

**Chamlian Armenian School
Parent Support Committee (PSC)
Guidelines**

ARTICLE 1; NAME

The name of the committee is the Chamlian Armenian School Parent Support Committee.

ARTICLE 2; PURPOSE

- a) To promote the welfare of the students of Chamlian.
- b) To enhance school spirit at Chamlian Armenian School.
- c) To create a closer relationship between the school and the parents of the school.
- d) To advance the name and reputation of Chamlian Armenian School.
- e) To provide assistance to the financial operations of the school.

ARTICLE 3; POLICIES

- Item 1: The programs of the organization shall be for fundraising and social purposes.
- Item 2: The organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by it. Neither the name of the committee nor the names of its executives in their official capacities shall be used in any connection with a commercial concern or with any partisan interest.
- Item 3: The organization may cooperate with other organization and agencies active in child welfare, for example, conference groups or coordinating councils, provided they make no commitments which bind their member group.

ARTICLE 4; MEMBERSHIP

- Item 1: A PSC member must be a parent or guardian of an enrolled student at Chamlian Armenian School who is interested in the purpose of the PSC, ready to volunteer, work, uphold its policies, rules and regulations.

- Item 2: All interested parents should attend the first meeting at the beginning of the school year and fill out a PSC Membership form and sign a copy of this document
- Item 3: PSC Meetings are held every other week or on an as needed basis. Three consecutive absences will result in an automatic dismissal from PSC. To avoid cancellation of membership, a member shall contact any PSC Executive Member to explain nature of absence, otherwise, the Executive Committee will automatically remove the member's name from the roster. In order to be included in the PSC yearbook and any year end appreciation held by the school administration, members are required to follow the attendance and participation guidelines set forth.
- Item 4: PSC Members can complete parent participation hours by actively participating in PSC fundraising events. To receive the hours, members must obtain signatures from the sub-committee chairpersons for completed hours at the time of events.
- Item 5: PSC Members may also receive 5 PIP credit hours by attending 75% or more of PSC bimonthly meetings and each member is expected to attend meetings on a regular basis and will be asked to actively participate in a minimum of two sub committees.
- Item 6: School Administration shall assign a representative of the school administration to a liaison role to the PSC. The administrative liaison will be a non voting member.

ARTICLE 5; OFFICERS

- Item 1: The PSC shall be governed by Nine Executive members, who are in charge of overseeing all PSC function and events, and shall be the liaison between the school administration, School Board and the PSC. In order for a member to serve on the Executive, the individual shall have served as an active general member for two or more consecutive preceding years, and have chaired or co-chaired a major school PSC event the preceding year as well. In the event a member does not meet the criteria, it is at the discretion of the school and/or school principal.
- Item 2: The Executive of the PSC shall be a chair, co-chair, a secretary, treasurer, Food Coordinator, and Executive Advisors.

- Item 3: For any member to be considered as Chair/Co-Char, this person shall have served as an executive member for one year, general member for at least two years and as a sub-committee chairperson for two major events.
- Item 4: A vacancy occurring in an office shall be appointed by the next regular meeting by the Principal, Administrative Liaison and the Executive Board.
- Item 5: Executive members are required to uphold confidentiality regarding topics discussed at meetings. Disclosure of information discussed during Executive meetings shall be grounds for immediate dismissal.
- Item 6: The Executive of the current school year, must prepare and submit a calendar of main events to the School Principal by the end of June of the same school year.

ARTICLE 6; DUTIES OF OFFICERS

- Chairperson: The PSC Chairperson is responsible for the oversight and management of the overall operations of the group and its subcommittees. The chairperson is also responsible to conduct meetings, provide guidance and directional leadership to its members. The chairperson should be open to all suggestions and ensure all PSC tasks are completed and are in line with the overall purpose of the committee. The Chairperson works closely with the School Principal and Administrative Liaison.
- Co-Chair: The co-chair shares the responsibility with the Chairperson to ensure all responsibilities, tasks and events are carried through. The Co-Chair conducts meetings in the absence of the Chair.
- Secretary: The secretary is responsible to keep accurate records of all meetings, maintain close contact and communication lines with the administration regarding PSC events, preparation of fliers and communication for PSC events. The secretary is also responsible to maintain an updated PSC roster.
- Treasurer: The treasurer is responsible to handle all cash collection for PSC events, report all revenue collection to the Executive. The treasurer is also required to handle all petty cash, keep accurate record of receipts, expenditures, and make funds available only as authorized by the committee and at the direction of the executive committee. The treasurer is responsible to prepare the annual budget, and ensure the committee is following the approved budget. The Treasurer is expected to work very closely with the school accountant. The treasurer shall present a statement of account at meetings of the organization, a Profit/Loss Report every two months and full annual report to the School Board.

Furthermore, the Treasurer is responsible to collect Event Budget Forms from all sub committee chairpersons at the beginning of the school year and present to Executive for approval.

- Executive Advisors: The Executive Advisors work closely with the rest of the Executive to provide support as needed to ensure the work, tasks and objective of PSC are met. They also serve as liaisons to the rest of the PSC members.

ARTICLE 7; FUNDS RAISED THROUGH PSC

- Item 1: All funds raised by the PSC is for the purposes of the School and belongs to the school.
- Item 2: The PSC shall maintain its own Bank account and be responsible for paying expenses. The signature of at least two executive committee members are needed for signing checks. The signatories shall be the treasurer and the chairperson.
- Item 3: All expenditure over \$5000 must have the approval of the Principal.
- Item 4: The Treasurer and Chairperson are required to present an update on financial progress on a quarterly basis the Principal and School Board.

ARTICLE 8; SUB-COMMITTEES

- Item 1: PSC fundraising events or activities are organized by a separate sub committee, comprised of PSC members. Each sub-committee is then assigned a chair person, and an Executive liaison.
- Item 2: The sub-committee chairperson is responsible for the overall operation of the sub-committee. The sub-committee chair conducts meets, reports progress at PSC meetings and works very closely with designated Executive liaison and entire Executive body. The sub-committee chair signs PIP hours sheet for PSC members at the end of the event, which will be transferred to PIP Coordinator for documentation. The PSC Chair(s) must be copied on all correspondence exchanged between committee members and vendors.
- Item 3: The sub-committee is required to submit full budget, expected expense report and contract, prior to any actions taken, expenses incurred or contracts signed.

Please note, the administration has the right to make changes at their discretion.

Vahan & Anoush Chamlian Armenian School
Parent Support Committee

Please take a moment to sign and return the bottom portion of this page, indicating that you have read, understood, and are committed to upholding the Chamlian Armenian School PSC Guidelines as outlined in this document.

I, _____, have read the Chamlian Armenian School Parent Support Committee Bylaws and Guidelines, and agree to abide by them as a member of the PSC.

Signature: _____ Date: _____