

Athens Drive Magnet High School PTSA



Original Adoption: _____ July 1, 2024 _____
month, date, year

AMENDMENT DATE: _____

This PTA is affiliated with National PTA and NCPTA and 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 Bylaws, PTA policies, IRS Regulations or nonprofit law. Standing Rules are a supplement to the Local Unit Uniform Bylaws.

I. OFFICERS – GENERAL INFORMATION:

- The only elected officers of the Athens Drive PTSA are a President, Vice President, Secretary and Treasurer.
- The position of President-elect is not allowed.
- To change the number of Vice Presidents requires an amendment of these standing rules and a vote by the PTA Board of Directors.

Officer Terms

Starting with the 25-26 school year, officer terms in the NCPTA bylaws are now two years.

- For the 25-26 school year, our President, Marie Dexter, will serve a one year term. This means that we will hold elections in our last general membership meeting of the year to elect a new President.
- All other board members plan to serve until 2027.
- If an officer cannot complete the entire term, the officer should submit a resignation letter to the Board of Directors stating when their term will end. Please submit this resignation letter as soon as possible so the Nominating Committee has time to search for candidates for that year's election cycle.

II. DUTIES OF OFFICERS:

President:

- See the latest version of the PTA by-laws for a complete list of the President's duties.
- Other duties include:
 - Preparing meeting agendas
 - Speaking on behalf of the PTA on official business
 - Approve all PTA correspondence in conjunction with the principal prior to distribution to school, community or staff.
 - Serve as an ex-officio member on every committee

Vice President:

- See the latest version of the PTA bylaws for a complete list of the Vice President's duties.
- Other duties:
 - Lead meetings when President is unable or unavailable
 - Keep the President informed of PTA activities on an ongoing basis

Secretary:

- See PTA bylaws for a complete list of Secretary's duties
- Other duties
 - Keep the President informed of PTA activities on an ongoing bases
 - Deliver all PTA correspondence to the president for approval by President and Principal prior to distribution to school, community, or staff
 - Distribute minutes to the board of directors prior to the next meeting
 - Post general meeting minutes on PTA website

Treasurer

- See PTA bylaws for a complete list of Treasurer's duties.
- Other duties:
 - Develop financial procedures for the PTA for the collection and deposit of PTA funds, as well as, for reimbursement of PTA funds (See forms in Appendix)
 - Keep the President informed of PTA activities on an ongoing basis
 - Ensure that PTA insurance is current and is paid in a timely manner

III. MEETINGS OF THE BOARD OF DIRECTORS

Regular meetings are to be determined at the first Board of Directors meeting.
Regular meetings are held: 4th Tuesday of the month, 6:30pm in media center

Order of Business:

1. Call meeting to order
2. Review of previous meeting minutes
3. New Business
4. Unfinished Business
5. Officers' reports
6. Standing committee reports
7. Special committee reports
8. School / Admin reports
9. Meeting adjournment

IV. GENERAL MEMBERSHIP MEETINGS:

- General membership includes all Board of Director members and all persons who have paid dues to this PTA for the current year.
- This PTA's three general membership meetings are held in these months:
 - September – approval of annual budget
 - April - present slates of nominees to general membership
 - May - vote on officers for next year; identify any summer spending
- A PTA can have more than three general membership meetings if desired.

September Meeting

During the summer, the board creates the budget for the upcoming school year. This proposed budget is then brought to general membership at the first meeting of the year. To approve the budget, we need a quorum (20 members or 50% + 1 of the membership total).

A good opportunity to have this meeting is at Meet the Teacher or Open House.

May Meeting

During the last general membership meeting of the year, Athens Drive PTSA votes on any open officer positions.

Because we don't officially vote on the budget until the first general membership meeting of the following year, we share with general membership a preliminary budget with any potential summer expenses.

Based on previous years, these are examples of summer spending:

- Back to School Breakfast for Teachers – \$800-\$1000. This expense comes out of the Hospitality budget.

V. MEMBERSHIP AND DUES

- Currently, the NCPTA by-laws do not specify when local units must vote on membership dues for the year. Their general guidance is that units vote on their membership dues before or during the first general membership meeting of the year.
- Our PTA will vote on membership dues during the last general membership meeting of the year.
- The dues amount will be recorded in the meeting minutes.

- Member dues for our unit = Local PTA dues + NCPTA dues + National PTA dues

Breakdown of Membership Types

Membership Type	+ NCPTA dues (determined by NCPTA)	+ National PTA dues (determined by NPTA)	+ Local Unit Dues	= Member Annual Dues
Parent	\$2.25	\$3.00	\$14.75	\$ 20.00
Student	2.25	3.00	\$9.75	\$15.00
Faculty	\$2.25	\$3.00	\$9.75	\$15.00

VII. Committees:

- There are two types of committees: standing committees and special committees.
- Standing committees carry on the work of the PTA on an ongoing, month-to-month basis. Standing committees are:
 - Advocacy
 - Audit
 - Nominating
- Special committees have work on a short-term basis, for 1-3 months, 1 or 2 and go out of existence once the project is completed.

Standing Committees

- Chairs of standing committees are members of the board of directors, attend monthly board meetings, vote and are counted in the quorum for the board of director meetings.
- Chair presents plan of work to the board of directors for approval prior to starting committee chair activities. (See Appendix for Example of Plan of Work.)
- Chair delivers all PTA correspondence to the president and principal for approval before distribution to school, community, or staff.
- Per NCPTA by-laws, the board shall have these standing committees:
 - Audit
 - Nominating
 - Advocacy
- The board can establish additional standing committees as needed.

Special Committees

- A special committee performs a special project and goes out of existence after the project is complete.
- Special committees have one or two projects, programs, activities or events during a special time period.
- The board of directors can create special committees and shall specify the duties and duration of these committees.
- The president shall appoint chairs and committee members with board approval.
- Chairs of special committees attend board meetings while their committee work is in progress. These chairs do not have a vote and are not counted as part of quorum for the board of directors.
- Chairs present a Plan of Work to the board of directors for approval before starting committee activities.
- Chairs deliver all PTA correspondence to the President and Principal for approval prior to distribution to school, community, or staff.

Athens Achievers

Every month, teachers can nominate a student as their Athens Achiever of the month. This student could have exceeded academically, preserved over a challenge, or any kind of achievement.

Time Frame	Time Commitment	Responsibilities
Beginning of the Year	Low	<ul style="list-style-type: none">• Remind teachers about the program – Back to School Breakfast• Post flyers with QR codes in copy room, mailroom, other common staff areas
Every month	Medium	<ul style="list-style-type: none">• Notify teachers of the nomination deadline for that month• Print & Distribute certificates for students• Announce achievers on PTSA website and in PTSA communication channels• Submit any reimbursement requests to the Treasurer

Backpack Buddies

The PTSA coordinates with Student Services to send home bags of food for approximately 20 students once / twice a month.

Here is a general outline of the responsibilities and time frame for the Book Fair committee:

Time Frame	Time Commitment	Responsibilities
Start of the School Year	Medium	<ul style="list-style-type: none">• Meet with Student Services to discuss the needs for the year• Inventory the pantry (which is in the PTSA closet)
Every Month	Low	<ul style="list-style-type: none">• Recruit volunteers to create bags• Make sure to keep the pantry stocked• Solicit donations from churches, businesses, parents• Give update at monthly PTSA meeting
End of Year	Low	<ul style="list-style-type: none">• Remove any perishable or soon to expire items from the pantry• Submit any outstanding reimbursement requests

Classroom Supply Grants

Our grant program is our biggest expense. In the 24-25 calendar year, we spent almost \$6000 in classroom grants.

When creating the budget, we allocate the amount of grant money for the year. Then we have a grant application period for staff in the fall. If all of the money is not spent during the fall grant period, we will open a spring application period.

Teachers can receive only 1 grant per year up to \$150.

Time Frame	Time Commitment	Responsibilities
Beginning of the Year	Low	<ul style="list-style-type: none">• Work with board to allocate amount in this

		year's budget <ul style="list-style-type: none"> Announce grant program to staff at the Back to School breakfast
Fall (Sept ./ Oct)	High	<ul style="list-style-type: none"> Open form for grant requests (this is typically a Google doc) After the application period ends, meet with grant committee & Principal to review each request Respond to each applicant about whether they received a grant and for how much Work with Treasurer on reimbursement requests & check disbursement Follow up with applicants who do not turn in their reimbursement requests Decide if there is enough money in the budget to have a spring application period Report results to PTSA board

Honors Celebration

To recognize our student scholars, the school has a brief honors celebration in April.

Here is a general outline of the responsibilities and time frame for the PTSA:

Time Frame	Time Commitment	Responsibilities
Before the Honors Celebration	Medium	<ul style="list-style-type: none"> Solicit donations, such as prepackaged snacks. A sign up genius works great Recruit volunteers for day of
Day of Honors Celebration	Medium Two hour commitment each day	<ul style="list-style-type: none"> Set up snacks Clean up

Hospitality

Here is a general outline of the responsibilities and time frame for the Hospitality committee:

Time Frame	Time Commitment	Responsibilities
Back to School Breakfast	High	<ul style="list-style-type: none"> Organize a breakfast for back to school Work with admin to set the date Create sign up for donations & volunteers
Appreciation Weeks (See WCPSS calendar for appreciation days / weeks)	Medium	<ul style="list-style-type: none"> Provide goody bag to staff members being appreciated that day / week
Teacher Appreciation Week	High 1st week of May	<ul style="list-style-type: none"> Plan activities for the week. The scale is up to the committee chair and budget. Coordinate with other school groups to have something special each day.
Monthly Snacks	Medium	<ul style="list-style-type: none"> Work with admin to specific specific snack days, such as Meet the Teacher, Magnet Fair nights Set themes for other Hospitality events Recruit volunteers to help with set up, serving, clean up Ask for food donations (either from parents, local businesses)
End of the Year Lunch	Very High	<ul style="list-style-type: none"> Organize a lunch for TWD at the end of the year Work with admin to set the date Create sign up for donations & volunteers

Reflections

The National PTA has a Reflections art competition that is available to all local units. Because Athens Drive Magnet HS PTSA is part of Wake County PTA Council, any school winners move to the county competition (rather than directly to the state).

Here is a general outline of the responsibilities and time frame for the Reflections committee:

Time Frame	Time Commitment	Responsibilities
Summer	Medium	<ul style="list-style-type: none">• Check the National PTA page for the year's theme.• Promote the theme to students & families• Sign up on the National PTA and NCPTA websites• If you plan to send winners to the county competition, register with Wake PTA Reflections• Attend any Reflections training that Wake PTA offers• Set deadline for school competition
October	High	<ul style="list-style-type: none">• Recruit judges to help with school competition• Verify that the winners at the school level meet the requirements to move to county competition• Send winners to county competition• Attend any Wake PTA Reflections seminars

Spirit Nights

Another way that our PTA earns funds is through Spirit Nights with local businesses.

Here is a general outline of the responsibilities and time frame for the Spirit Nights committee:

Time Frame	Time Commitment	Responsibilities
Varies	Low	<ul style="list-style-type: none">• Work with school admin / PTA board to schedule

		<p>possible spirit nights</p> <ul style="list-style-type: none"> • Contact local businesses to set up spirit nights • Promote spirit nights in Principal's message and PTA newsletter / social media • Follow up with businesses and ensure that check gets to the Treasurer
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VII. FINANCES

Money Management

- This PTS's funds are in: ____Fidelity NC_____(bank name)
- Signature card is on file at ____Jones Franklin Road____ (location) A copy of the minutes on letterhead must be submitted to the bank to change qualified signers when new officers take office.
- The PTA should reserve funds sufficient to start the following year.
- All committees should be aware of the process for obtaining an invoice and requesting a check.
- The PTA may accept money by check or cash, and has accounts through GiveBacks and PayPal for Business (as approved by NCPTA bylaws).

Returned Check Policy

Returned Check Policy: All checks returned to the Athens Drive Magnet High School PTSA due to insufficient funds, account closed, or any other reason will result in an invoice for the original check amount plus a \$25 service fee.

The Returned Check Policy should also be posted on the PTA website and shared with general membership.

Check Request Procedures

- Bills of this PTA can be paid in these ways:
 - Membership dues to NCPTA can be paid through ACH in GiveBacks. These payments are authorized by the President or Treasurer. When paying membership dues, submit a Check Reimbursement form and a receipt of payment to the Treasurer.
 - By check. All checks must be signed by two officers authorized by the board of directors to sign checks, neither of these officers shall be related, and at least one of these authorized officers shall be the Treasurer.
 - Using the PTA Debit Card. All payments must be approved in advance by two officers authorized by the board of directors to sign checks.
- The signing of blank checks is prohibited.

All requests for payment should be made through a “Check Request Form”.

- On the form, clearly indicate the PTA budget line item this funding request is from.
- Obtain appropriate approval signatures.

This form must be completed and the following documents attached:

- Receipt of payment
- Company / Vendor invoice – provide two copies of the invoice (one to be returned to the vendor with payment and one for PTA records)

All forms should be placed in the PTA mailbox in the mailroom. The Treasurer will check this box by Friday of each week. To obtain earlier payment, contact the Treasurer directly.

Cash Box Procedures

For events, such as JagFest, you might need seed money for the cash box.

To request seed money:

1. Complete a Petty Cash Form. Indicate the event and the date that the money is required. Please include any special instructions, such as the number of tens, fives, etc.
2. Put the form in the PTA mailbox so the Treasurer can pick it up.
3. After the Treasurer gets the money from the bank, arrange a pick up time with the Treasurer.

Deposit Procedures

After an event when money is collected (for example, membership drive), TWO PTA members (not including the Treasurer) should count the money and ready it for deposit.

To prepare checks for deposit, make sure each check includes the following information:

- The check must be payable to Dillard Drive Magnet Middle School (DDMMS) PTA. If the check is made out to Dillard Drive Magnet Middle School, the bank might not accept it.
- The check must be dated and signed.
- Ideally, the purpose of the check would be noted in the Memo Line.

On the Funds Received Form:

1. Enter the total for any checks.
2. Enter the totals for cash. Organize the cash into 20s, 10s, 5s and 1s. If you have coins, use paper rolls if you have full amounts. Paper rolls are in the PTA closet.
3. Both counters should sign the form.

Handing Funds to Treasurer:

- If the Treasurer is available, immediately hand the Funds Received Form and the monies to the Treasurer, who will count and deposit.
- If the Treasurer is NOT available, lock the monies and the form in the PTA box in the front office. Ask the front office for the key to this safe.

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 is for purchases of items for resale during fundraisers. In these instances, contact the Treasurer for a Certificate of Exemption to submit to the vendor. In addition, PTAs are NOT required to collect sales tax on these items sold through a fundraiser.

The decision to file for sales tax is determined by the current Treasurer. Unless we have a large purchase with a large amount of tax, we have not found filing for a sales tax refund to be worth the time and effort for our PTA.

Guidelines for Teacher Grants

For the 2025-26 school year, each teacher who has joined the PTA is eligible for a \$150 classroom grant.

- To request a grant, the requestor must complete the Google form during the grant application period.
- Grant money should be used on items that directly benefit the students in their classrooms.
- This money must be used in the 2025-26 school year and does not roll over into the next year.
- Purchases involving technology should be taken to the Principal.
- Depending on the grant request, payment can be made in these ways:
 - Reimbursement directly to the staff member who made the purchase (for example, gatorade, candy, items for quarterly celebrations). This request must include receipts for purchases made.
 - PTA makes direct payment to vendor. This request should include the vendor's invoice.
- An individual's grant money cannot be transferred to another staff member.

The initial standing rules were adopted by a majority vote of the board of directors on July 1, 2024.

****If standing rules are amended, it must be recorded in the minutes of the meeting where amended. A revised copy of the Standing Rules should then be sent to all members of the Board of Directors noting the date they were amended.**

Date of Board Approval	Change	Owner
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7/31/25	<ul style="list-style-type: none">• Added section about Membership Dues• Added section about resigning from officer role	Marie Dexter
7/1/2024	Initial Draft of Standing Rules	Marie Dexter

APPENDIX

Links to Financial Forms

These documents are saved in our Google Drive.

Form Name & Link	Purpose of Form
Payment Request Form	To request payment to a vendor or reimbursement for a PTA expense. The completed form along with any receipts or invoices should be put in the PTA mailbox in the mailroom.
Funds Received Form	After an event where money is collected, two PTA members should count the money and complete a Funds Received form. The completed form and money should be given to the Treasurer ASAP. If the Treasurer is not available, lock the funds in the PTA safe outside the front office.
Petty Cash Form	To request petty cash for events such as membership drive, book fair, spirit wear, etc.



PLAN OF WORK

Date of Report: _____

Date Approved by Board of Directors: _____

This completed form is used to present the Plan of Work to the PTA Board of Directors.
The Plan of Work must be approved by the Board of Directors prior to activities.

Your Name: _____

Your Position: _____

Goals for the Year (Please list three to five measurable goals)

- 1.
- 2.
- 3.
- 4.
- 5.

Proposed Budget: _____

Approved Budget Amount: _____ (to be completed by Board of Directors)

Please itemize below how budgeted funds will be used.

Activity	Needs	Estimated Budget