

# **H.M. Carroll Elementary PTO**

## **Standing Rules**

*updated May 19, 2024*

These standing rules shall be read by the 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These standing rules may be amended or rescinded by a simple majority vote at any general membership meeting if prior notice has been given. Without prior notice, these standing rules may be amended or rescinded by a 2/3 vote at any general membership meeting.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 H.M. Carroll Elementary PTO Inc. and is incorporated under the laws of Your State.

**The fiscal year begins on July 1 and ends on June 30.**

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, Secretary, and Treasurer.

Officer nominations for the following school year will be accepted in writing and submitted to the current President one week prior to the March general membership meeting. Elections will be held by ballot during the beginning of 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 for at least 1 calendar month prior to the day of election. You also must have attended at least one general membership meeting prior to the election.

Two members of the same household or family cannot serve in an elected office at the same time. In case of a vacancy, an exception may be made for a one-year term by member approval.

Standing Committees shall be: Room Representatives, Community Outreach, Communications, Enrichment, Fundraising, and Spirit and Appreciation.

## **MEETINGS**

Quorum for each general meeting shall consist of 5 voting members.

General membership meetings of this organization shall be held during the school year once a month. Meetings will take place in the school cafeteria or in case of inclement weather, virtually on Zoom; the Zoom link will be shared in the PTO ParentSquare alert a week before any meeting.

Executive Board meetings of this organization shall be held at least 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 and in the shared online board member folders.

The order of business for general membership meetings of this organization shall be:

- Call to Order
- Principal's update
- Secretary's report
- Treasurer's report
- Committee reports
- New business (New Ideas)
- Unfinished business (Ideas that were not fully developed)
- Announcements
- Adjournment

**New business items not included on the agenda in advance of the meeting will be discussed at the presiding officer's discretion.**

## **FINANCE AND BUDGET**

Two signatures are required on all checks.

Any time money is counted, two members must be present.

No more than \$100 will be spent on unbudgeted expenses without a general election vote.

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.