

Holy Martyrs Marie Cabayan Elementary Holy Martyrs Ferrahian High School

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Parental Support Committee By-Laws

September 2010

High School Campus

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Elementary School Campus

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PREFACE

Pursuant to the By-Laws of the Board of Regents of Armenian Prelacy Schools, the Administration of Holy Martyrs Marie Cabayan Elementary School, Holy Martyrs Ferrahian High School and Holy Martyrs ARS Ashkhen Pilavjian Preschool may elect to assign parental support committees to help assist the Administration in organizing social events, fundraisers, and extracurricular activities.

The following are the existing active committees:

- Parent Support Committee - Middle and High School
- Parent Support Committee - Elementary School
- Armens Athletic Committee – K-12
- Preschool Parent Teacher Committee

Additionally, the Administration may assign task forces or ad-hoc groups as needed.

The following are the existing ad-hoc groups and task forces:

- Emergency Response Task Force
- Elementary School Classrooms Representative
- High School Classrooms Representative

To coordinate the activities of these committees and groups, the Administration has adopted Parental Support Committee By-Laws.

AMENDMENTS

The By-Laws can be amended by the approval of the school Principal. All proposals for amendment must be presented to the Principal for approval in the month of June.

COMMITTEE OBJECTIVES

The primary function of a parental support committee is to organize social events, fundraisers and extracurricular activities set by the Administration as part of the school program.

Section 1 All activities must be designed to help and facilitate the implementation of the school mission and the school ESLRs. The activities must provide educational, cultural, or recreational experiences for the students. For Holy Martyrs ARS Ashkhen Pilavjian Preschool purposes, these activities must be in accordance with the NAEYC's criteria.

Section 2 In addition to the fundraising events and the extracurricular activities assigned by the Administration, any member of a committee may suggest a different activity and present it to the committee at the general meeting for approval and implementation.

Section 3 Fundraisers must be sponsored for a specific project or for a purpose determined before an activity is planned. After completion of the activity and settlement of all expenses, the funds remaining are allocated toward the selected project.

Section 4 Money may be raised through functions such as school or community fundraisers, direct donations, raffles, ad-books and other means voted on at committee regular meetings and approved both by the Administration and the School Board.

Section 5 Parental committees shall not seek to interfere in the administrative activities of the school or influence its policies.

COMMITTEE MEMBERSHIP

- Section 1 Interested parents are encouraged to become a member and participate in any one committee of the parental committees or groups. Parents may not serve simultaneously in more than one committee.
- Section 2 Committee membership must be finalized in the month of September of a school year. Committees in cooperation with the Administration may choose to start member solicitation as early as June.
- Section 3 School employee parents cannot serve in parental support committees.
- Section 4 Requests for resignation from a committee must be presented to the committee in writing and shall be effective on the date it was received.
- Section 5 Compliance to the By-Laws is expected of all committee members. Failure to comply by the By-Laws or the school policies and not act in the best interest of the committee or the students could be a reason for the Administration to remove an elected officer or a regular member from the committee.

COMMITTEE MEETINGS

- Section 1 A meeting calendar shall be established at the first meeting of the fiscal year for each of the parental committees. Each committee must hold at least two (2) meetings per month. Non-members are welcome to attend any meeting, but voting is restricted to committee members only.
- Section 2 Members in attendance at the general meeting constitute a quorum of the general membership and are empowered to make decisions for the general membership.
- Section 3 The fiscal year of all committees shall begin on the first (1st) day of July of a year and end on the thirtieth (30th) of June the following year.
- Section 4 The general format of business meetings will follow Town Hall Meeting format. All members in attendance may participate and vote. The Chairperson is not expected to follow strictly the guidelines of Robert's Rules of Order.
- Section 5 Order of Business shall be:
- | | |
|--------------------------|-------------------|
| a) Call to Order | e) Correspondence |
| b) Acceptance of Minutes | f) New Business |
| c) President's Report | g) Old Business |
| d) Treasurer's Report | h) Adjournment |

VOTING, NOMINATION AND ELECTION

- Section 1 All issues requiring a vote are decided upon by a majority vote.
- Section 2 The voting members of any committee consist of parents who have been officially registered members of the committee for at least two months.
- Section 3 Only members with regular attendance at meetings (at least 50%) shall be eligible to be nominated and serve on the committee as officers.
- Section 4 Elections shall be held annually at the last committee meeting in June. In the absence of majority membership, elections may be tabled to the September meeting of the next academic year.
- Section 5 Officers will be elected by a vote of the membership in attendance at the meeting. Nominees must be present during the election.

DUTIES OF OFFICERS

- Section 1 The elected officers of a parental committee shall be Chair, Vice Chair, Secretary, and Treasurer.
- Section 2 The Chair shall:
- a) Preside at all meetings of the committee
 - b) Prepare the agenda for all regular meetings
 - c) Coordinate the responsibilities of the officers and committee members
 - d) Communicate with the Administration and the School Board
- Section 3 The Vice-Chair shall:
- a) Act as aid to the Chair.
 - b) Perform the duties of the Chair in his/her absence
- Section 4 The Secretary shall:
- a) Record the minutes of all meetings of the committee
 - b) Record the attendance of all meetings
 - c) Conduct all correspondence of the committee
 - d) Provide the Administrative office (within one week) a copy of the minutes of each meeting
 - e) Provide the Administrative office a roster of committee members with email addresses and cell phone numbers
- Section 5 The Treasurer shall:
- a) Keep an accurate record of receipts and expenditures
 - b) Present the financial status of the committee at every meeting
 - c) Present a separate profit and loss statement for each event
 - d) Prepare a yearly report at the end of June
 - e) Prepare a budget forecast for the upcoming year

FINANCIAL REGULATIONS

Section 1 There will be one checking account designated as “School Sub-Committees” for use by all parental committees (PPTC, PSC North Hills, and PSC Encino). All committees must maintain a minimum account balance of \$1,000 at any time. All funds collected for a project must be allocated towards that same project.

The Armens Sports Committee due to its large turn over may choose to maintain a separate checking account. The startup balance in its checking account at the beginning of a fiscal year must be at a minimum of \$5,000.

Section 2 Non-budgeted funds in excess of \$500 must first be approved by the School Board.

Section 3 Committee members after having obtained the approval of the School Board may solicit funds for the project or pay for expenses incurred.

Section 4 Upon completion of a fundraising event approve and submit to the School Board a separate profit and loss statement prepared by he treasurer.

Section 5 Expenditures made by committee members may be paid for allowable expenses, if accompanied by documentation/receipts and if approved by the Committee. Committee members should not receive compensation for services rendered.

Section 6 All committee members are responsible for school funds and valuables held in their possession.

Section 7 All items for sale for fundraising purposes must correspond with the Board of Regents’ standards and must be approved by the School Principal for grades K-12 and the Preschool Director for the Preschool.

Section 8 Food items high in sugar content, high in fat, or drinks with caffeine should not be sold on campus. The following are examples:
Candy, chocolate, soda, potato chips, pizza, coffee

COMMUNICATION WITH PARENTS

Section 1 All formal communication with parents, including letters, email, notes, must be approved by the Administration. The design of flyers, tickets, notices, all must have the Administration's approval before distribution.

Section 2 Committees may promote their events through

- a) Bulletin board postings
- b) Spreading flyer on cars
- c) Sending home flyers in student folders (Preschool and K-5)
- d) Mass e-mail
- e) Regular US mail
- f) Banners (3x6) posted in the parking lots
- g) Card boards posted in areas specified by the Administration
- h) Phone calls assisted by classroom representatives

Section 3 All activities approved by the Principal for grades K-12 and by the Preschool Director for the Preschool may be propagated on both campuses and to all grade levels including the Preschool, the Elementary School, the Middle School and the High school.

Section 4 All grade level communication with parents as described below may be assisted through the classroom rep. Accordingly, classroom representatives may have access to a grade level roster through the administration.

- Contact parents on behalf of the Administration
- Update parents about school activities
- Explain nature of the activities
- Inform parents of upcoming school fundraisers or other activities

The functions of the classroom representatives are not considered fundraising solicitation.