

PTO STANDING RULES

2011 Edition

The name of this organization shall be Montessori School of Pensacola Parent Teacher Organization and is governed by the Bylaws of the organization, dated May 2011. DBA: Montessori Early School Parent Teacher Organization, INC.

The organization's Federal ID number is 59-3507230.

The organization's fiscal year shall run from July 1st to June 30th.

Quorum from each regular board meeting shall be per the following:

12 board members:	7 is quorum
10-11 board members:	6 is quorum
9 board members or below:	5 is quorum

Regular board meetings of this organization shall be held during the school year on the first Wednesday of each month at 3:15pm.

The annual general membership meeting shall be in the month of May. The optional general membership meeting shall be in the month of September.

The elected officers of this organization shall be: President, Vice-President, Secretary, and Treasurer.

The appointed officers of this organization shall be: Past President, Member(s) at Large, Faculty Representative (s), and Administration.

Elections will be held at the last general meeting of the school year. Initial nominations will open for the elected officer positions no later than one month preceding the election and will close twenty four hours before the election. At the last general PTO meeting of the year, the PTO Board will accept nominations from the current PTO Board and the floor for all vacant officer positions. Voting shall be by voice vote if only one person is running for an office. If more than one person is running for an office, a ballot vote shall be taken.

It is preferable for the nomination to President be the current Vice-President or another board member if the VP declines.

All officers shall assume their duties on July 1st.

Two (2) signatures are required on all PTO checks.

Anytime PTO money is counted, two (2) members must be present.

No more than \$100 from the General Fund will be spent without the President and Treasurer's approval.

The PTO President must be notified, in writing, of business to be discussed at least two days prior to the next meeting. If brought up at the meeting without prior approval, the president will decide (based on availability or "suitability") if said business will be discussed at that meeting.

A summary of the minutes from each PTO meeting will be posted within two weeks on the PTO section of the school website and a copy of the minutes will be filed by the Secretary in the PTO binder.

The order of business for the meetings of this organization shall be:

Call to Order; Approval of minutes; Treasurer's Report; New Business; Funding Events Status; Miscellaneous Items; Administrative Report; Other Business; Announcements; Adjournment

Standing Committees include the Carnival, Gala, Enrichment, Teachers Appreciation Week, and Minithon Committees. Additional Committees and Volunteers will be called on as needed.

These standing rules shall be read at the first general meeting of the school year by the Secretary and will be read by request at any meeting. They may be amended or rescinded by a two thirds vote at any board meeting.

Date Read: _____