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Form **990-EZ****Short Form**
Return of Organization Exempt From Income Tax

OMB No 1545-1150

2010**Open to Public
Inspection**Department of the Treasury
Internal Revenue ServiceUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

- Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
- The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2010 calendar year, or tax year beginning **JULY 1**, 2010, and ending **JUNE 30**, 20 **11**

B Check if applicable:

☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization
MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION
 Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
300 MOCKINGBIRD LANE
 City or town, state or country, and ZIP + 4
COPPELL TX 75019

D Employer identification number
75-2387111

E Telephone number
214-469-8200

F Group Exemption Number ► **N/A**

G Accounting Method: ☐ Cash ☐ Accrual Other (specify) ► _____

I Website: ► **mockingbirdpto.com**

J Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. **96662**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)
Check if the organization used Schedule O to respond to any question in this Part I ☐

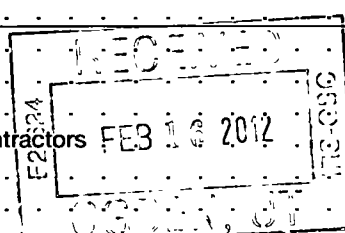
Revenue	1	Contributions, gifts, grants, and similar amounts received	1	15255
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	81407
c	Less: direct expenses from gaming and fundraising events	6c	49066	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	32341	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O) <i>Program Service Expenses</i>	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	47596	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	884
	16	Other expenses (describe in Schedule O)	16	27851
	17	Total expenses. Add lines 10 through 16	17	28735
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	18861
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	12331
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	31192

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No 106421

Form **990-EZ** (2010)

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27

Part II Balance Sheets. (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II ☐

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	12355	22 31647
23 Land and buildings		23
24 Other assets (describe in Schedule O)		24
25 Total assets	12355	25 31647
26 Total liabilities (describe in Schedule O)	24	26 455
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	12331	27 31192

Part III	Statement of Program Service Accomplishments (see the instructions for Part III.)
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Check if the organization used Schedule O to respond to any question in this Part III ☐

What is the organization's primary exempt purpose? SEE STATEMENT 2

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28	SCHOOL GIFTS - ENHANCE EDUCATION BY PROVIDING LIBRARY AND CLASSROOM BOOKS, TECHNOLOG EQUIPMENT, ASSESSMENT TOOLS, SCIENCE CURRICULUM AND OTHER CLASSROOM SUPPLIES. THIS BENEFITS APPROXIMATELY 560 STUDENTS (Grants \$) If this amount includes foreign grants, check here ► ☐	28a	19110
29	CULTURAL, COMMUNITY AND EDUCATIONAL PROGRAMS - PROVIDE OPPORTUNITIES FOR STUDENTS TO PARTICIPATE IN GRADE LEVEL PROGRAMS, COMMUNITY INVOLVEMENT AND EDUCATIONAL PROJECTS. THIS BENEFITS APPROXIMATELY 560 STUDENTS (Grants \$) If this amount includes foreign grants, check here ► ☐	29a	7022
30	HEALTH AND WELFARE - PROVIDE PROGRAMS AND MATERIAL TO PROMOTE HEALTH AND WELFARE OF THE ENTIRE STUDENT BODY. THIS BENEFITS APPROXIMATELY 560 STUDENTS (Grants \$) If this amount includes foreign grants, check here ► ☐	30a	1719
31	Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here ► ☐	31a	
32	Total program service expenses (add lines 28a through 31a) ►	32	27851

Part IV **List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (see the instructions for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV ☐

[illegible]

Part V Other Information (Note the statement requirements in the instructions for Part V.)Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33	✓
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34	✓
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?	35a	✓
b If "Yes," has it filed a tax return on Form 990-T for this year (see instructions)?	35b	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	✓
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b Did the organization file Form 1120-POL for this year?	37b	✓
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	✓
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	✓
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e	✓
41 List the states with which a copy of this return is filed. ▶ NONE		
42a The organization's books are in care of ▶ CATHY EDGINGTON Telephone no. ▶ 972-241-8333 Located at ▶ 1221 S BELT LINE ROAD SUITE 725 COPPELL TX ZIP + 4 ▶ 75019		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	✓
If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?	42c	✓
If "Yes," enter the name of the foreign country: ▶		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	✓
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	✓
c Did the organization receive any payments for indoor tanning services during the year?	44c	✓
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	

	Yes	No
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)?	45	☒
a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45a	☒
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	☒

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

	Yes	No
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	☒
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	☒
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	☒
b If "Yes," was the related organization a section 527 organization?	49b	☒

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

f Total number of other employees paid over \$100,000 **▶** _____

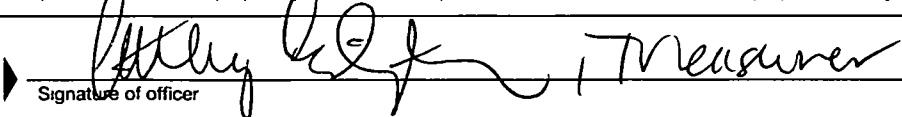
51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 **▶** _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A **▶** ☒ **Yes** ☐ **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here		Treasurer	2/15/2012
	Date		
	Type or print name and title		

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no			

May the IRS discuss this return with the preparer shown above? See instructions **▶** ☐ **Yes** ☐ **No**

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2010

**Open to Public
Inspection**

Name of the organization

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

Employer identification number

75-2387111

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 11 ☒ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a ☐ Type I b ☒ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Other
 - e ☒ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
 - f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐
 - g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
 - (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization? ☐
 - (ii) A family member of a person described in (i) above? ☐
 - (iii) A 35% controlled entity of a person described in (i) or (ii) above? ☐

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U S ?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
(A) MOCKINGBIRD ELEMENTARY ⁺	75-6005403	LINE 2	✓		✓		✓		27851
(B)									
(C)									
(D)									
(E)									
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2010 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2009 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2010. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
b 33 1/3% support test—2009. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
17a 10%-facts-and-circumstances test—2010. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
b 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2010 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2009 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2010 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2009 Schedule A, Part III, line 17	18	%
19a 33 1/3% support tests—2010. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ☐		
b 33 1/3% support tests—2009. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ☐		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐		

Part IV

Supplemental Information. Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

**Supplemental Information Regarding
Fundraising or Gaming Activities**

Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2010

Open to Public
Inspection

Name of the organization

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

Employer identification number

75-2387111

Part I

Fundraising Activities. Complete if the organization answered "Yes" to Form 990, Part IV, line 17.
Form 990-EZ filers are not required to complete this part.

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.
- a** ☐ Mail solicitations
 - b** ☐ Internet and email solicitations
 - c** ☐ Phone solicitations
 - d** ☐ In-person solicitations
 - e** ☐ Solicitation of non-government grants
 - f** ☐ Solicitation of government grants
 - g** ☒ Special fundraising events
- 2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☒ No
- b** If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total				▶		

- 3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

TEXAS

Part II Fundraising Events. Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		SEE STATEMENT 1 (event type)	(event type)	(total number)	(add col. (a) through col. (c))
Revenue	1 Gross receipts				
	2 Less: Charitable contributions				
	3 Gross income (line 1 minus line 2)				
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses				
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				()
	11 Net income summary. Combine line 3, column (d), and line 10 ▶				

Part III Gaming. Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

	(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
1 Gross revenue				
Direct Expenses	2 Cash prizes			
	3 Noncash prizes			
	4 Rent/facility costs			
	5 Other direct expenses			
6 Volunteer labor	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	
7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				()
8 Net gaming income summary. Combine line 1, column d, and line 7 ▶				

9 Enter the state(s) in which the organization operates gaming activities: _____

a Is the organization licensed to operate gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

- 11** Does the organization operate gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity operated in:
- | | | |
|--------------------------------------|------------|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶

Address ▶

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b** If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ and the amount of gaming revenue retained by the third party ▶ \$
- c** If "Yes," enter name and address of the third party:

Name ▶

Address ▶

16 Gaming manager information:

Name ▶

Gaming manager compensation ▶ \$

Description of services provided ▶

☐ Director/officer

☐ Employee

☐ Independent contractor

17 Mandatory distributions:

- a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also complete this part to provide any additional information (see instructions).

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

FORM 990EZ 2010

EIN: 75-2387111

STATEMENT 1

FORM 990-EZ PART 1

LINE 6B & 6C - SPECIAL FUNDRAISING EVENTS AND ACTIVITIES

Description of Event	Gross Receipts	Contribution	Expenses
School Supplies	3,045		3,104
Scholastic Book Fair	23,489		23,294
Commissions-Local Businesses	4,112		55
Field Day	5,127		7,404
Auction	27,911		1,937
Other	17,723		13,272
Spirit Wear			
Publications			
Pencils			
Recycling			
	<u>81,407</u>		<u>49,066</u>

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

FORM 990EZ 2010

EIN: 75-2387111

STATEMENT 2

ATTACHMENT TO FORM 990-EZ, PART III

STATEMENT OF ORGANIZATION'S PRIMARY EXEMPT PURPOSE

TO PROMOTE THE WELFARE OF THE STUDENTS OF MOCKINGBIRD ELEMENTARY
SCHOOL IN HOME, SCHOOL AND COMMUNITY

TO DEVELOP, BETWEEN PARENTS AND EDUCATORS, UNITED EFFORTS THAT WILL
SECURE FOR ALL THE HIGHEST ADVANTAGES I PHYSICAL, MENTAL AND SOCIAL
EDUCATION.

TO CULTIVATE A CLOSER RELATIONSHIP BETWEEN PARENTS AND TEACHERS IN
EDUCATION OF CHILDREN

TO ORGANIZE EXCLUSIVELY FOR EDUCATIONAL PURPOSES, INCLUDING THE
DISTRIBUTION AND THE CONTRIBUTION OF EVENTS THAT AFFECT MOCKINGBIRD
ELEMENTARY, COPPELL, TEXAS.

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION
FORM 990EZ 2010
EIN: 75-2387111

STATEMENT 3

	(a)		(b)	(c)	(d)	(e)
JEANNIE KINCAID	948 BLUE JAY LN	COPPELL TX 75019	MEMBERSHIP	0	0	0
JEANNE DILLENBECK	978 MALLAR DR	COPPELL TX 75019	MEMBERSHIP	0	0	0
KIM LUCAS	930 CONDOR	COPPELL TX 75019	MEMBERSHIP	0	0	0
TRINA BIVENS	761 ROBIN LN	COPPELL TX 75019	PUBLICITY	0	0	0
SUSAN ZEFF	304 DUNLIN LN	COPPELL TX 75019	PUBLICITY	0	0	0
ANDI PAFFORD	412 SEA HAWK CT	COPPELL TX 75019	NEWLETTER	0	0	0
LISA KNOWLTON	855 PELICAN LN	COPPELL TX 75019	HOSPITALITY	0	0	0
DOTTIE KADANE	161 HILL DR	COPPELL TX 75019	HOSPITALITY	0	0	0
LISA FINEBERG	963 REDCEDAR WAY	COPPELL TX 75019	HOSPITALITY	0	0	0
KELLIE BECKER	851 PELICAN LN	COPPELL TX 75019	HOSPITALITY	0	0	0
AMY SIGMAN	222 CREEKSIDE LN	COPPELL TX 75019	HOSPITALITY	0	0	0
BECKY SOSA	333 BARCLAY AVE	COPPELL TX 75019	HEALTH AND WELFARE	0	0	0
KELLY OZMY	829 FALCON LN	COPPELL TX 75019	HEALTH AND WELFARE	0	0	0
KIM LUCAS	930 CONDOR	COPPELL TX 75019	FUNDRAISING	0	0	0
KRISTEN ISENBERG	950 CONDOR DR	COPPELL TX 75019	FUNDRAISING	0	0	0
TRISHA SULLIVAN	953 FALCON LN	COPPELL TX 75019	FUNDRAISING	0	0	0
CAROLINE OZMY	840 FALCON LN	COPPELL TX 75019	ENRICHMENT PROGRAMS	0	0	0
MARY RITTER	701 E BETHEL SCHOOL RD	COPPELL TX 75019	SCHOOL SUPPLIES	0	0	0
ELISE STEWART	812 SUGARBERRY DR	COPPELL TX 75019	SCHOOL SUPPLIES	0	0	0
LISA SWITZER	765 ROBIN LN	COPPELL TX 75019	SCHOOL SUPPLIES	0	0	0
BERTHA MOEHLIS	104 HILL DR	COPPELL TX 75019	SCHOOL SUPPLIES	0	0	0
KRISTI VALENTINE	701 DOVE CIRCLE	COPPELL TX 75019	SPIRIT WEAR	0	0	0
KENDRA ROSENBAUM	913 ELMVALE CT	COPPELL TX 75019	SPIRIT WEAR	0	0	0
AMY KRYZAK	838 PELICAN LANE	COPPELL TX 75019	HOMEROOM	0	0	0
KIM MANNING	729 CARDINAL LN	COPPELL TX 75019	HOMEROOM	0	0	0
HEATHER PERKINS	964 REDWING DR	COPPELL TX 75019	HOMEROOM	0	0	0
PAM OXENDINE	925 BLUE JAY LN	COPPELL TX 75019	HOMEROOM	0	0	0
WENDY DICKSON	728 FALCON LN	COPPELL TX 75019	VOLUNTEERS	0	0	0
MARIE SUMMERAL	300 MOCKINGBIRD LANE	COPPELL TX 75019	FACULTY REPRESENTATIVE	0	0	0
CRYSTAL WHEATLEY	300 MOCKINGBIRD LANE	COPPELL TX 75019	FACULTY REPRESENTATIVE	0	0	0

MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION

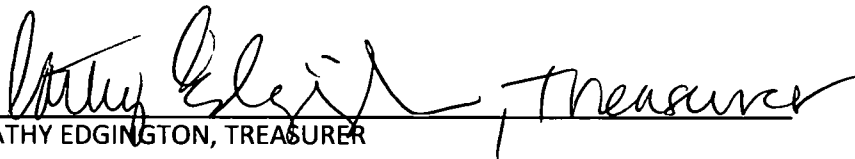
FORM 990EZ 2010

EIN: 75-2387111

ATTACHMENT FOR FORM 990-EZ

EXPLANATION:

THE ATTACHED IS A COMPLETE AND ACCURATE COPY OF THE ORIGINAL BYLAWS OF
MOCKINGBIRD ELEMENTARY PARENT TEACHER ORGANIZATION AS OF JUNE 30, 2010

A handwritten signature in black ink, appearing to read 'Cathy Edgington', followed by a comma and the word 'Treasurer' written in a cursive script. The signature is positioned above a horizontal line.
CATHY EDGINGTON, TREASURER

**BYLAWS OF MOCKINGBIRD ELEMENTARY
PARENT TEACHER ORGANIZATION**

ARTICLE I. NAME

The name of this organization is Mockingbird Elementary Parent Teacher Organization (PTO), Coppel, 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, Coppel, 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 15th, 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.

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- 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.

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 XI. 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.