, coordinate and manage all components related this event. This position shall also inform the Publicity committee when he Bronco Bash is scheduled.

Section 17. FUNDRAISING CO-COORDINATORS shall be responsible for organizing the fundraising efforts of the PTO. This position shall present plans to the executive board for the year's activities for approval no later than the September meeting. This position works with the East office staff to update the brick marquee in front of the school with school information and student birthdays purchased through fundraising. One member from the fundraising committee will serve on the Expenditure Committee.

Section 18. HOSPITALITY CO-COORDINATORS shall be responsible for coordinating any special PTO functions or events at the school that require refreshments (except the dances, which will be coordinated by the Activities committee). This position shall be responsible for all PTO owned

equipment and supplies used at functions and meetings. This position shall also inform the Publicity committee when functions or events are scheduled.

Section 19. PROGRAMS CO-COORDINATORS will coordinate all programs for any general meetings and all PTO sponsored school programs. This position is also responsible for reserving the meeting room, providing the printed programs, if necessary, and handling any other details for these events. This position shall also inform the Publicity committee when programs are scheduled.

Section 20. PUBLICITY CO-COORDINATORS shall be responsible for keeping the activities of the Coppell Middle School East students, staff and PTO before the eye of the public so as to promote goodwill and community involvement. This may include, but not be limited to placing PTO related articles in the local newspapers and sharing that info with the Newsletter Coordinator.

Section 21. SCHOOL SUPPLIES CO-COORDINATORS shall be responsible for getting school supply lists from teachers, ordering and purchasing the required school supplies for the following year as well as coordinating volunteers to assist with the sales/distribution of school supplies. This position may also be requested to order other supplies as deemed necessary by the faculty and/or PTO.

Section 22. SPIRIT WEAR CO-COORDINATORS shall be responsible for working with vendors to create new designs or products, taking orders for spirit wear, placing orders with vendor(s), and coordinating the distribution of spirit wear orders to students and staff.

Section 23. TEACHER/STAFF REPRESENTATIVE will be the PTO's liaisons between the faculty and the executive board. All requests for assistance, volunteers, funds, etc. will be presented to the board through the teacher representative. This position is chosen at the discretion of the school principal.

Section 24. All officers shall perform the duties prescribed and keep a written or electronic record for the next year's officers. They shall also be available for additional duties that may be assigned from time to time. They shall deliver to their successors all official material, written and electronic, no later than 10 days following the meeting at which new officers assume their duties.

Article VIII. EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the Organization.

Section 2. The duties of the executive board are: a. To transact necessary business at organizational meetings; b. To approve a budget for the fiscal year.

Section 3. A regular meeting of the executive board shall be held each month or when deemed necessary by the President. A majority of the executive board shall constitute a quorum.

Article IX. MEETINGS

General meetings of the Organization shall be held as scheduled by the executive board. The election of officers shall be held at a general meeting in April or May. Therefore, there must be a meeting in April or May to accommodate this election.

Article X. STANDING AND SPECIAL COMMITTEES

Section 1. The President may create such standing committees as deemed necessary to promote the objectives and carry on the work of the PTO.

Section 2. No committee work shall be undertaken without the consent of the executive board.

Section 3. Only members of the Organization shall be eligible to serve in any elective or appointive positions.

Section 4. The President shall be a member ex officio of all committees except the nominating committee.

Article XI. NOMINATING COMMITTEE

Section 1. There shall be a nominating committee composed of five (5) members, including the Vice President, Parliamentarian, Secretary of the Executive Board, and two appointed by the President from the general membership, preferably who have not submitted a request to serve on the executive board the following year. The President shall serve in an advisory capacity on the nominating committee. The Parliamentarian shall chair the committee. The nominating committee should be selected no later than the March meeting of the Executive Board.

Section 2. The committee shall solicit nominations for all vacant PTO positions from all parents of Coppell Middle School East 6th and 7th graders and to all parents of incoming 5th graders from the elementary schools that will be attending CMSE the following year.

Section 3. The nominating committee shall solicit names from the general membership to be considered for the Executive Board.

Section 4. The nominating committee shall nominate an eligible person for each office and report its nominees at the general meeting of the Organization in April or May, at which time additional nominations may be made from the floor.

Section 5. Only those persons who have signified their consent to serve shall be nominated or elected to such office.

Article XII. AMENDMENTS

These bylaws may be amended at any meeting of the Executive Board with a two-thirds vote of the members.

Revised Bylaws 3/18/13 - Approved by PTO Board at PTO Board Meeting
Submitted by Lian Loop, 2011-2013 CMSE PTO PRESIDENT

Revised Bylaws 4/18/11 Alicia McGurk 2010-2011 CMSE PTO PRESIDENT