

Standing Rules

Updated: October 2023

These standing rules shall be read by the Recording Secretary at the first general membership meeting of the school year and at any other meeting by request.

- These standing rules may be amended or rescinded by a simple majority vote at any general membership meeting if prior notice has been given. Without prior notice, these standing rules may be amended or rescinded by a 2/3 vote at any general membership meeting.

GENERAL

The name of this unit shall be Magnolia Middle School PTO, Inc. and is incorporated under the laws of Maryland.

- The fiscal year begins on July 1 and ends on June 30.
- Annual membership dues are set at:
 - \$0 - Students
 - \$5 - Teachers
 - \$5 - Elementary Families
 - \$10 - Individual/Family
- Business Sponsorship
 - Business logo on website and Facebook page, business name on monthly newsletter.
 - \$100 Bronze - Sponsor one(1) Teachers Wishlist
 - \$250 Silver - Co-Sponsor an event
 - \$500 Gold - Co-Sponsor Teacher Appreciation Week event

The organization shall not—directly or indirectly—participate or intervene in any way, including the publishing or distributing of statements, in any political campaign in support of or in opposition to any candidate for public office.

GOVERNANCE AND ELECTIONS

- A member of the Executive Board shall resign before declaring for any political office or immediately upon appointment to any political office.
- The Executive Board includes the elected officers and standing committee chairs.
- The elected officers of this organization shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.
- Officer nominations for the following school year will be accepted in writing and submitted to the current President one week prior to the April general membership meeting. Elections will be held by secret ballot during the May general membership meeting. Officers shall assume their duties July 1st.
- To run for an office or vote in an election, you must be a member in good standing of the organization.
- Two members of the same household or family cannot serve in an elected office at the same time. In the case of a vacancy, an exception may be made for a one-year term by member approval.

- Standing Committees shall be: Audit, Fundraising, and Membership.
- Additional committees contingent upon the availability of volunteers: Community Outreach, Communications, Enrichment and Spirit and Appreciation.

MEETINGS

- Quorum for each general meeting shall consist of five(5) voting members.
- General membership meetings of this organization shall be held monthly during the school year in the multi-purpose room. General Meetings will take place at Magnolia Middle School and live streamed via Microsoft Teams; the Teams link will be shared in the PTO email newsletter, private Facebook page and schoolwide email sent out the week prior to the meeting.
- Executive Board meetings of this organization shall be held at least four(4) times per school year, at a date and time to be agreed upon by the board members.
- The minutes from each general membership meeting will be posted within two weeks on the PTO Website, Facebook Page and in the shared online board member folders.
- The order of business for general membership meetings of this organization shall be:

1. Call to Order
2. Principal's Update
3. Secretary's Report
4. Treasurer's Report
5. Committee Reports
6. New Business
7. Unfinished Business
8. Announcements
9. Adjournment

FINANCE AND BUDGET

- Two signatures are required on all checks. (President and Treasurer)
- Any time that money is counted, two board members must be present.
- No more than \$150 will be spent on unbudgeted expenses without a general election vote.
- The Principal can request money pending the Board's approval, from the discretionary fund prior to the budget's approval.
- PTO members can present funding requests in two ways: (1) by agenda at a general membership meeting; (2) via email, to be shared with members of the Executive Board.
- The Auditor shall examine the Treasurer's accounts at the end of each fiscal year or anytime a new Treasurer takes office. When satisfied that the Treasurer's annual report is correct, the auditor shall signify their approval by signing a statement to that fact at the end of the report.