
**COPPELL HIGH SCHOOL PARENT-TEACHER-STUDENT ORGANIZATION
(CHS PTSO)
BYLAWS**

ARTICLE I: NAME

The name of this organization is:

Coppell High School Parent-Teacher- Student Organization, "CHS PTSO" or "PTSO".

ARTICLE II: OBJECTIVES

The objectives of the "CHS PTSO" are:

- a. To promote the welfare of students in the home, school and community.
 - b. To develop united efforts between parents and educators that will secure the highest advantage in academic, physical and social education for all students.
 - c. To encourage, support and cultivate a closer understanding between parents and teachers in the education of students.
 - d. To be organized exclusively for educational purposes, including the distribution of articles (including, but not limited to, newsletters, announcement flyers, etc.) and promotion of events that affect CHS.
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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 student 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 in opposition to, any candidate for public office or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the school to provide quality education for all students 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 of the Board of Education.
- e. The organization shall actively promote and support the CHS Strategic Plan, as well as the CISD Strategic Plan.
- f. The Executive Board shall meet prior to the August meeting to establish budget objectives and goals of the organization for next term year.
- g. Any budgeted expenditure or deposit of funds, related to the general operation of the PTSO, requires completion of a designated form provided by the Treasurer. The signature of the President is required for any expenditure that exceeds a budgeted category. The President or Treasurer may approve an expenditure of up to \$500 as an emergency measure. Any check in the amount of \$500 or more requires the signature of any two of the following three people: President, Vice President, or Treasurer. The Assistant Treasurer does not sign checks but is able to

- review the statements. A completed request form must be submitted prior to the disbursement of funds for any expenditure.
- h. 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 501(c)(3) or the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under S Section 170 (c)(2) of the Internal Revenue Code.
 - i. 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 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any superceding provision of the United States Internal Revenue Code or Internal Revenue Service Ruling), as the organization shall determine.
 - j. The organization reserves the right to decline any and all advertisements, sponsorships, or donations if the contents reflect an image that is not representative of the community at large. Subject areas that may be declined will include, but are not limited to, those that promote alcohol, drugs, sex, criminal and/or immoral behavior, or those that reflect a political and/or controversial point of view. The organization also reserves the right to decline advertisements, sponsorships, or donations based solely on whether or not the company's, individual's, or entity's image reflects prohibited subject areas, as previously mentioned. Any and all decisions concerning the acceptance of donations, advertisements, sponsorships, and like materials are subject to approval by a vote of the organization's Board.

ARTICLE IV: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. The fiscal year of the organization shall begin July 1 and end June 30.

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 and payment of the required annual dues, as set by the organization. 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 of the organization shall be eligible to participate in its business meetings. Only members who are in good standing, AND who have a child in attendance at CHS or who teach at CHS, shall be eligible to serve in any of its elective or appointive positions.

ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS

- Section 1. The Executive Board of this organization shall be as follows: President, Vice-President, Secretary, Treasurer, and Parliamentarian.
- Section 2. Other Elected Board Positions shall be as follows: Assistant Treasurer, Fundraising, Health and Welfare, Hospitality, Mail-Out, Membership, Programs, Publicity, Renaissance, Scholarship, Datebook, Faculty Representatives(s), Webmaster and Volunteer Coordinators (i.e.-Database, Freshman Office, Attendance Office, Copy Room, Schedule Pick-Up, FISH Camp, School Supply Sale, P.E. Uniforms).

- Section 3. The President shall appoint a nominating committee in February. It shall be composed of the following: Parliamentarian, one representative from the Hospitality Coordinators, one representative from the Volunteer Coordinators, one representative from each of the CISD Middle Schools and one person appointed from the general membership at large. The President and Vice-President shall serve in an advisory capacity, and the President will serve as the tiebreaking vote on the Nominating Committee. The Chairperson shall be the Parliamentarian.
- Section 4. The nominating committee shall solicit names from the general membership, as well as names from the CISD Middle Schools who meet the criteria set forth in Article V, Section 3, of these Bylaws to be considered for all elective positions, except President.
- Section 5. The nominating committee shall nominate an eligible person (or persons) for each office to be filled and report its nominees, via e-mail or regular mail, at least two weeks prior to the April meeting, at which time additional nominations may be made from the floor. The nominee for the office of President must have served at least one year on the Executive Board or in one of the Other Elected Positions of this organization, as defined in Article VI, Section 1 and Section 2, of the Bylaws. There shall be no more than seven (7) voting members per committee.
- Section 6. Only those persons signifying their consent to serve shall be nominated or elected to such office.
- Section 7. Elected Officers shall not be able to serve for more than two consecutive terms in the same office. One who has served more than one-half of a term will be credited with having served that term.
- Section 8. Officers shall be elected for a term of one year by a majority of all the members in good standing who are present at the April meeting. The election shall be by voice unless more than one person is nominated for said positions, at which time a ballot vote will be required and approved by the majority of the members present. An Office may consist of more than one person in which all duties will be shared.
- Section 9. Any vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Board. The President may appoint an interim replacement. In case of a vacancy in the office of President, the Vice-President will complete the remaining term.

ARTICLE VII: EXECUTIVE BOARD AND OTHER ELECTED OFFICERS ("OFFICERS")

- Section 1. The Executive Board and Officers shall consist of the elected (or appointed, when provided for) officers of the organization, as described in Article VI, Section 1 and Section 2, of the Bylaws.
- Section 2. The duties of the Executive Board and Officers are to transact necessary business at organizational meetings and to approve a budget for the fiscal year.

ARTICLE VIII: DUTIES OF EXECUTIVE BOARD AND OTHER OFFICERS

- Section 1. All Officers will assume their duties after the installation at the May meeting. The Executive Board and a minimum of One Representative Officer from each committee are required to attend all monthly general business meetings, and/or those deemed necessary by the President. This attendance requirement may be accommodated on a rotational basis among the Committee Officers/Coordinators. ALL Officers are required to attend at least one meeting.
- Section 2. All officers shall perform the duties prescribed and keep a written 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 no later than 10 days following the meeting at which new officers assume their

duties. 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 not more than two consecutive years.

- a. The **PRESIDENT** shall preside at all meetings of the organization of CHS PTSO. The President shall coordinate the work of the Officers and Committees of the organization in order that the objectives may be promoted. The President shall be authorized to sign checks or make deposits in the absence of the Treasurer. The President shall provide to the Executive Board and all Officers a copy of both the CHS PTSO Board Roster and the Bylaws of this organization by the August meeting. The President shall serve as an ex officio member on all Committees. The President shall serve in an advisory capacity and as the tiebreaking vote on the Nominating Committee.
- b. The **VICE PRESIDENT** shall preside at all meetings in the absence of the President. The Vice President shall assist the President in any and all aspects of the President's duties. The Vice President shall serve in an advisory capacity on the Nominating Committee and as the Chairperson of the Expenditure Committee.
- c. The **SECRETARY** shall be responsible for recording minutes of all meetings and mailing or e-mailing copies of the minutes to the Executive Board and Officers within two weeks following the meeting, as well as having all approved minutes posted to the CHS PTSO Website. He/she shall be responsible for sending thank you notes and other necessary correspondence, as deemed necessary by the President. The Secretary shall have available at all meetings reference copies of agendas and minutes from previous meetings, and a current list of the Executive Board and Officers. The Secretary shall record attendance at each meeting and maintain attendance records.
- d. The **TREASURER** shall be responsible for general bookkeeping, deposits, expenditures, withdrawals and issuing of checks. The Treasurer will also be responsible for coordinating the handling of money for any major fundraising events. The Treasurer shall present a projected budget at the August meeting, a financial statement at every regular meeting and prepare an annual report for the incoming Executive Board by July 15. The Treasurer's accounts shall be examined by an Executive Board approved Certified Public Accountant (CPA) or by an Executive Board appointed audit committee comprised of the following members: PTSO President (ex officio member), one PTSO Member-at-Large, one CHS Staff Member, one CPA or Accountant by profession and one Community Business Person who will assist the Treasurer in filling out and filing a final year-end tax report. He/She shall also serve on the Expenditure Committee.
- e. The **ASSISTANT TREASURER** shall assist the Treasurer in any and all functions of his/her position, including, but not limited to, reconciliation of bank statements. He/She may be designated by the Treasurer to serve on the Expenditure Committee.
- f. The **PARLIAMENTARIAN** shall advise the presiding officer on questions of parliamentary law and methods of procedure, according to *Robert's Rules of Order*. The Parliamentarian shall represent the organization at all regular meetings of the CISD School Board, or arrange for representation by an Executive Board member. The representative attending the meeting will give monthly reports of CISD School Board activities to the organization. He/She shall also serve on the Expenditure Committee and the Nominating Committee.
- g. The **FUNDRAISING COORDINATOR** shall be responsible for organizing the fundraising efforts of the organization (Write-A-Check Campaign). The Coordinator shall present an outline of any additional fundraising plans (other than the Write-A-Check Campaign) to the Executive Board and Officers for the year's activities for approval no later than the September meeting. He/She shall also serve on the Expenditure Committee.
- h. The **HEALTH AND WELFARE COORDINATOR** shall work with the school nurse and school counselors to determine any organization action needed in regard to the well being of the Students enrolled in CHS. The

Coordinator will assume "sunshine" responsibilities by sending cards, gifts, flowers, etc. when necessary. He/She shall also serve on the Expenditure Committee.

- i. The **HOSPITALITY COORDINATOR** shall be responsible for coordinating with the Hospitality Committee any special functions or events of this organization at the school which require refreshments, including, but not limited to, a Back to School Staff Social, New Student Pizza Lunch, monthly Staff Luncheons, and CISD Staff Appreciation Days. The Coordinator shall be responsible for all equipment and supplies owned by the organization used at functions and meetings. One representative from this committee shall also serve on the Nominating Committee.
- j. The **MAILOUT COORDINATOR** shall provide support for the administrative offices of CHS and PTSO through the assembly of various mailed communications sent during the school year, primarily the CHS Summer Mailout.
- k. The **MEMBERSHIP/STUDENT DIRECTORY COORDINATOR** shall be responsible for the PTSO Membership Drive, including CHS Faculty Members and all duties and responsibilities of the drive and creating a database of all PTSO members. The Coordinator shall also create and distribute in October the PTSO Student Directory; one copy is included with the payment of a PTSO Membership.
- l. The **PROGRAMS COORDINATOR** shall coordinate all PTSO sponsored school programs including, but not limited to, Shattered Dreams and CISD Night @ the Ball Park.
- m. The **PUBLICITY COORDINATOR** shall be responsible for keeping the events of the organization before the eye of the public so as to promote goodwill and community involvement. This will include placing articles in the local newspapers and keeping the PTSO Bulletin Board current. The Coordinator shall work with the CISD Communications/Public Relations representative to insure compliance with State and Federal confidentiality laws.
- n. The **RENAISSANCE COORDINATOR** shall coordinate a nationally recognized program that promotes academic achievement and citizenship within the student body. The Renaissance Program will be presented to the student body at previously arranged times during the school year. The Committee is responsible for the validating of Student ID cards, the securing of discounts from local businesses, the notification of the student body of previously arranged validation dates and Off Campus Lunch dates during each semester, and the Student Check-Out process on the designated Off Campus Lunch days.
- o. The **FACULTY REPRESENTATIVE(S)** shall consist of at least one teacher/administrator to act as the organization's liaison between faculty/staff and the Executive Board of the organization. Requests for assistance, volunteers, funds, etc. will be presented to the Board through the Faculty Representative.
- p. The **VOLUNTEER COORDINATORS** shall consist of the following: Database (Chairperson), Freshmen Office, Attendance Office, Copy Room, Schedule Pick-Up, FISH Camp, School Supply Sale, and P.E. Uniforms. One representative from the Volunteer Coordinators shall also serve on the Nominating Committee. The **Database Coordinator** will assist in maintaining the PTO Manager database consisting of various volunteer interests and parent and student information and will assist other Coordinators in the use of the PTO Manager database, including Elected Board Officers, the PTSO President, and the CHS Principal's Office. The **Freshmen Office Coordinator** shall be responsible for securing and scheduling volunteers for the Freshmen Office and the Library-Media Center. The **Attendance Office Coordinator** shall be responsible for securing and scheduling volunteers to assist in fulfilling the duties of their Office and will handle any requests by the CHS Administrative Staff regarding volunteers needed on an 'ON CALL' basis or for TAKS/AP Testing Monitors. The **Copy Room Coordinator** shall be responsible for securing and scheduling volunteers to assist with the duties of the copy room. The **Schedule Pick-Up Coordinator** shall

be responsible for organizing and scheduling volunteers during the week of Schedule Pick-Up (for 9th, 10th, 11th, 12th Grades) prior to school, as well as scheduling volunteers for Schedule Distribution on the first day of school. He/She will work in conjunction with the School Supply Coordinator and the P.E. Uniforms Coordinator. The **FISH Camp Coordinator** shall be responsible for organizing and scheduling upper class student volunteers and parent volunteers, in coordination with the Freshmen Office Counselors, during the one-day event of FISH Camp (for 9th Grade) prior to school. The **School Supply Sale Coordinator** shall be responsible for ordering the pre-packaged supply kits, organizing the sale, and scheduling the volunteers during the week of Schedule Pick-Up. He/She will work in conjunction with the P.E. Uniforms Coordinator and the Schedule Pick-Up Coordinator. The **P.E. Uniforms Coordinator** shall be responsible for ordering the P.E. Uniforms and organizing the sale during the week of Schedule Pick-Up. He/She will work in conjunction with the School Supply Sale Coordinator and the Schedule Pick-Up Coordinator.

- q. The **WEBMASTER** shall maintain and update the CHS PTO Manager site and the CHS PTSO website, which will include archiving PTSO Board Minutes, posting all updated PTSO Forms and posting any other PTSO information deemed necessary to be on the PTO Manager site or the CHS PTSO Website.
- r. The **ASSISTANT WEBMASTER** will assist the PTSO Webmaster in any and all of the duties of his/her position.
- s. The **DATEBOOK COORDINATOR** shall verify with any PTSO Officers and CHS/CISD Administrators all information that is to be included in the CHS Datebook for the following school year. He/She will place the order for the datebooks and determine the delivery date in the summer prior to the week of Schedule Pick-Up. The Coordinator will organize the sale of the datebooks and work in conjunction with the Schedule Pick-Up Coordinator.

ARTICLE IX: MEETINGS

Section 1. A regular meeting of the organization shall be held each month, or when deemed necessary by the President, and will be open to all organizational members. A majority of the Executive Board and Officers present shall constitute a quorum.

Section 2. The Election of Officers will be held at the April meeting.

Section 3. An open forum, a maximum of ten (10) minutes in length may be held at any meeting of the Executive Board and Officers. Members interested in speaking with regard to any PTSO related issues must contact the President prior to the meeting to be added to the agenda. A time limit of two (2) minutes will be set for each person interested in speaking at the open forum. The Parliamentarian will serve as the timekeeper. This portion of the open forum will last a total of five (5) minutes. The remaining five (5) minutes of the open forum will be allotted for questions and answers. Ground rules of the open forum will be published or read prior to or at the beginning of the general meeting.

In addition, a two (2) minute forum may take place immediately after the Executive session of a regular or called meeting of the Board Members of CHS PTSO. Participation in the forum is limited to members of the Executive Board as indicated by Article VI of the bylaws of CHS PTSO. The Parliamentarian will serve as the timekeeper.

Section 4. Each Board Member shall have one vote.

Section 5. **PHONE and/or E-MAIL VOTE.** If any subject requiring a vote of the PTSO Board arises between regular meetings but which, in the opinion of the President, does not require discussion so as to warrant a special meeting being called, a phone and/or e-mail vote may be conducted with the President and Parliamentarian (or two appointees of

the President) jointly conducting verification of such votes. A majority vote of all PTSO Board Members is required for phone and/or e-mail votes.

Section 6. Dismissal from Office. Any Officer not performing his/her duties as outlined in the Bylaws in a manner or to a degree acceptable to the PTSO Board or whose behavior is inappropriate such that the best interest of the PTSO could be served by his/her removal may be recommended for removal by any member of the PTSO Board of Coppell High School, and shall be excused from his/her duties upon the affirmative vote of two-thirds (2/3) of all PTSO Board Members. Prior to any vote for removal, however, all PTSO Board Members, including the subject member shall be given seven (7) days written notice of the recommendation for removal and the date, time, and location of such vote. Prior to said vote, the subject member will be allowed to address the PTSO Board to present any explanation or response. This provision is neither subject to a phone/email vote nor the simple majority vote of those members present rule. The PTSO Board as outlined in Article VI, Section 9.0 of these Bylaws shall fill any vacancy created thereby as soon as possible.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

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

Section 2. Parent University is deemed to be a Special Committee, and a Coordinator will be appointed/elected when required by CISD.

Section 3. No committee work will be undertaken without the consent of the Executive Board and Officers.

Section 4. Only members in good standing of the organization shall be eligible to serve in any elective or appointed position.

Section 5. Special committees shall have at least three (3) members, but not more than five (5) members.

Section 6. The President shall be an ex-officio of all committees.

Section 7. The Expenditure Committee is deemed to be a Standing Committee responsible for reviewing all Funding/Expenditure Request Forms submitted by CHS Staff or Faculty. The Committee shall make decisions regarding the following: the validity of each request, the number of students impacted, the classes, groups and/or departments benefiting from the request and any cost/vendor evaluation that may be required. The CHS PTSO Expenditure Committee will not provide funds to any organization that receives additional funding from a booster club. The Expenditure Committee Chairperson (or designated Committee Member) shall present all submitted requests at the PTSO Board Meeting and give an explanation for the Committees recommendation as to funding or not funding a request. The Vice-President shall serve as Chairperson. The committee shall consist of The Treasurer or Asst Treasurer, one (1) member from Fundraising, one (1) member from Health & Welfare, and the Parliamentarian. The PTSO Board shall vote on the Expenditure Committees final recommendation(s); a majority vote of all PTSO Officers present is required. The Committee shall not be limited, except by available funds, regarding the number of recommendations that may be funded.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended at any meeting with a two-thirds (2/3) vote of the members present.

Section 2. No amendment may be made to the Bylaws that would alter the exclusively charitable and educational purposes of the organization or would cause benefit, other than reasonable reimbursement for expenses, for officers and members of the organization.
