

Green Hope High School PTSA

Standing Rules

Original Adoption: 07/09/2012

Amendment Date: 04/04/2015

This PTA is affiliated with National PTA and NCPTA and as such is governed by the Uniform PTA Bylaws and the NCPTA Bylaws. This PTA shall remain in good standing by following the NCPTA good standing requirements which can be found on the NCPTA website at www.ncpta.org.

Standing rules cannot be in conflict with the NCPTA Local Unit Uniform PTA Bylaws, PTA policies, IRS Regulations or nonprofit law.

CODE OF ETHICS AND CONDUCT:

- At the beginning of each term on the PTA Board of Directors, each member and chairs of special committees shall review and sign the PTA Code of Ethics and Conduct form and return it to the PTA secretary for file in the PTA permanent records prior to starting activities.
- Each member of the PTA Board of Directors and chairs of special committees shall adhere to the PTA Code of Ethics and Conduct. *(Please see Appendix.)*

OFFICERS:

- Please see Uniform PTA Bylaws Article 6 Officers.
- **The only elected officers of this PTA are a president, two vice president(s), a secretary & a treasurer.**
- The position of president-elect is not allowed; PTAs cannot have co-officers, co-president, co-treasurer, treasurer-elect or assistant treasurer.
- **To change the number of vice presidents requires an amendment and vote by the PTA board of directors following procedure to amend these standing rules.**

DUTIES OF OFFICERS:

- Please see Uniform PTA Bylaws Article 6 Officers.

President:

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.7 President.

Other duties:

- Keep board of directors informed of PTA activities on an ongoing basis;
- Preside at monthly PTA board of directors meetings and general membership meetings;
- Adhere to the PTA Code of Ethics and Conduct;
- As the presiding officer, maintain a fair and impartial position at all times and encourages members to participate. When the presiding officer feels that it is important for him or her to speak on an issue or debate on any motion, he or she should vacate the chair before speaking. The presiding officer relinquishes the chair to another officer who would normally take his or her place if he or she is not there;
- Prepare PTA meeting agendas;
- Keep a current copy of bylaws, standing rules and budget;
- Be familiar with Roberts Rules of Order;
- Be a signatory on checks and disbursement requests;
- Sign all contracts after board approval;
- Meet with school principal on a regular basis as needed;
- Approve all PTA correspondence, in conjunction with the principal prior to distribution to school, community or staff;
- Ensure board of director members adhere to the Code of Ethics and Conduct; be prepared to bring issues of concern to board members regarding inappropriate behavior; if not resolved, bring to board of directors;
- Participate in leadership development opportunities such as National PTA e-Learning courses; NCPTA leadership training sessions and NCPTA Parent Education Conference.

Vice Presidents:

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.8 Vice President(s).
- **Green Hope High School PTSA has two vice presidents.**

Other duties:

- Keep the President and board of directors informed of PTA activities on an ongoing basis;
- Adhere to the PTA Code of Ethics and Conduct;
- Attend monthly PTA board of directors meetings and general membership meetings;
- As VP, maintain a fair and impartial position at all times and encourages members to participate;
- The VP is required to support all PTSA board approved programs regardless of personal opinions;
- Keep a current copy of bylaws, standing rules and budget;
- Work to fill open committee chair positions under your scope;
- Fulfill any tasks left uncompleted by vacant committees under your scope;
- Assist other officers in completing tasks and filling positions under their scope, if needed;

- Be familiar and up to date on NCPTA activities for local PTA units; Participate in leadership development opportunities such as National PTA e-Learning courses; NCPTA leadership training sessions and NCPTA Parent Education Conference.

Vice Presidents (2):

- Oversee the activities and work closely with chairs of the following PTA committees and sub-committees that may include, but are not limited to:
Academic Recognition; Advocacy; Audit; Campus Pride; Communications: Falcon Forum, Social Media, Website; General Store: Spirit Wear, Management and Students; Freshman Activities: Orientation and Project; Grants: Student Assistance, Student Groups, Teacher; Health and Safety: StreetSafe, Suicide Awareness and Prevention; Junior Activities: Falcon Night and Project; Membership; Nominating; No-Fuss Fundraising; Reflections; Scholarships; Senior Activities; Sophomore Activities and Project; Staff Appreciation; Volunteers
- The committee distribution between VPs can be modified with approval of the board of directors.
- Responsible for seeking chairs of committees and sub-committees and bringing nominees to president and board of directors for approval.
- In the event of a vacancy in committee chair position, it is the VP's responsibility to fulfill the duties.

Secretary:

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.9 Secretary.

Other duties:

- Keep the President and board of directors informed of PTA activities on an ongoing basis;
- Attend monthly PTA board of directors meetings and general membership meetings;
- Adhere to the PTA Code of Ethics and Conduct;
- As Secretary, maintain a fair and impartial position at all times and encourage members to participate;
- The Secretary is required to support all PTSA board approved programs regardless of personal opinions;
- Keep a current copy of bylaws, standing rules and budget;
- Record board members and additional people in attendance at each meeting;
- Deliver all PTA correspondence to the president for approval by the president and principal prior to distribution to school, community or staff;
- Minutes shall be distributed to the board of directors via e-mail prior to the next board of directors meeting;
- Be a signatory on checks and disbursement requests;
- Assist other officers in completing tasks and filling positions, if needed;
- Be familiar and up to date on NCPTA activities for local PTA units;
- Participate in leadership development opportunities such as National PTA e-Learning courses; NCPTA leadership training sessions and NCPTA Parent Education Conference.

Treasurer

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.10 Treasurer.

Other duties:

- Keep the President and board of directors informed of PTA activities on an ongoing basis;
- Adhere to the PTA Code of Ethics and Conduct;
- Attend monthly PTA board of directors meetings and general membership meetings;
- Keep a current copy of bylaws, standing rules and budget;
- Develop financial procedures for the PTA that shall be followed for the collection and deposit of PTA funds, as well as, for reimbursements of PTA funds (See Appendix);
- Discusses with the board the PTA insurance policy, ensures it is current and submits payment in a timely manner;
- Be a signatory on checks and disbursement requests;
- Assist other officers in completing tasks and filling positions, if needed;
- Be familiar and up to date on NCPTA activities for local PTA units;
- Participate in leadership development opportunities such as National PTA e-Learning courses; NCPTA leadership training sessions and NCPTA Parent Education Conference.

BOARD OF DIRECTORS:

- Please see Uniform PTA Bylaws Article 7 Board of Directors.
- The board of directors consists of the elected officers, chairs of standing committees elected by the board, school principal, one teacher elected by the board and up to three at-large members elected by the board.

Other duties of each member of the board of directors:

- Prior to starting PTA activities, each prospective member of the board of directors and special committee chairs must be a member of the GHHS PTSA.
- At the beginning of each term, each member, shall review, sign and adhere to the PTA Code of Ethics and Conduct form prior to starting PTA activities and return it to the PTA secretary for file in the PTA permanent records;
- Keep the President informed of all activities on an ongoing basis;
- Attend monthly PTA board of directors meetings and general membership meetings;
- Prior to August 1 each year, the board shall designate a board member, an officer or a membership committee to prepare and keep current an official membership roster (Please see Uniform PTA Bylaws Section 5.3).
- Participate in leadership development opportunities such as National PTA e-Learning courses; NCPTA leadership training sessions and NCPTA Parent Education Conference.

MEETINGS OF THE BOARD OF DIRECTORS:

- Please see Uniform PTA Bylaws Section 7.4.
- Regular meetings should be determined at the first board of directors meetings and published to the membership within the first quarter.

Meetings by Electronic Media:

- Please see Uniform PTSA Bylaws Section 7.6.
- Do **ALL** board members have access to telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting? **YES or NO**

Proxy voting: Please see Uniform PTA Bylaws Section 7.8. Voting by proxy is prohibited.

Sample Order of Business/Agenda:

The order of business for meetings of this PTA can be, but is not limited to:

- | | | | |
|----------------------------|-------------------------------|------------------------------|-------------|
| 1. Call to Order | 5. Principal's Report | 9. Special Committee Reports | 12. Adjourn |
| 2. Roll Call | 6. Treasurer's Report | 10. New Business | 13. Program |
| 3. Approval of the Minutes | 7. Officer Reports | 11. Announcements | |
| 4. President's Report | 8. Standing Committee Reports | | |

GENERAL MEMBERSHIP MEETINGS:

- Please see Uniform PTA Bylaws Article 9 General Membership Meetings. Section 7.4.
- General membership includes all board of directors members and all persons who have paid dues to this PTA for the current membership year.
- Can be held in conjunction with school event, grade level, arts or students' performance, PTA family and community activity or event or parent education program.
- This PTA's first general membership meeting usually coincides with the fall Meet-the-Teacher event. There will be a general membership meeting during the last quarter. This meeting will include the election of officers, approval of next year's membership dues, approval of proposed budget amendments as needed and other PTSA business, as needed. (Bylaws Section 9.3: The last general membership meeting must be held in April, May or June.)
- A PTA may have more general membership meetings, if desired.

MEMBERSHIP AND DUES:

- Please see Uniform PTA Bylaws Article 5.
- PTAs must vote each year on the annual dues amount for the coming year at the last general membership meeting.
 - See Articles 5, 9 and 9.3 in Uniform PTA Bylaws.
- Each year, the dues amount must be recorded in meeting minutes, entered in the PTA Year-End Report (Financial Review) online in NCPTA database and should be recorded in standing rules.
- Dues Formula

Member Annual Dues = Local PTA dues + NCPTA dues + National PTA dues. (May 2013)

Individual dues: \$11.00 (local) + \$1.75 (determined by NCPTA) + \$2.25 (determined by NPTA) = \$15

Staff/student dues: \$1.00 (local) + \$1.75 (determined by NCPTA) + \$2.25 (determined by NPTA) = \$5

COMMITTEES

- Please see Uniform PTA Bylaws Article 8 Committees.
- There are 2 types of committees: standing committees and special committees.
- Standing committees carry on the work of the PTA on an ongoing, month-to-month basis.
- Special committees have work on a short-term basis, for 1-3 months, 1 or 2 events and go out of existence once project is completed.
- This decision is intentionally left for PTAs to indicate which committees are standing committees and special committees to offer PTAs flexibility in determining the best way for it to carry out the PTA mission with the exception of 3 standing committees: audit, nominating and advocacy.

Standing Committees

- Please see Uniform PTA Bylaws Section 8.1 Standing Committees
- **Chairs of standing committees are members of the board of directors, attend monthly meetings, vote and are counted in the quorum for board of directors meetings.**
- The committee has a chair and may have sub-committees.
- **Chair presents plan of work to the board of directors for approval prior to starting committee activities. (Please see Appendix.)**
- Chair delivers all PTA correspondence to the president for approval by the president and principal prior to distribution to school, community or staff.
- The board shall have the following committees (Please see Uniform PTA Bylaws Section 8.1a):
 - a) **Audit Committee** – elected by board of directors by **July 1**
 - b) **Nominating Committee** – elected by board of directors by **November 1**
 - c) **Advocacy Committee** - elected by board of directors by **November 1**
- The board may establish **additional** standing committees at any time as needed. When determining if a committee should be a standing committee, please take into consideration work involved on an ongoing, month-to-month basis, collection of funds involved and confidentiality of information used in the work of the committee.

Advocacy Committee:

- Please see Uniform PTA Bylaws Section 8.4.
- The advocacy committee shall develop and organize meetings, activities, and programs to further the goals and purposes of PTA.
- This committee is tasked with improving communications and relationships between school staff and families;
- Educating families and caregivers on important issues related to the health and educational success of their children and helping to make each child's potential a reality.
- The advocacy committee may have one or more members and is elected by the board of directors by **November 1**.

- Chair works closely with VP.

Audit Committee:

- Please see Uniform PTA Bylaws Section 8.2 and Article 11.
- The audit committee is elected by **July 1** by the board.
- The audit committee shall be composed of no fewer than 3 members.
- Individuals with check signing authority and their family members may not serve on the audit committee, nor may the outgoing or incoming treasurer.
- The audit committee is responsible for bank statement review each month, the audits and financial reviews at end of fiscal year.
- Chair works closely with VP.

Communications Committee: Communications to school families are delivered in a variety of ways including Falcon Forum, Social Media and Website. These vehicles are the property of the GHHS PTSA. Usernames and passwords are confidential and may only be shared with PTSA officers approved by the president. Communication tools are utilized to encourage and increase parent, teacher, student and community involvement and to keep these vested partners abreast of programs, activities and events.

- Chaired by the PTSA president or a person that works closely with the president. Chair coordinates efforts of sub-committees and assists subcommittees as needed and keeps board apprised of activities.
- All PTSA communications to school families, staff and the community must be approved by PTSA officer(s) prior to distribution.

Sub-committees:

- **Falcon Forum:** Chair works closely with VP and committee chair and maintains the GHHS PTSA Falcon Forum; posts information in a timely manner; updates content on a regular basis. All PTSA communications to school families, staff and the community must be approved by PTSA officer(s) prior to distribution.
- **Social Media:** Chair works closely with VP and committee chair and maintains the GHHS PTSA Facebook and twitter accounts; Posts information in a timely manner; updates content on a regular basis. All PTSA communications to school families, staff and the community must be approved by PTSA officer(s) prior to distribution.
- **Website:** Chair works closely with VP and committee chair and maintains the GHHS PTSA website; posts information in a timely manner; updates content on a regular basis. All PTSA communications to school families, staff and the community must be approved by PTSA officer(s) prior to distribution.

Membership Committee:

- Chair is responsible to maintain official membership roster and the NCPTA membership database;
- Create membership form using membership levels and raffle deemed appropriate by the board of directors;

- The membership roster and database is a **confidential** document that can only be used for membership and PTSA activities deemed appropriate by the board of directors and indicated to members on the membership form. It cannot be used for any other purpose as this would violate PTSA policies, Code of Ethics and Conduct and subject PTSA to increased liability.
- Chair works closely with VP and coordinates efforts of sub-committees and assists subcommittees as needed and keeps VP apprised of activities

Sub-committee:

Student and Staff Directory: The GHHS PTSA can choose to publish an annual GHHS Student & Staff Directory for students, parents and staff members at the beginning of each school year. This is a handy reference of students' names, addresses & phone numbers. It also contains additional important information including important school phone numbers, a staff directory with e-mail addresses, PTSA information such as President's letter and Board roster, school calendar, SAT and ACT dates, Business Alliance, Falcon Athletic, Band and Fine Arts Booster Clubs information, bell schedule, bus routes, school map, school clubs and fall athletic schedule that teachers, parents and students find extremely useful. May also include other information as deemed appropriate.

Nominating Committee:

- Please see Uniform PTA Bylaws Article 6 and Section 8.3.
- The nominating committee is comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTA who does not serve on the board.
- Neither the president nor the principal shall be a member of the nominating committee.
- Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.
- Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTA for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.
- The nominating committee is elected by the board of directors by **November 1**.
- The nominating committee nominates only one person for each office (President, **two** VPs, Treasurer and Secretary); they do not nominate persons for chairs or members of committees.

General Store Committee: The School Store offers a variety of GHHS spirit wear items which may include, but are not limited to: t-shirts, sweatshirts, sweatpants, shorts, GH magnet, etc.; a variety of school supplies including pencils, pens, notebooks, etc and balloons for sale during lunch. Chair coordinates efforts of sub-committees and assists sub-committees as

needed and collects funds from the school store in a timely manner following financial procedures and delivers to treasurer.

- **Spirit Wear Sub-committee:** Chair works closely with VP and chair to maintain spirit wear available in school store; sells spirit wear at PTSA and school events including Freshman Orientation, Parking pass, lunch pass, ID and locker pick-ups, schedule pick-ups, PTSA general membership meetings, Meet-the-Teacher events, etc; creates price list with President, VP and Treasurer; develop new spirit wear items as needed; orders spirit wear for inventory; collects spirit wear funds from events and delivers to treasurer following financial procedures.
- **Store Management and Students Sub-committee:** Chair works closely with VP, chair and GHHS Special Programs staff to maintain and manage the school store; coordinates special events with staff and assists staff as needed.

Staff Appreciation Committee: Chair works closely with VP, plans and coordinates staff appreciation events throughout the school year that may include, but are not limited to: Back-to-School luncheon, winter break treats, Meet-the-Teacher dinner (second semester), Appreciation Week activities, etc.; encourages parent involvement with sending in supplies needed and parent help at events.

Special Committees

- Please see Uniform PTA Bylaws Section 8.5 Special Committees.
- **Chairs of special committees are not members of the board of directors, only attend board of director meetings when their committees work is in progress, do not vote and are not counted in the quorum for board of directors meetings.**
- A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed;
- Special committees are committees that may have one or two projects, programs, activities or events during a specific time period for the fiscal year;
- Special committees are great committees for people to serve on who want to volunteer for the PTA but cannot commit on an ongoing basis.
- The board of directors may create special committees and shall specify the duration and duties of such committees.
- The president shall appoint the chairs and members of special committees with the approval of the board.
- Chair presents **plan of work** to the board of directors for approval prior to starting committee activities. (Please see Appendix.)
- Chair delivers all PTA correspondence to the president for approval by the president and principal prior to distribution to school, community or staff.

Academic Recognition Committee:

- Prior to beginning work, the president will appoint the committee to review past academic recognition events, recognition letters & pins, criteria and discuss new strategies for implementation. The committee will bring a report to the president and board of directors.

- Works with VP and is responsible for planning academic recognition event once a year, held in the fall of the next school year. The event will be in recognition for students who qualified from the previous school year.

The following are the criteria for earning an Academic Recognition at Green Hope High School: unweighted 3.5 GPA and above.

- Criteria must follow Board of Education Policy.

Campus Pride Committee:

- Chair works with VP, committee members, staff, teachers, Special Programs students and teachers and student clubs (Environmental, etc.).
- Responsible for scheduling beautification days and coordinating efforts with school administrators as well as involving student volunteers.

Grants Committee: Chair works with VP to guide the implementation of the GHHS, Student Assistance, Student Groups and Teacher Grants; communicates availability of grants to groups.

- **Student Assistance:** Chair works closely with VP and committee chair to develop grant opportunities for student in need; reviews submissions with president, VPs, secretary and treasurer.
- **Student Groups:** Chair works closely with VP, committee chair and Student Council Staff and students and Club Advisors and students to develop grant application and distributes to student councils, club advisers and clubs; reviews submissions with president, VPs, secretary and treasurer.
- **Teacher:** Chair works closely with VP, committee chair and PTSA Teacher Representatives to develop grant application and distributes to principal and assistant principals; reviews submissions with Teacher Representatives, president, VPs, secretary and treasurer.

Health and Safety Committee

- Chair works with VP to educate and involve staff, teachers, students and parents in identifying areas of concern for our youth and organize programs to avert or lessen health issues or dangers.
- Includes, but not limited to, coordination with staff prevention coordinator to present programs for students, publication of educational materials in the school through web sites, newsletters, and bulletin boards, and organizes parent/student education programs as needed.
- Programs can include FALCON NIGHT, StreetSafe and Suicide Awareness and Prevention
- Attends as appropriate events and meetings organized by NCPTA as to relate to health & safety initiatives.

Sub-committees:

- **Falcon Night:** FALCON NIGHT is a safe, alcohol-free & drug-free event for students usually held the evening of the prom; is organized and maintained within the Junior Activities Committee;

- Create permission form for students requiring parent/guardian signature, if needed.
 - Coordinate with CTE Marketing teachers for contest with students in their classes to create flyer/poster design for FALCON NIGHT, winners earn gift card.
 - Announce event to students via morning announcements, social media, posters at school; announce to parents/guardians via Falcon Forum, social media and website.
 - Secure food vendor such as Papa Johns
 - Secure police officer(s).
 - Purchase snacks, drinks and raffle prizes such as iPads, TVs, gift cards, etc, if needed.
- **StreetSafe:** StreetSafe with funding from State Farm Insurance provides this program to teens. Teen drivers take part in a unique hands-on driving sessions along with police, fire & other civic personnel while learning emergency maneuvers while hydroplaning, effectively braking to avoid crashes without losing control of the car, the dangers of texting & driving impaired while navigating a vehicle with special 3D glasses & much more.
 - Set up date with StreetSafe for session at Green Hope High;
 - WCPSS Facility Use Form completed by StreetSafe so their insurance will cover the event; there is a fee for this event at school - PTSA will reimburse StreetSafe for the community use fee;
 - Solicit area businesses for sponsorship, possibly Car Dealership.
 - May also consider partnering with PTSAs at area high schools;
 - Announce program via communications committee, morning announcements and encourage teens to attend;
 - Also invite area high schools through their PTSAs;
 - There is a small registration fee per student;
 - Session is open to approximately 70 teens, must have at least class time of
 - Driver's Ed completed but a driving permit is preferred;
 - Parents are encourage to accompany their teen for the first hour with a special workshop for parents (no fee for parents);
 - At program, provide light breakfast foods, bagels, coffee, juice for attendees, parents and StreetSafe instructors and for StreetSafe instructors also light lunch, such as pizza and drinks.
 - www.streetsafeus.com

No-Fuss Fundraising Committee: Chair works closely with VP to coordinate no-fuss fundraising activities including Target, Harris Teeter, Kroger and seeks additional opportunities.

No-Fuss Fundraising Information and ID Numbers:

- **Harris Teeter “Together in Education:”** GHHS PTSA School ID#3792 Your Vic card needs to be *re-linked* every year beginning August 1. Ask store cashier to start yours or relink or visit **HarrisTeeter.com**
- **Target Take Charge of Education:** GHHS PTSA School ID#113535; Link Current Cards or apply for new Target VISA or REDcard & visit: www.Target.com/tcoe or call 1-800316-6142.

Reflections Committee: Chair works closely with VP, Fine Arts Booster Club and Arts staff to coordinate the Reflections program; develops flyer and information to encourage student participation; plans and hosts recognition event for all participants.

Scholarships Committee: Chair works closely with VP to develop and plan senior scholarship, develops application and review committee with president, VP and treasurer.

Senior Activities Committee: Chair works closely with VP to plan and execute senior activities which can include, but is not limited to: Car Parade, Welcome Back, Breakfast, Field Day, etc. Activities and events must be approved by the board of directors at the beginning of the school year.

Volunteer: Chair works closely with VP and committee chair and develops, initiatives and guides a volunteer campaign that is positive, enthusiastic and empowering to recruit parents, teachers, students and the community to volunteer at events, programs and activities; develop a volunteer survey for volunteers to sign-up for areas of interest; also recruit volunteers for PTSA activities throughout the school year as needed which include Meet-the-Teacher events and school activities including School Picture Days, Yearbook Distribution and Test Proctors; database survey results and distribute to officers and committee and sub-committee chairs; remind volunteers to annually register as a volunteer with WCPSS. All PTSA communications to school families, staff and the community must be approved by PTSA officer(s) prior to distribution.

FINANCE AND BUDGET:

- Please see Uniform PTA Bylaws Article 6.10 Treasurer, Section 8.2 Audit Committee and Article 11 Finance and Budget.
- Please see Article 13 Fiscal Year: The fiscal year of this PTA begins on July 1 and ends on the following June 30.

Monthly Financial Review:

- Please see Uniform PTA Bylaws Section 11.1.
- The audit committee will conduct a monthly review of PTA’s bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.

Annual Budget:

- Please see Uniform PTA Bylaws Section 11.4.
- The officers prepare a proposed annual budget which, following approval by the board, shall be considered and adopted at the first general membership meeting of the fiscal year.
- Amendments to the budget may be considered and adopted at regular or special general membership meetings.

Checks:

- Please see Uniform PTA Bylaws Section 11.5.
- All bills of this local PTA shall be paid by check.
- Checks must be signed by two of no more than four officers authorized by the board of directors to sign checks, except that none of these officers so authorized shall be related, and at least one of these authorized officers shall be the Treasurer.
- The signing of blank checks is prohibited.
- **The board of directors can authorize the following officers to sign checks:**
 - 1) **Treasurer**
 - 2) **President**
 - 3) **Secretary**
 - 4) **VP**

Expenditures and fund availability:

- Please see Uniform PTA Bylaws Section 11.6.
- All expenditures of this local PTA must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Depositories:

- Please see Uniform PTA Bylaws Section 11.7.
- All depositories of local PTA funds, including checking, savings and investment accounts, must be approved by the board of directors.
- **This PTA's funds are in the following depository/financial institution/bank:**
(Provide name and address of all depositories.)
BB&T Bank, Stone Creek Village, 81 Cornerstone Drive, Cary, NC 27519;
Phone: 919-319-4834

Contracts and other financial agreements:

- Please see Uniform PTA Bylaws Section 11.8.
- All contracts and other financial agreements require the prior approval of the board and must be signed by the President.

Financial Procedures established by board of directors and treasurer:

Check Request Procedures

- All requests for checks to reimburse an expense that has been paid on behalf of the PTSA must be submitted on a “Check Request Form.”
- A “Check Request Form” MUST be complete and include originals of paid receipts from Company/Vendor.
- When possible PTSA purchases should be made separately from personal purchases.
- The “Check Request Form” MUST also include the PTA Budget line item this funding request is from AND have the appropriate approval signatures.
- Check can be paid from a purchase order; the receipt for payment must be obtained from the vendor when the check is delivered and given to the treasurer. The receipts can be given to or mailed to the treasurer.

NOTE:

- The treasurer will mail all checks unless otherwise notified. Check Requests will usually be completed and mailed within one week of receipt. For quicker turn-around time for emergency situations, please contact the treasurer.
- Money for cash boxes are obtained by submitting a completed ‘Cash Box Form’ indicating the event and date that the money is required. Also, please include any special instructions i.e. number of tens, fives, etc. You will need to arrange a pick up time with the treasurer.
- Upon receiving and counting the cash, the treasurer will have you sign a “Cash Box Form” as documentation for the check request. Do NOT leave PTA funds at school.

Deposit Procedures

- Make sure all checks include the following information:
 - a. Must be payable to **GHHS PTSA**
 - b. Signed
 - c. Dated (post-dated checks are not allowed)
 - d. Correct Amount
 - e. Notation of purpose in the Memo Line
- Please add and account for each check using a tape calculator or excel sheet with the total at the bottom. Do this twice to ensure accuracy. Submit both tapes along with the “Deposit Form”.
- Organize cash in 20’s, 10’s, 5’s, and 1’s categories. Organize coins in quarters, dimes, nickels, and pennies, using paper rolls when you have full amounts.
- Contact the treasurer to arrange a time to drop off the deposit. (Do NOT leave deposits at school or in mailbox).

Please provide the treasurer with the following documents:

- One signed and dated deposit form
- Two tapes
- Cash and Checks
- Sales Tax Information

As a non-profit 501(c)(3) organization, the PTA is not exempt from paying North Carolina sales tax on items purchased for use. However, the PTA is eligible for reimbursement of these state and county taxes on a semi- annual basis. The only exception to this rule is for purchases of items for resale during fundraisers. In these instances, please contact the treasurer for a

Certificate of Exemption to submit to vendor. In addition, PTAs are not required to collect sales tax on these items sold through a fundraiser.

- Please note: Only payments made on a PTA check are eligible for sales tax reimbursement, THEREFORE, please make every effort to use a PTA check when making large dollar amount purchases.
- Per bylaws in Section 11.5, the signing of blank checks is prohibited.
- Please contact the treasurer with any questions.

Adoption and Amendments to Standing Rules:

- PTA standing rules are adopted or amended as an ordinary motion by a majority vote of the board of directors at a board of director meeting.
- A copy of the standing rules should be kept in the file of important documents and on file in the PTA permanent records.
- Whenever the standing rules are amended, an updated version should be kept in the file of important documents and distributed to members of the board of directors and also kept on file in the PTA permanent records.

APPENDIX

- **PTA Mission, Vision and Values**
- **Code of Ethics and Conduct**
- **Membership Form** – see PTSA website for current version
- **Plan of Work – Standing Committees** - see PTSA website for current version
- **Plan of Work – Special Committees** - see PTSA website for current version
- **Financial Procedures**
- **Check Request Form For Reimbursement** - see PTSA website for current version
- **Deposit** - see PTSA website for current version

Green Hope High School PTSA

PTA Vision

Making every child's potential a reality

PTA Mission

A powerful voice for all children,
A relevant resource for families and communities, and
A strong advocate for the education and well-being of every child.

PTA Values

Collaboration:

We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment:

We are dedicated to promoting children's health, wellbeing, and educational success through strong parent, family, and community involvement.

Accountability:

We acknowledge our obligations. We deliver on our promises.

Respect:

We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity:

We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity:

We act consistently with our beliefs. When we error, we acknowledge the mistake and seek to make amends.

From North Carolina PTA at <http://www.ncpta.org/pta/index.html>

Green Hope High School PTSA

Code of Ethics and Conduct

A code of ethics is a set of guiding principles that act as a benchmark for professional behavior. It is a promise to adhere to the values we all share as PTA members.

As a PTA volunteer, I am subject to a code of ethics similar to that which binds the professional workplace. The personal conduct of the members of the PTA Board of Directors directly affects the image of the PTA.

PTA board members will inspire others to recognize their own worth and potential.

- Recognize that the chief function of the PTA is to serve the best interests of children and youth;
- Conduct all organizational and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity;
- Understand and uphold the Mission, Purposes, Basic Policies of National PTA and NCPTA;
- Understand and uphold the Bylaws and Standing Rules of this PTA;
- Recognize that the president is the official spokesperson of the PTA;
- Acknowledge that the dignity of each individual is a right that needs to be recognized and protected by contributing to a board environment that is fair and democratic;
- Respect all members of the board, and refrain from comments, public and private, which defame the work or character of any board member;
- Respect the PTA and not make statements that will undermine the public confidence in the organization or damage its reputation;
- Empower others to lead and lead by example;
- Foster support for continuous learning through supportive partnerships;
- Maintain professional relationships which are free from vindictiveness and intimidation
- Provide a culture of high expectations for all;
- Refrain from using one's position for the personal financial gain of self, family, or personal friends.

PTA board members will value all members and partners by displaying respect, fairness, honesty, integrity and support.

- Ensure all board members and individuals receive direction and support;
- Respect the confidentiality of all information, both oral statements and written materials; Keep confidential matters confidential; Materials and statements designed to be shared with the membership are not considered confidential. Exercise discretion, sensitivity and sound judgment in discussing PTA matters, protecting all privileged or confidential information;
- Respect and support decisions adopted by the Board and made within the parameters of the Bylaws and *Robert's Rules of Order*. Disagreements with those decisions need to be brought before the PTA Board. Decisions deserve the respect and confidentiality of each member of the Board;
- Value contributions of others and avoid preferential treatment;
- Promote collegiality and recognize individual achievements;
- Work cohesively to gather and balance the input of all members regarding decisions affecting PTA;
- Recognize the diversity within the school community and value differences and similarities in people through actions and accountability. These differences and similarities include age, ethnicity, language and

- culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, sexual orientation and work experience (*From National PTA Diversity and Inclusion Policy*);
- Be knowledgeable about the diverse populations within the school system;
- Respect, value and embrace the culture of the diverse school communities;
- Nurture an atmosphere of trust and openness;
- Recognize and value the strengths and abilities of all board members and encourage and support their growth and leadership;
- Support and serve on committees to achieve the PTA mission.

PTA will respond in a timely manner to the needs of board members, individual members and school administration.

- Respond to phone/email messages promptly;
- Notify board members, members and school administration of upcoming events in a timely manner;
- Meet deadlines for information.

PTA will make meaningful changes to improve services and create new value for stakeholders.

- Inspire a shared vision;
- Encourage and facilitate teamwork and collaboration;
- Nurture, protect, and model effective practices;
- Initiate change when areas for improvement are identified by the board;
- Evaluate the impact of change

PTA will recognize their responsibility to the individual members, board members, school administration and students.

- Apply and enforce all rules and regulations impartially and consistently;
- Serve as positive role models;
- Demonstrate high standards of personal character;
- Find opportunities for personal service and encourage others to serve the community through volunteerism and financial support of projects;
- Make decisions that are not influenced by race, gender or appearance;
- Make decisions that are not based on personal gain.

PTA will understand how they contribute to the success of units and WCPSS and will work to align their strategies to support and enhance the work of all.

- Support the PTA mission in both words and actions;
- Work in cooperation with other board members to achieve goals;
- Share best practices with others;
- Refrain from language that does not support PTA;
- Work to solve problems without assigning blame to others.

By signing, the PTA Board of Director member accepts these guidelines and agrees to abide by the Code of Ethics.

Signature _____

Date: _____

Printed Name _____

Green Hope High School PTSA

Financial Procedures

Check Request Procedures

- All requests for checks to reimburse an expense that has been paid on behalf of the PTSA must be submitted on a “Check Request Form.”
- A “Check Request Form” MUST be complete and include originals of paid receipts from Company/Vendor.
- When possible PTSA purchases should be made separately from personal purchases.
- The “Check Request Form” MUST also include the PTA Budget line item this funding request is from AND have the appropriate approval signatures.
- Check can be paid from a purchase order; the receipt for payment must be obtained from the vendor when the check is delivered and given to the treasurer. The receipts can be given to or mailed to the treasurer.

NOTE:

- The treasurer will mail all checks unless otherwise notified. Check Requests will usually be completed and mailed within one week of receipt. For quicker turn-around time for emergency situations, please contact the treasurer.
- Money for cash boxes are obtained by submitting a completed ‘Petty Cash Form’ indicating the event and date that the money is required. Also, please include any special instructions i.e. number of tens, fives, etc. You will need to arrange a pick up time with the treasurer.
- Upon receiving and counting the cash, the treasurer will have you sign a “Cash Receipt Form” as documentation for the check request. Do NOT leave PTA funds at school.

Deposit Procedures

- Make sure all checks include the following information:
 - a. Must be payable to **GHHS PTSA**
 - b. Signed
 - c. Dated (post-dated checks are not allowed)
 - d. Correct Amount
 - e. Notation of purpose in the Memo Line
- Please add and account for each check using a tape calculator or excel sheet with the total at the bottom. Do this twice to ensure accuracy. Submit both tapes along with the “Deposit Form”.
- Organize cash in 20’s, 10’s, 5’s, and 1’s categories. Organize coins in quarters, dimes, nickels, and pennies, using paper rolls when you have full amounts.
- Contact the treasurer to arrange a time to drop off the deposit. (Do NOT leave deposits at school or in mailbox).

Please provide the treasurer with the following documents:

- One signed and dated deposit form
- Two tapes
- Cash and Checks

- Sales Tax Information

As a non-profit 501(c)(3) organization, the PTA is not exempt from paying North Carolina sales tax on items purchased for use. However, the PTA is eligible for reimbursement of these state and county taxes on a semi- annual basis. The only exception to this rule is for purchases of items for resale during fundraisers. In these instances, please contact the treasurer for a Certificate of Exemption to submit to vendor. In addition, PTAs are not required to collect sales tax on these items sold through a fundraiser.

- Please note: Only payments made on a PTA check are eligible for sales tax reimbursement, THEREFORE, please make every effort to use a PTA check when making large dollar amount purchases.
- Per bylaws in Section 11.5, the signing of blank checks is prohibited.
- Please contact the treasurer with any questions.