



Waverly Elementary/Middle School Community PTO Standing Rules

updated October 10, 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These standing rules may be amended or rescinded by a simple majority vote at any general membership meeting if prior notice has been given. Without prior notice, these standing rules may be amended or rescinded by a 2/3 vote at any general membership meeting.

MISSION STATEMENT

The Waverly Elementary/Middle School Parent Teacher Organization (PTO) prioritizes its time, energy, and resources to nurture each child's success and well-being through cooperative engagement between caregivers, teachers, and staff. The PTO connects with caregivers through collaborative meetings, school-wide events, and consistent communication with a purpose to increase engagement.

GENERAL

The name of this unit shall be The Waverly Elementary/Middle School Community PTO (WEMS PTO) 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 per person or a maximum of \$0 per family.

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 Board of Directors shall resign before declaring for any political office or immediately upon appointment to any political office.

The Board of Directors of this organization shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Elections will be held between the dates of May 16 - May 31. The nominating committee shall select a candidate for each office and present the slate at a meeting held between May 1- May 15. Voting shall be by voice vote if the officer position is uncontested. If more than one person is running for an office, a ballot vote shall be taken. When voting by ballot, each member in good standing shall receive a confidential ballot form. Officers shall assume their duties July 1st.



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. If one family member in a household is in an elected office position then a spouse or member of the same household may serve as a general board member.

Standing Committees shall be: Events, Extracurricular, Fundraising, Elections/Nominations, and Teacher Outreach.

VOTING

To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.) Opportunities for motions can be made during the Caregiver Q&A Discussion or through communication with a Board of Director.

MEETINGS

A quorum for a PTO member meeting consists of at least 7 members. A quorum for a Board of Directors meeting consists of half the number of board members plus one.

General membership meetings of this organization shall be held in-person during the school year at least once a quarter (September, December, March, and May). Additional general membership meetings would be held virtually or in person.

Board of Directors meetings of this organization shall take place monthly.

The minutes from general membership meetings will be posted on the PTO website.

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

- Call to Order
- Principal/President update
- Secretary's report
- Treasurer's report
- Committee reports
- Caregiver Q&A Discussion
- Announcements
- Adjournment

FINANCE AND BUDGET

Two signatures are required on all checks.

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



The Board of Directors shall review and approve all expenses of the organization within a minimum of five business days.

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 Board of Directors.

The treasurer shall prepare a financial statement by June 1, to be reviewed by the Board of Directors.