

# **RESTATED BY-LAWS OF MARK TWAIN PARENT TEACHER ORGANIZATION, INC.**

## **Article I.- Name**

- 1.1** The name of the organization shall be Mark Twain Parent Teacher Organization (PTO), a not-for-profit organization.

## **Article II.- Purpose**

- 2.1** The purpose of the PTO shall be to foster excellence in education at Mark Twain Elementary School in the Houston Independent School District, Houston, Texas, by sponsoring programs for the students, family and community, promoting cooperation and understanding among parents, faculty, students and the school administration, and raising funds to achieve these objectives.

## **Article III. - Membership and Dues**

- 3.1** The corporation shall have one class of members. Any individual who is at least 18 years of age and who has contributed annual dues to the PTO shall be a member in the PTO.
- 3.2** The annual dues, acceptable in monetary amounts and/or in hours of volunteer service, may be set by the Board of Directors of the PTO (the "Board").
- 3.3** Membership begins upon the contribution of funds or services as dues by an individual and terminates on the August 15th following the contribution.
- 3.4** Each member shall be entitled to one vote on each matter submitted to a vote of the members.

## **Article IV. - Elected Officers**

- 4.1** The elected officers shall be:

**President**  
**First Vice-President**  
**Second Vice-President**  
**Third Vice-President**  
**Fourth Vice-President**  
**Treasurer**  
**Recording Secretary**  
**Two Shared Decision Making Committee (SDMC) Representatives**

- 4.2** The officers shall be elected by a majority vote of the PTO's members. This election shall take place prior to the May PTO Board Meeting. Each PTO member will receive a ballot. The officers, with the exception of the SDMC representatives who shall serve for two-year terms, shall serve for a term of one year beginning on July 1st after the election until June 30th of the following year. Officer candidates shall be nominated by a nominating committee and approved by the Board prior to election.

- 4.3 The ***Nominating Committee*** shall consist of seven members. The President shall appoint the chairperson, the VIPS Director and one member of the Nominating Committee from the Board. The Nominating Committee chair in consultation with the President shall select four additional members from the membership at large. The Nominating Committee shall be approved by the Board at the February PTO Board Meeting and publicized to the PTO members.
- 4.4 The Nominating Committee shall make every effort to submit a slate of representatives reflective of the school enrollment groups. The consent of each candidate must be obtained prior to being placed in nomination. The final slate of officer nominations shall be presented to the Board for approval. The ballot shall reflect that slate approved by the Board, as well as any interested candidates.
- 4.5 Elected Officers shall be limited to serving two (2) successive terms within the same position.
- 4.6 The Board may remove any elected officer from office by a two-thirds vote of the Board members voting, provided there is a quorum, at a special meeting duly called for that purpose.
- 4.7 Any officer resigning prior to the end of his or her term shall notify the President. The President, with the Board's approval, shall appoint a person to fill any vacancy in an office. The newly appointed officer will hold the office until the next general election.

## Article V. - Duties of Officers

### 5.1 ***The President shall be responsible for:***

- setting the agenda for and presiding over general meetings and board meetings
- serving as liaison with the principal
- serving as a voting member of the Shared Decision Making Committee (SDMC) of Mark Twain
- voting on PTO matters in the case of a tie
- having signature authority on checks
- appointing the chairperson, the VIPS Director and one member of the Nominating Committee
- making every effort to foster a sense of community within the PTO
- encouraging teamwork
- providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the By-Laws and the Board
- presenting an annual report of the PTO's growth and programs to the membership at the General Parent Meeting

### 5.2 ***The First Vice-President shall be responsible for:***

- performing all the duties of the President in the President's absence
- attending meetings of the HISD School Board for parent representatives
- coordinating efforts with other school support groups
- coordinating teacher appreciation activities and gifts
- reviewing or auditing monthly bank statement, bank reconciliation, monthly balance sheet and income statement

### 5.3 ***The Second Vice-President shall be responsible for:***

- executing the annual PTO Membership drive
- planning and implementing strategies for encouraging membership to attain a goal of 100% parent and teacher participation
- maintaining an up-to-date roster of members and alumni
- co-chairing the annual school supply sale held the week before school starts in August with the VIPS director and School Store Director
- communicating information to PTO membership as necessary
- maintaining a database of volunteers and their talents (e.g. profession, interests, etc.)

**5.4 *The Third Vice-President shall be responsible for:***

- making every effort to recruit new students to the school
- serving as a liaison between new families and the school
- working closely with the Director of Community Relations and Director of Publicity to promote the school
- coordinating Fall Informational Coffee, Kindergarten Round-Up and other recruitment activities with the principal

**5.5 *The Fourth Vice-President shall be responsible for:***

- recruiting chairpersons for all fundraisers by July 1<sup>st</sup>
- presenting an annual fundraising plan to the membership at the General Parent Meeting
- attending fundraising planning meetings to ensure well-coordinated events
- developing a fundraising plan to be approved by the Executive Board by August 1<sup>st</sup>

**5.6 *The Treasurer shall be responsible for:***

- keeping a record of all financial transactions
- collecting money and depositing it in the bank on a weekly basis
- having signature authority on checks and disbursing money as authorized by the Board
- working with the President, Fourth Vice-President, the Principal, and other Board members in preparing a budget for the PTO
- presenting a budget for the year at the September Board meeting to be voted on by Board members
- presenting a report of finances at each Board Meeting of the PTO

**5.7 *The Recording Secretary shall be responsible for:***

- taking minutes of each meeting and distributing a copy to each member of the Board
- posting a copy of the minutes each month on the PTO bulletin board
- communicating to Board members for meetings and special events
- obtaining babysitters for all general and PTO meetings
- collecting and preserving documents and reports of interest to the history of the PTO such as minutes of the meetings, a copy of the By-Laws, important articles, etc. kept in a yearly book for that purpose
- communicating with and thanking non-board parents who attend monthly PTO meetings

5.8 *The two SDMC Representatives shall be responsible for:*

- serving as voting members of the Shared Decision Making Committee (“SDMC”) of Mark Twain for a period of two years
- presenting a report of PTO’s events and member issues to the SDMC
- soliciting input quarterly from PTO members through red folders on issues to be voted on in SDMC
- providing results quarterly through red folders to PTO members
- presenting a report on the SDMC at each Board Meeting of the PTO

## Article VI. - Directors

6.1 The directors shall be:

**Director of Arts Enrichment**  
**Director of Community Relations**  
**Director of Cultural Exchange**  
**Director of Dual Language**  
**Director of Facilities**  
**Director of Grade Level Representatives**  
**Director of Hospitality**  
**Director of Library**  
**Director of Pershing Middle School Liaison**  
**Director of Publicity**  
**Director of School Store**  
**Director of Student Directory**  
**Director of Technology**  
**Director of VIPS (Volunteers In Public Schools)**  
**Director of Yearbook**  
**Grade Level Representatives (one for each Grade: K through 5th Grade)**

6.2 The newly elected officers shall approve the appointment of the directors by the last meeting of the current Board. Director’s positions should be solicited at large. The incoming president in conjunction with the nominating committee shall submit the appointments to the newly elected officers. The directors shall serve for a term of one year beginning on July 1<sup>st</sup> until June 30<sup>th</sup> of the following year.

6.3 The Board may remove any director from office by a two-thirds vote of the Board members voting, provided there is a quorum present, at a special meeting duly called for that purpose.

6.4 Any director resigning prior to the end of his or her term shall notify the President. The President, with the Board’s approval, shall appoint a person to fill any vacancy in a directorship. The newly appointed director will hold the directorship until the next general election.

## Article VII. - Duties of Directors

7.1 *Director of Arts Enrichment shall be responsible for:*

- organizing school-wide extracurricular enrichment activities such as Young Audiences Performances, cultural enrichment, speakers, and special needs programs
- recruiting Art a la Carte chair

7.2 *Director of Community Relations shall be responsible for:*

- enhancing the reputation of Mark Twain by improving community awareness of Mark Twain and its programs
- acting as a liaison to the John P. McGovern Library, YMCA and to the community through attending general Braeswood Place Homeowners Association meetings
- developing business partnerships within the community to the benefit of the school and to the promotion of the partner
- writing and sending written correspondence as appropriate

**7.3 *Director of Cultural Exchange shall be responsible for:***

- acting as a liaison between the PTO and the International Club through attending International Club meetings
- reporting to PTO Board on a monthly basis

**7.4 *Director of Dual Language shall be responsible for:***

- working closely with the Director of VIPS, Director of Grade Level Representatives, and Grade Level Representatives to involve the Dual Language community in the PTO
- informing the PTO of any matters of importance to the Dual Language population
- arranging for Spanish translation of documents and interpreters as needed

**7.5 *Director of Facilities shall be responsible for:***

- supporting safe and clean school facilities
- beautification of school grounds and facilities

**7.6 *Director of Grade Level Representatives shall be responsible for:***

- working with Director of VIPS to solicit room parents and contact parents for each classroom, with the goal of every class having a room parent within 2 weeks of the start of the school year
- conducting orientation for Grade Level Representatives and room parents
- conducting regular communication to Grade Level Representatives
- recruiting red folder chair

**7.7 *Director of Hospitality shall be responsible for:***

- planning and coordinating refreshments for PTO-sponsored events and other events as approved by the Board (e.g., fall informational coffee, end-of-year teacher luncheon)
- working closely with the Director of VIPS to solicit volunteers to provide and serve refreshments

**7.8 *Director of Library shall be responsible for:***

- organizing the Book Fair
- partnering with the librarian to oversee the quality and condition of the library

**7.9 *Director of Pershing Middle School Liaison shall be responsible for:***

- acting as a liaison between the PTO and Pershing Middle School through attending Pershing PTO meetings

**7.10 *Director of Publicity shall be responsible for:***

- organizing media coverage of Mark Twain's curriculum, special activities, and major PTO events
- writing an article each month for the Braeswood Place Homeowners Association's newsletter
- ensuring that announcements of special activities, major PTO events and student achievements are publicized to the community
- maintaining PTO bulletin board monthly

**7.11 *Director of School Store shall be responsible for:***

- Preparing and maintaining inventory of the School Store
- ordering for the School Store including clothing as well as supplies
- ordering supplies for the school supply sale that occurs in the beginning of the school year
- coordinating with the teachers and staff to determine the supplies needed for the students in the school store
- staffing the School Store
- coordinating with the Treasurer the reports for the school store  
co-chairing the annual school supply sale held the week before school starts in August with the Second Vice-President and the Director of VIPS

**7.12 *Director of Student Directory shall be responsible for:***

- selling directory advertisements by August 15<sup>th</sup>
- accumulating student/parent data by 2<sup>nd</sup> Friday of September
- printing and distributing the Student Directory by October 1<sup>st</sup>

**7.13 *Director of Technology shall be responsible for:***

- acting as a liaison between the PTO and the Mark Twain Technology Committee
- soliciting software and hardware needs from faculty
- ensuring classroom technology is in working order
- supporting technical needs of PTO functions

**7.14 *Director of VIPS shall be responsible for:***

- coordinating volunteers for fall festival, spring auction, book fair, school supply sale, International Festival, teacher breakfast and art night
- seeking the community, seniors, and alumni as volunteers as needed
- developing and implementing strategies for encouraging and rewarding volunteerism
- co-chairing the annual school supply sale held the week before school starts in August with the Second Vice-President and Director of School Store  
serving on the Nominating Committee

**7.15 *Director of Yearbook shall be responsible for:***

- producing an annual yearbook available for purchase
- distributing the yearbook by May 15th

**7.16 *Grade Level Representatives shall be responsible for:***

- acting as a liaison between the PTO and the teachers of the grade they represent
- organizing through the room parents such activities as approved by the teachers and the principal
- working closely with the Director of VIPS and the Director of Grade Level Representatives in soliciting volunteers for the classrooms and extracurricular activities

- organizing classroom socials through room parents for each grade level by the end of December
- committing 10 grade level parents to assist in red folder responsibilities per week
- implementing the production of classroom creation activities for the spring auction through volunteers

## Article VIII. - PTO Board

**8.1** The governing body of the PTO is the Board, which shall be comprised of:

**Officers**  
**Directors**  
**Principal**  
**Mark Twain Elementary Teacher**

**8.2** Regular attendance is required of each member of the Board. If any member of the Board is absent for three regular meetings of the Board, the Board may, at its option declare that office or directorship vacant and may fill the vacancy as stated in Article IV, Section 4.7 and Article VI, Section 6.4.

## Article IX. - Meetings and Voting

**9.1** The Board shall set regular meetings of the Board at its first meeting each year. Such dates and times shall be published in the Mark Twain newsletter and red folder.

**9.2** Two thirds (2/3) of the Board shall constitute a quorum. A quorum is necessary to present matters for a vote.

**9.3** Each member of the Board shall have one vote. If a quorum is met at any meeting, at least fifty one percent (51%) of the votes (unless otherwise specifically provided by these By-Laws) of those Board members voting shall decide any matter submitted for vote. If a directorship is being held by more than one person, only one vote counts.

## Article X. - Standing Committees

**10.1** The standing Committees shall be:

**Executive Board consisting of the elected officers**  
**Others approved by the Board**

## Article XI. - Procedures

**11.1** The PTO shall follow "***Roberts Rules of Order***," as revised, for procedure in all points of order not covered by these By-Laws

## Article XII. - Amendments

- 12.1** These By-laws may be amended at any regular meeting of the Board by a two-thirds vote, provided notice of the proposed amendment shall have been given in writing to the school before the meeting at which the proposed amendment is to be introduced for a vote.

## Article XIII. - Waiver of Notice

- 13.1** Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provision of the Articles of Incorporation or the By-Laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## Article XIV. - Dissolution

- 14.1** In the event of dissolution of the PTO the assets of the PTO shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code.