

Amended 11/15/05

DRAFT

## **REDEEMER LUTHERAN SCHOOL PARENT SERVICES COMMITTEE**

### **CONSTITUTION & BY-LAWS**

#### **Article I -- Title**

The name of this organization shall be the **Parent Services Committee (PSC)**.

#### **Article II -- Definition**

The PSC is a voluntary non-profit group authorized by the Principal and functioning under the auspices of Redeemer School Board. It cooperates with Redeemer Church Board, and the faculty and administration of Redeemer School to attain shared educational and spiritual objectives.

#### **Article III -- Objectives**

The objectives of the Parent Services Committee are:

1. To cooperate with the Redeemer School and church administration to broaden understanding and foster appreciation of Lutheran education;
2. To help provide proper facilities and services for the education of the children at Redeemer;
3. To encourage high standards of family life through the interchange of ideas and the social activities of the organization;
4. To offer timely information of interest to members and to increase, on the part of its members, interest in educational and church affairs.
5. To conduct fund-raisers for the purpose of assisting with the financing and maintenance of Redeemer Lutheran School.

#### **Article IV -- Membership**

All parents or guardians of children attending Redeemer Lutheran School are automatically members of the PSC and are welcome to participate in PSC meetings and activities. Only parents or guardians of children attending Redeemer Lutheran School are voting members of this Parents' Association. Other interested persons are welcome to participate, but are not eligible to vote.

**Restrictions:** No pecuniary profits shall be paid to any officer, director, or member of The PSC. The Parent Services Committee shall be dues free.

#### **Article V -- Officers**

**Section 1.** The PSC shall be governed by an Executive Board elected by members of the PSC. All matters of policy and administration shall be vested in this board. The voting members of the Executive Board are President, Co-President, Vice President, Secretary, and Treasurer.

#### **Section 2. Composition:**

The Executive Board of the PSC shall consist of: (a) a President or Co-Presidents elected by all members of the PSC;

Vice President, Secretary, and Treasurer. The term of elective office shall be for one year, and no person shall be eligible to hold the same elective office for more than two consecutive terms. PSC Officers answer directly to the Principal. The immediate past president(s) of the PSC shall serve as an advisor to the Executive Board in the year following his or her last year as President in the capacity of ex officio member of the Board.

### ***Section 3.***

Because of the religious knowledge required, the President should be a member of Redeemer Church and/or a practicing Christian. The **President** shall preside at all meetings of the Association and of the Executive Board. The **President** or a designee shall attend the meetings of the School Advisory Committee and shall be the official spokesperson for PSC at these meetings. The President shall perform all the duties pertaining to the office, shall appoint special committees, and shall receive notice of all meetings.

### ***Section 4.***

The Vice **President** shall perform the duties of the President in his/her absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. The Vice **President** shall be responsible for coordinating Parent Education activities. The Vice President shall be responsible for coordinating annual PSC elections as outlined in Article VI. The Vice-**President** shall perform other such duties as the President or the Executive Board shall designate.

### ***Section 5.***

The **Secretary** shall keep a minute book showing a true and accurate record of all meetings of this Parents' Association and of the Executive Board, and post or report on same at each meeting. The **Secretary** shall handle such correspondence as the President or Executive Board shall direct and shall perform such further duties as the Executive Board shall designate.

### ***Section 6.***

The **Treasurer** shall receive all monies, and shall request and approve disbursements only as directed by the Executive Board. The Treasurer and President shall be signers on all PSC checking accounts. Due to the financial responsibilities involved, the Treasurer is required to have previous accounting experience. The Treasurer shall make either a verbal financial report or post said report at each general meeting. The Treasurer shall prepare an annual report for the previous school fiscal year and distribute to the entire membership no later than the September General Meeting. All accounts are to be maintained as part of the overall school budget. All purchases \$200 or more must be approved as specific budget items or have prior approval from the the PSC Executive Board.

**Section 7. *Qualification:*** To become a candidate for PSC President, a parent must have had a child in the school for at least one year and have regularly attended PSC meetings (minimum of 6 per academic year). A candidate must intend to have a child in enrolled in the school for the entire term of their appointment. In the case of a past parent whose child(ren) have already graduated from Redeemer, the candidate must have served as a committee chair for the year prior to running for office.

**Section 8.**

A quorum of the Executive Board shall be a majority of the voting members thereof.

**Section 9.**

Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board. General meetings of the Executive Board shall be held monthly, unless need arises to avoid conflict.

**Section 10. Vacancies:**

If a member of the Executive Board other than the President resigns or is otherwise unable to complete his or her term, the President shall appoint a replacement. If the President resigns or is otherwise unable to complete his or her term, the Executive Board shall appoint a replacement.

**Section 11.**

The Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint the temporary Chairs of said committees with the approval of the membership.

**Section 12.**

The Executive Board shall prepare for and present to the School Advisory Council a budget for the current school year. The Executive Board shall prepare for and present to its membership a budget for the current school year no later than the October General Meeting.

**Article VI -- Nominations and Elections****Section 1. Procedure:**

At the March General Meeting, and through the regular PSC publications in March and April, the list of PSC officers and responsibilities shall be announced along with the invitation to become a candidate.

The Election Committee shall:

- a. Solicit nominations for each position on the Executive Board. The call for candidates must be announced through a mailing to the general parent body.
- b. Collect nominations and any statements from candidates and make up ballots. A PSC member must convey to the Executive Board his/her willingness to serve if nominated.
- c. Send ballots and candidate statements by mail to the parent body the Friday after the April PSC meeting. The entire parent body receives candidate statements and ballots for the Executive Board positions. Ballots will go to each parent listed in the Student Directory.
- d. Ballots need to be returned to the School Office by the end of the second full week of May in sealed envelopes provided. The candidate receiving the most votes of the candidates running for each position will be elected to that position. The results of the election will be reported to the President of the Parents Association who shall insure that they are reported to all parents.
- e. In the event there is only one candidate for a position, the candidate statement will be distributed for that position but no election will be held.

## **Article VII -- General Membership Meeting**

### ***Section 1.***

A regular meeting of the PSC shall be held in all months during the school year except December and June. Meetings shall be held on the second Tuesday of the month, unless need arises to avoid conflict with another event. Regular meetings shall be called to order at 7:00 p.m.

### ***Section 2.***

Additional meetings shall be held as provided for in the by-laws. Special meetings may be called as deemed necessary by the President or the Executive Board. Five days advance notice of such meetings shall be given to the membership.

### ***Section 3.***

A quorum at any regular or special meeting shall consist of all members who are present.

## **Article VIII -- Parliamentary Procedure**

The rules contained in **Robert's Rules of Order, Revised** shall govern proceedings at all Parent Association General and Executive Board meetings. The following order of business shall usually be adhered to at Parent Association meetings:

Call to order by presiding officer

Prayer

Secretary Report

Treasurer Report

Vice President Report

Principal Report/School Advisory Council Report

Standing Committee Reports

Special Committee Reports

Unfinished Business

New Business

Closing Prayer/Adjournment by presiding officer

## **Article IX -- Change of Officers**

### ***Section 1.***

The annual term of office shall commence on the last day of school in June.

### ***Section 2.***

Outgoing officers will brief incoming officers on the status of any unfinished business and turn over to them on or near the new term date, the PSC financial and other records.

### ***Section 3.***

Jointly, the incoming and outgoing Presidents and Treasurers will confirm the accuracy of the Parent Association financial records. A summary report showing income and expenses by major categories for the outgoing Treasurer's term of office shall be prepared and distributed to Association members.

New officers shall organize their administration during summer months to ensure an effectively organized PSC at the commencement of the school term.

## **Article X -- Standing Committees**

### ***Section 1. Auction:***

The Chair(s) of this committee shall be the previous year's Auction Chair, or a member of the previous year's auction committee. Chairs' responsibility shall be the complete management of the bi-annual Redeemer Auction.

### ***Section 2. Parent Education Committee:***

The Chair of this committee shall be the PSC Vice President. This committee has the responsibility to provide a full schedule of the year's programs. A theme may be selected for the year, with each program developing a phase of the theme; or a variety of topics may be covered depending upon the needs of the members.

### ***Section 3. Photography Committee***

The Chair of this committee shall be appointed by the Executive Board and shall be responsible for photography of PSC events; assistance with the school yearbook.

### ***Section 4. Redeemer Clothing Committee:***

The Chair of this committee shall be appointed by the Executive Board and shall be responsible for the selection, sale, and distribution of any and all Redeemer clothing and experienced uniforms.

This committee is governed by the President if no chair is named.

### ***Section 5. Scrip Committee:***

The Chair of this committee shall be appointed by the Executive Board and shall be responsible for the purchase, sale, and accounting of any and all Redeemer Scrip.

The committee shall provide the Treasurer or his/her designee all requested reconciliation and reports. The Treasurer or his/her designee shall perform such physical counts and other audits considered necessary.

### ***Section 6. Room Parent Committee:***

Responsibilities of class parents include: (a) attending PSC and class parent meetings, (b) communicating to parents in their class about PSC activities, including fundraising and Teacher, (c) communicating concerns of parents in their class to the Executive Board, (d) helping the classroom teacher with communication with parents in the class, (e) helping the classroom teacher with special classroom events and activities, (f) coordinating Teacher Appreciation Week classroom activities in conjunction with the overall PSC teacher appreciation week schedule of events, and (g) helping to welcome new parents.

### ***Section 7. Hospitality Committee:***

The chair of this committee shall be appointed by the Executive Committee and is responsible for coordinating refreshments for PSC meetings and events, as well as designated school events such as the Science Faire and Art Faire.

### ***Section 8. Welcome Committee:***

The Welcome Committee supports the welcoming of new families to the School for Children, the related recruiting efforts and a general atmosphere of community in the family body. This committee coordinates the new parent mentor program and Back to School Night.

### ***Section 9. Mandatory Hours Committee:***

The chair of this committee is responsible for communicating, collecting and tabulating mandatory hours records in coordination with the School Secretary.

### ***Section 10. Election Committees:***

An Election Committee shall be appointed to oversee the election in accordance with the election procedures outlined in Article VI. The Election committee shall consist of at least one parent who is not a member of the Executive Board and is not running for office to serve as a member of the Executive Board.

**Section 11. *Roundball Tournament Committee:***

The chair of this committee coordinates volunteers to work the concession stand at the spring roundball tournament.

**Section 12. *Family Fun Day Committee:***

The chair of this committee coordinates volunteers to bring food to this event, and plans event activities.

**Section 13. *Hot Lunch Committee:***

The chair of this committee serves as liaison with the hot lunch food provider, coordinates food orders and billing, and organizes volunteers to assist with serving hot lunches.

**Section 14. *Fundraising Committee:***

The chair of this committee is responsible for overall coordination of fund-raising activities in accordance with approved PSC fundraisers. At the start of the year, the PSC will vote on a list of fundraising events which will be held for that academic year. The chair person researches and presents a variety of fundraising activities and in conjunction with the Treasurer, provides information on profitability of various fundraisers. As need arises during the year, additional fundraising opportunities may be brought to vote if needed to meet projected budget needs or if additional funds are needed for special items/events. The chairperson may delegate responsibility for a particular fundraiser to one or more of the committee volunteers. Volunteers for this committee are responsible for planning, advertising, and executing the various fundraisers throughout the year. Responsibilities may involve stuffing envelopes, contacting restaurants, organizing events on and off campus.

**Section 15. *Teacher Appreciation Week Committee:***

The chair of this committee is responsible for coordinating the schedule of PSC events for Teacher Appreciation Week held the first week in May. The chair may appoint a committee of volunteers to carry out various activities for the week. This committee works closely with individual room parents so as not to duplicate efforts during Teacher Appreciation Week.

**Article XIII — Amendment**

**Section 1. *Vote.***

This constitution may be amended at any regular meeting by a two-thirds vote of the members present and entitled to vote. The vote will be conducted by the Executive Board. A description of the amendment(s) will be provided to all parents listed in the Student Directory.

**Article XIII**

Any funds, gifts, donations, etc. generated or received by the Parent Services Committee, as an organization, shall not be directed toward, budgeted to, or committed to any special or general purpose by any other organization, group, or interest unless voted upon

affirmatively by the PSC at a regularly scheduled PSC meeting in accordance with the existing by-laws.