

THE RICE PARENTS GROUP
AMENDED AND RESTATED BYLAWS
ADOPTED BY THE MAJORITY VOTE OF THE BOARD OF DIRECTORS
BOARD OF DIRECTORS' MEETING
April 4, 2026

Article I. NAME

The name of this organization shall be The Rice Parents Group, herein after referred to as the "Organization" or "The Rice PTO."

Article II. THE PURPOSE

The corporation is organized exclusively for public education and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The corporation's specific purposes shall be to provide assistance to the operation of The Rice School ("School"), a public school that is part of the Houston Independent School District, in any reasonable form or manner so long as such assistance is in compliance with all applicable School and school district requirements.

Article III. MEMBERSHIP

The members of the Organization shall consist of the parents, guardians and/or legal conservator of the students of The Rice School/La Escuela Rice and the members of the faculty and professional staff Rice located at 7550 Suess Dr, Houston, TX 77025. Said members shall hereinafter be referred to as "Members".

ARTICLE IV. BOARD OF DIRECTORS

4.1 The organization shall function under the general guidance and direction of a Board of Directors consisting of a maximum of twelve (12) Members (each a "Director") selected in the following manner:

The President	Elected by the Members
The Vice-President	Elected by the Members
Secretary	Elected by the Members
Treasurer	Elected by the Members
Fundraising Coordinator	Elected by the Members
Sponsorship Coordinator	Elected by the Members
Uniform Store Director	Appointed by the Board of Directors
Volunteer Coordinator	Appointed by the Board of Directors
Communications Officer	Appointed by the Board of Directors
Events Coordinator	Appointed by the Board of Directors
Digital media coordinator.	Appointed by the Board of Directors
The Principal	Ex-Officio Member
School Administrators	Ex-Officio Member
Teacher Representatives	Ex-Officio Member

4.2 Special Requirements

No person shall be nominated for the office of President without having first served for one year (but not necessarily the year immediately preceding the nomination) as either an Elected Officer or an appointed officer. In the event no current Board Members desire to run for President, then the Nominating Committee may elect ANY PTO member for

the office.

4.3 The Officers and Directors shall be elected through a written ballot distributed to the Members. If there is but one nominee for any office, election for that office shall be by voice vote either at the Spring General Meeting, or at the April Board of Directors Meeting.

4.4 Any Officer or Director may be removed by a 2/3 majority vote of a quorum of the Board of Directors whenever, in its judgment, the best interests of the Organization are served by the removal.

4.5 Officers and Directors shall serve for a term of two (2) years from July 1 to June 30 and shall remain in office until their successors are duly installed. Or that person resigns or is elected to another position on the board. If an officer resigns, they must wait a year before running for another elected position. The Officers and Directors shall not be eligible to hold the same office for more than one term (2 consecutive years). In the event there are no candidates for an office, current Board Members may run for the same office for a second term. Officers and Directors may hold only one (1) elected position at any one time, unless otherwise approved by the Board. No Director shall have more than one vote regardless of the number of Board positions held by that Member. If a Board position is held by more than one person, the persons sharing the role must come to an agreement and cast one vote on a matter. If they cannot come to an agreement, then they must abstain from the vote on that matter.

4.6 A simple majority of the Directors shall constitute a quorum of the Board.

4.7 A vacancy occurring in office for a position of Director or any officer other than the President shall be Filled for the unexpired term by a person elected by ballot by a two-thirds (2/3) majority vote of the Board of Directors (sometimes referred to as the "Board"). A vacancy for the office of President shall be filled by the Vice-President. A vacancy for Teacher Representative shall be filled by faculty and staff. If there is but one nominee for any office, election for that office shall be by voice vote.

4.8 In the event that a director is absent from three (3) or more properly called Meetings of the Board, which are not thereafter excused by the Board, that position shall be declared vacant and filled as provided herein for the remainder of the term.

ARTICLE V. ELECTION

5.1 Elections for the new school year will commence in April, and be advertised beginning at least by March 1. During the April General Meeting, candidates shall announce their intent to run for an office. Elections shall take place during the May General Meeting. Before voting, candidates will have up to 2 minutes to advocate for themselves.

5.2 Officers and Directors shall be elected through a written ballot distributed to the Members. If there is only one nominee for any office, that nominee will take the office they were nominated for. If there is a tie for any elected office a run off must be held. Nominees will have an additional two minutes to advocate for themselves. If there is a tie after a run off, the board of directors, (including ex-officio members), will vote within 1 week of the May General Meeting to decide who will take that office. Board members can request two minutes to advocate for or against any nominee before the vote takes place. **No proxies will be allowed.** If a member requests a vote by ballot for any office, the request must be recognized and vote by ballot must be granted without debate. If there are two or more nominees for an office, the election shall be held by ballot, as stated in the bylaws. The secretary should have ballot slips available. If the Board sees fit, virtual voting may occur using a secure method.

5.3 All elections must be held at a General or Special Meeting on the Rice School/La Escuela Rice campus located at 7550 Suess Dr, Houston, TX 77025.

5.4 Transfer of Power

In the last week of May there must be a Transfer of Power meeting, comprised of both outgoing and incoming Officers and Directors, so the newly elected Members can take office June first. Outgoing members can help transition through out the summer months.

Article VI. DUTIES OF ELECTED OFFICERS

6.1 The officers shall be a President, Vice-President, Secretary, Treasurer, and Fundraising & Sponsorship Coordinator ("Elected Officers"). The President will appoint the Uniform Store Director, Volunteer Coordinator, Communication Officer

and Events Coordinator. These officers are responsible for performing the duties outlined in the Bylaws.

6.2 President

The President shall (1) in conjunction with the Board, set goals for the year and establish the School calendar by August 1st; (2) set the agenda for and preside over all the meetings of the Organization and the Executive Board; (3) be an ex-officio members of all Standing Committees except the nominating committee (4) coordinate the work of the Elected Officers and Standing Committee Chairpersons; (5) in the absence of the Treasurer, be empowered to issue checks for the PTO; (6) serve as the primary contact for the principal and represent the organization at meetings outside the organization. The President shall perform other duties prescribed by the Bylaws, the Board of Directors, and by parliamentary authority adopted by the Organization.

6.3 Vice-President

The Vice-President shall: Act for the President in the President's absence. The Vice-Presidents shall perform other duties as may be assigned by the President and prescribed by these Bylaws, the Board of Directors, and by parliamentary authority adopted by the Organization.

6.4 Secretary

The Secretary shall (1) keep an accurate, permanent record of all meetings of the PTO; (2) distribute these minutes to the Board; (3) send all approved minutes to the administrator of the PTO's website for posting; (4) prepare all ballots for use by the PTO; and (5) perform such other duties as reasonably pertain to the office. The minutes shall be deemed "distributed to the Board" if the following procedure is followed: not later than seven days prior to a scheduled PTO meeting, the Secretary shall circulate via email to the Board the minutes of the last PTO meeting as well as the minutes of any special meetings which took place in the intervening time period. The Board shall have three calendar days to request any corrections to the minutes, and the Secretary shall then circulate.

6.5 Treasurer

The Treasurer shall (1) have custody of all the funds of the PTO and be a signatory on the bank account(s) of the PTO; (2) make disbursements in accordance with the approved budget; (3) pay bills; (4) keep an itemized account of all receipts and expenditures; (5) present a financial record at each PTO meeting (except at special meetings, unless such a report is requested); (6) submit all financial books and records for an annual financial review pursuant and cooperate with said financial review; (7) be responsible for the preparation and filing of any state or federal tax filings; (8) serve as a member of the Budget and Finance Committee and (9) perform such other duties as reasonably pertain to the office.

6.6 Fundraiser Coordinator

The fundraiser coordinator shall: Review proposals for new and existing fundraisers, is primary contact to fundraising vendors, works with cluster/department parent to distribute, collect and receive fundraising advertising, materials, monies, and student prizes and close out all fundraising books. He or she shall review all invoices for accuracy before submitting to treasurer for payment. Provide President and Treasurer copies of approved fundraising proposals, presents monthly reports at general and board meetings. Fundraiser Coordinator may hold separate fundraising committee meetings at any time necessary; the outcome of these meetings shall be reported at the next General PTO meeting. The Fundraising Coordinator is responsible receiving and releasing funds from all events to the PTO Treasurer with documentation.

6.7 Sponsorship Coordinator

The Sponsorship Coordinator is responsible for securing and managing sponsor partnerships through outreach, relationship building, and regular communication. This role oversees sponsorship fulfillment by coordinating branding, activations, and deliverables while ensuring agreements, payments, and timelines are completed accurately and on schedule. The coordinator also supports sponsored events, tracks performance metrics, prepares reports, collaborates with marketing on brand alignment, and identifies opportunities to improve sponsor value and grow future partnerships.

Article VII. DUTIES OF APPOINTED OFFICERS

7.1 Uniform Store Director

Uniform Coordinator: Is the primary contact to uniform vendors. Responsible for Purchasing, Accounts Payable, Sales, Inventory I Loss Prevention and uniform assistance. Shall keep accurate invoice and inventory records, prepare deposits of funds and maintains student uniform assistance records. Presents monthly reports at board meetings. S shall perform other duties prescribed by these Bylaws, the Board of Directors, and by parliamentary authority adopted by the Organization.

7.2 Volunteer Coordinator

The Volunteer Coordinator is the primary contact for recruiting and assigning volunteers to areas needed. Keeps new and

existing volunteers informed of current HISD VIPS policies and procedures. Collects and maintains accurate database of all VIPS approved volunteers, actively recruits new volunteers, and actively informs volunteers of upcoming opportunities. The Volunteer Coordinator has the option to organize an annual VIPS "Thank You" event. Prepares and presents monthly reports at general and board meetings. Shall perform other duties prescribed by these Bylaws, the Board of Directors, and by parliamentary authority adopted by the Organization.

7.3 Communications Officer

The communications officer shall develop and implement a communication plan to keep parents informed about school events, PTO activities, and important information. Responsible for crafting and distributing PTO related media and marketing materials through various channels including email, newsletters, social media accounts and website. The Communications Officer must follow the approval process with The Rice School administrative team when distributing media. Monitors, organizes, and responds to PTO emails and GroupMe (or other group chat) messages.

7.4 Events Coordinator

The Hospitality and Events Coordinator shall assist with planning and implementing hospitality functions at school events. Ensures a warm and welcoming atmosphere for all attendees. Plans, organizes and executes all non-fundraising events and activities. This includes but is not limited to Teacher Appreciation Week and Room Parents organization. Takes pictures and videos at all events, or delegates the task when the Events Coordinator is unavailable.

7.5 Digital Media Coordinator

Digital Media Coordinator will be in charge of all social media accounts and websites. They must post content in line with the goals of this organization in a timely manner. Takes pictures and videos at all events, or delegates the task and collects all media.

Article VIII. MEETINGS

8.1 Board Meetings

The Executive Board shall meet within 3 days of the General Meeting and to the discretion of the board to determine the order of business for such meeting.

8.2 General Meetings

There shall be at least two General Meetings of the Members during each school year:

- a) A Fall General Meeting shall be held before November 1.
- b) A Spring General Meeting shall be held before May 15.

The general meeting of the organization shall be held monthly on the same day and at the same time each month, to be determined by the board.

8.3 Special Meetings

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

8.4 Annual Meeting

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

8.5 Quorum

The quorum shall be 10 members of the organization.

8.6 Notification of Meetings

The Communications Officer will notify the members of the meetings via email at least one week prior to the meeting.

8.7 Informational Meetings

Not less than twice a year, the President shall hold informational meetings to update the School population at large of the status of the PTO and its activities.

ARTICLE IX. ORDER OF BUSINESS

The order of business at General Meetings and Board Meetings shall be as follows unless changed by the Executive Board

- 1) Call to order
- 2) Reading and distribution of the minutes of the last meeting
- 3) Financial Report presented by Treasurer as requested
- 4) Reports of officers and committees
- 5) Unfinished business
- 6) New business
- 7) Adjournment

ARTICLE X. AMENDMENTS AND PARLIAMENTARY AUTHORITY

10.1 The Bylaws of the Organization may be amended by the Bylaw committee and approved by a two-thirds (2/3) majority vote of the Officers and Directors. Written notice of amendments to the bylaws shall be made to the Members at the next General Meeting or in writing at the Board's discretion.

10.2 Purpose and Composition of Bylaw Committee

The Bylaw Committee should include at Least One Current Executive Board Member, typically the President or Vice President, Parliamentarian (if applicable). Secretary and (2-3 minimum) general PTO members. No member shall serve on the bylaw committee for two consecutive terms.

The purpose of the Bylaw committee is to provide leadership insight and ensure alignment with current practices and goals. Aim for an odd number of members (usually 5–7) to avoid tie votes. Members should be familiar with the current bylaws, even if not experts. The committee should be approved or appointed according to your existing bylaws (often by the board or the membership).

10.3 Except as provided herein, the rules contained in Robert's Rules of Order Newly Revised shall govern the Organization.

ARTICLE XI. ACTION WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Board or any committee may be taken without a meeting if a written consent setting forth the action so taken is agreed to by a majority vote of the Directors, or Committee Members, as the case may be; and such action shall have the same force and effect as if it were approved by a unanimous vote at a meeting thereof, duly and regularly called

- Original November 1995
- Amended May 1997
- Amended June 2012
- Amended July 2012
- Amended and Restated June 2013
- Amended April 2026

ARTICLE XII. DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days), two-thirds (2/3) majority vote of the Officers and Directors, and a two-thirds (2/3) member vote present at the meeting.

ARTICLE XIII. PREVIOUS BYLAWS

These bylaws supersede all previous bylaws dated before

DocuSigned by:


President
F5DDB09018644E7...

Signed by:

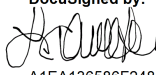

Vice President
D2BA3F69A2ED4F7...

Signed by:


Treasurer
FAD97F4A01C746C...

Signed by:


Secretary
995A45940918425...

DocuSigned by:


Fundraising & Sponsorship Coordinator
A1EA136586F2483...