

Constitution of the PSP

ARTICLE 1. NAME. This committee shall be known as the Valley Stream Christian Academy's Parent Service Program (PSP).

ARTICLE 2. MISSION. The mission of the PSP is to come along side VSCA, to bring Parents, Guardians, and Teachers into a closer relationship with one another, to encourage one another, to improve conditions, and surroundings of the school, to encourage the efforts of the teachers, and in general, to ultimately benefit the welfare of the children.

ARTICLE 3. MEMBERSHIP. Any parent or guardian of a child at VSCA or anyone interested in the welfare of VSCA children is welcome to attend meetings. There is no fee for membership.

ARTICLE 4. OFFICERS. A President, Vice President (or co-presidents), Secretary, and Treasurer shall be the elected officers of the organization and shall serve for a term of two years in the event that, after 2 years, no individuals accepts the nomination, the current President maybe voted in for 2 more years. The officers typically govern all PSP activities. The Vice President (co-president) will learn the role and assume the presidency the following year if available to serve. The President and Vice President shall share duties as they seem necessary. The Treasurer shall serve two consecutive years as treasurer and the secretary shall serve two consecutive years as secretary or whatever length of time necessary and voted on. The officers typically govern all activities of the PSP.

ARTICLE 5. ELECTIONS. Nominations of officers shall be held at the March meeting and the elections of officers shall be held based on the nominations and volunteers at the May meeting.

ARTICLE 6. TERMS OF OFFICE. Officers may serve more than 1 term (two years) in the same office if necessary and voted on. They may fill a different position and return to a former position after one full term (two years) has passed.

ARTICLE 7. DUTIES OF OFFICERS AND ROLES. The president and vice/co-presidents shall preside over all meetings. The president and co-president shall supervise with the coordinators of the various events of the PSP organization.

The secretary shall keep a record of the meetings and procedures of the PSP. Minutes shall be emailed to the president for approval within seven days after the bi-monthly meetings. The secretary shall be responsible for any mailings or correspondence the president/co-presidents may find necessary.

The treasurer shall keep and render, monthly, an accurate account of the receipts and disbursements. All disbursements are currently made by check signed by the administration office of Bethlehem Assembly of God, in accordance with their office

regulations and the PSP procedures. Cash will be disbursed by the: 1) Petty cash held in the office, with officers approval, and two signatures; 2) Hot Lunch petty cash for the purpose of paying for hot lunch as arranged by Hot Lunch Coordinator and PSP Officers.

ARTICLE 8. AMENDMENTS. Amendments to the constitution may be made by a two thirds vote of the officers and then a two thirds vote of members present at a PSP meeting.

ARTICLE 9. PARLIAMENTARY AUTHORITY. Parliamentary authority shall be given at all meetings in accord with "Robert's Rules of Order".

ARTICLE 10. The PSP shall not make changes in the management or regulations of the PSP without the consent of a two thirds majority of the members present, and then the approval of the school Principal.

ARTICLE 11. There shall remain in the PSP treasury an amount not less than \$2,500.00 (twenty five hundred dollars) at the end of each school year in order to start the following year with enough money.

ARTICLE 12: AMENDMENT TO EXPENDITURES: Officers are permitted to make monetary decisions based on immediate need. However, the officers must all agree on the necessity of the expenditure. All officer's signatures are required on a requisition form for expenditures over \$ 400.00.

Amended March 15th, 2016