

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 parent committees including the PSC, Armens, and Fathers Club to help assist the Administration in organizing social events, fundraisers, and extracurricular activities. Additionally, the Administration may assign task forces or ad-hoc groups as needed. To coordinate the activities of these committees and groups, the Principal(s) assigns administrative personnel as a liaison between the Administration and the parent committees. The School Board is entitled to have its liaisons near these groups.

AMENDMENTS

The By-Laws can be amended by the approval of the school Principal. All proposals for amendments must be presented to the Principal(s) for approval.

PARENTAL SUPPORT COMMITTEE OBJECTIVES

The primary function of any parent 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/purpose and the school ESLRs. The activities must provide educational, cultural, or recreational experiences for the students.

Section 2

In addition to the fundraising events and the extracurricular activities assigned by the Administration and/or the School Board, 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

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 4

A fundraiser for a specific project first must be sponsored before the project is

planned. After completion of the activity and payment of all expenses, the funds remaining are allocated toward the sponsored project.

Section 5

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

Section 6

Parent committees are accountable to the Principal(s) and the School Board. All decisions made by these committees (PSC, Armens, Fathers Club, etc.) should be approved by the Principal(s).

Section 7

Campus wide parental committees are accountable to both school Principals and the Pilavjian Preschool Director.

SCHOOL BOARD AND PARENT SUPPORT COMMITTEES

Section 1

The School Board may form and appoint committees (such as parent support committee, finance committee, gala committee, the planning committee, the endowment committee, etc.) necessary to carry out the activities and purposes of the School Board

Section 2

Committee members may be composed of board members, past board members, alumni, parents, or any others who may be approved and/or appointed by the School Board.

Section 3

All committees are accountable to the School Board.

Section 4

The term committee membership is on a Fiscal Year basis. It shall not exceed one school year.

Section 5

The School Board should be regularly updated on committee activities by the committee chair or an appointed liaison to the School Board.

Section 6

All committee members serve on a fiscal year basis and can be appointed or elected for a maximum of three (3) consecutive years. Committee members can rejoin the same committee after a one-year break.

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 serve simultaneously in more than one fundraising committee, however parents may not be part of the Executive Body for both committees.

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 May.

Section 3

Parents who are employees of the school, can serve in parental support committees as members of that committee.

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/School Board 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
- b) Approval of prior Minutes
- c) President's Report
- d) Treasurer's Report
- e) Correspondence
- f) New Business
- g) Old Business
- 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.

Section 3

Only members who have served on the committee previously for one year, 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 first committee meeting in the beginning of

the academic year. In the absence of majority membership, elections may be tabled to the second meeting.

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 Officer duties shall include the following:

The Chair

- a) Presides at all meetings of the committee
- b) Prepares the agenda for all regular meetings
- c) Coordinates the responsibilities of the officers and advisors
- d) Coordinates the work of the officers and advisors
- e) Communicates with the administration and the School Board representative

The Vice-Chair

- a) Acts as aid to the Chair.
- b) Performs the duties of the Chair in his/her absence

The Secretary

- a) Keeps minutes of all general meetings
- b) Keeps the record of all attendees
- c) Conducts all correspondence required by the committee
- d) Provides the Principal and the School Board liaison, within one week, a copy of the minutes of each meeting
- e) Provides the Administrative office a roster of committee members with email addresses and cell phone numbers
- f) Maintains the calendar of events and informs the Administration about the changes
- g) Keeps files of communications, papers, and documents

The Treasurer

- a) Takes responsibility for accounting and dispersion of all funds
- b) Keeps an accurate record of receipts and expenditures

- c) Collects money during events and counts funds at the conclusion of each event with at least one other member of the committee or school staff
- d) Presents the financial status of the committee at every meeting
- e) Presents a separate profit and loss statement for each event
- f) Prepares a yearly report at the end of June
- g) Requests checks from school accountant when needed
- h) Deposits funds with school's accountant on an ongoing basis

Members at Large

- a. Take responsibility in the organization of committee events
- b. Help procure donations and sponsorships
- c. Recruit volunteers and donors
- d. Prepare flyers and handouts.
- e. Maintain designated storage cabinets.

FINANCIAL REGULATIONS

Section 1

There will be one checking account designated as "School Sub-Committees" for use by all parental committees. 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 Athletic Committees (Armens Committees) due to their 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 a project or pay for expenses incurred.

Section 4

Upon completion of a fundraising event, the committee must approve and submit to the School Board a separate profit and loss statement prepared by the 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 respective Elementary or High School Principal and/or the Preschool Director.

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, coffee. All food items on sale must be approved by the respective Principal or Preschool Director.

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, social media posts, etc., must all have the Administration's approval before distribution.

Section 2

Committees may promote their events through:

- a) Bulletin board postings
- b) Spreading flyers on cars
- c) Sending home flyers in student folders (Preschool and K-5)
- d) School social media platforms
- e) Regular US mail
- f) Banners (3x6) posted in the parking lots
- g) Mass e-mail & phone calls by the administration through One Call system.

Section 3

All activities approved by the Principal(s) and by the Preschool Director may be disseminated on both campuses and to all grade levels including the Preschool, the Elementary School, the Middle School, and the High school.

GUIDELINES OF CONDUCT

Section 1

All members participate in the parental committees for the overall betterment of the school. To achieve that end, the following guidelines should be followed at all committee meetings and events:

- a) Members should actively participate and attend events and meetings
- b) All members' opinions are welcome and respected
- c) All decisions should be embraced by all members as their own, regardless of their personal opinion
- d) Members should not regard decisions that conflict with their position as a personal attack
- e) All subject discussions during committee meetings should remain confidential and should not become a topic of discussion outside the meeting
- f) Members should encourage other parents to support all projects
- g) Classroom related issues should not become a topic of discussion during committee meetings
- h) Committee members cannot engage with students in any kind of disciplinary actions