

BYLAWS

of

Memorial Elementary PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Memorial ES Parental Teacher Organization DBA “Memorial Elementary PTO.” The PTO is located at 6401 Arnot Street Houston, Texas 77007.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Memorial Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Memorial Elementary through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership is granted to all staff at Memorial Elementary. Parent or Guardian membership will be offered for \$5 per person per school year. Each member is afforded a vote at General PTO Meetings, and as necessary when called for vote. Membership purchase will be offered both online and via paper forms as requested.

ARTICLE III – ELECTIONS

Elections for the new school year will take place the third week of April of the current school year. Transition training of the new Board will occur in May for all applicable positions. The newly-elected Board will be installed on the first day of the new PTO fiscal year. The transition between the outgoing and incoming boards will take place in May and continue through the summer months as needed. President, Outgoing President, and Treasurer are non-elected positions. The President-Elect automatically assumes the role of President, and the President automatically assumes the role of Outgoing President in the following school year. The Treasurer-Elect automatically assumes the role of Treasurer in the following school year. If a voting Board position remains unfilled, the current President may appoint a person to the position, subject to approval by a majority vote of the existing Executive Board members.

ARTICLE IV – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers with voting rights on the Board of Directors: President, President-Elect, Recording Secretary, Communications Chair, Treasurer, Treasurer-Elect, Signature Fundraising Chair, Student-Centered Fundraising Chair, Volunteer Chair Lower Grades, and Volunteer Chair Upper Grades. Officer positions can be shared. The GT Coordinator at the school shall serve as a tie breaking vote when needed.

Section 2: TERM OF OFFICE – Officers may not serve more than two consecutive years in the same Executive Board Position.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. Nominees and those holding office must also have a child or children currently enrolled in Memorial Elementary. Should at any point child enrollment change, PTO Board reserves the right to automatically revoke Board status and appoint new board member without special election. Position of President-Elect must be held by someone who has held any other PTO Board position, executive or non-executive, voting or non-voting, at Memorial Elementary in the past.

Section 4: DUTIES –

Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of more than \$100 differentiating from specified line item.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO. Serve as liaison between school administration and PTO Board of Directors. This position automatically assumes the role of Outgoing President the following school year.

President-Elect – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. In the event President is removed or leaves, the President-Elect will automatically assume role of President. This position automatically assumes the role of President the following school year.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records and pictures as applicable for the PTO, including detailed records of steps taken to execute major events during the school year. Retain all official records of the PTO digitally and in copies in print, as applicable.

Communications Chair – Manage digital communications for PTO including social media channels and family communication platforms.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. File federal taxes and all other filings necessary to maintain the organization's 501c3 non-profit organization status. Develop budget and submit to Board and newly-elected board no later than August 1st.

Treasurer-Elect – This position automatically assumes the role of Treasurer the following school year. Manage Spirit wear orders and PTO online store.

Signature Fundraising Chair – Promote and lead fundraising efforts including sponsorship packages for families and local businesses/corporations. Organize The Party, an annual fundraising gala style event.

Student-Centered Fundraising Chair – Promote and lead fundraising efforts to include a spring fundraiser, portions of which are held in grade-level accounts for 5th grade class celebrations.

Volunteer Chair, Lower Grades – Recruit volunteers for various PTO and school-sponsored events throughout the year as needed. Set up WhatsApp Community chats for each classroom in PK-2nd grades. Recruit room guardians for each classroom at the beginning of the school year. Encourage VIPs enrollment.

Volunteer Chair, Upper Grades – Recruit volunteers for various PTO and school-sponsored events throughout the year as needed. Set up WhatsApp Community chats for each classroom in 3rd-5th grades. Recruit room guardians for each classroom at the beginning of the school year. Encourage VIPs enrollment.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. An officer is automatically removed if they no longer have a student at Memorial Elementary School.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held no more than monthly during the school year, or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is entitled to one vote. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – A quorum for voting purposes shall consist of at least eight (8) PTO members present and voting.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the PTO begins July 1 and ends June 30 of the following year in accordance with the IRS.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Memorial Elementary PTO, requiring one signature of the Executive Board and held at a local financial institution, typically Treasurer and President.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial

activity monthly. The PTO shall post its financials on its website and a copy may be provided to any family member at Memorial upon request.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Contract signing authority is limited to the President or the President's designee.

ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VIII – DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Memorial Elementary School.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order, Newly Revised."

These bylaws were modified on 2/26/25 and adopted on 4/1/25