



# Parent & Community Association Guidelines

(Revised: June 17, 2024)

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## Article I: Name

The name of this Association shall be the San Diego French American School Parent and Community Association (SDFAS P.C.A.).

## Article II: Purpose

The purpose of the P.C.A. shall be to support the San Diego French American School by engaging in activities that meet the following objectives:

- A. **Build Community:** Promote a warm, welcoming, and positive social atmosphere within the School that is intentional about its approach to help each person in the School community feel a sense of belonging. Provide opportunities for parent involvement and positive community building through supporting grade level and School-wide activities and events.
- B. **Facilitate Communication:** Assist in disseminating pertinent information to parents and guardians in a consistent and streamlined manner; facilitate communication between Parents/guardians and the School Administration, faculty, staff, and the Board of Trustees.
- C. **Support Programs and Initiatives of the School:** Support student and School programs, initiatives, functions, and events in cooperation and collaboration with teachers, assistant teachers, administrators, and support staff.
- D. **Promote Diversity & Inclusion:** Provide support in establishing cross-cultural awareness as well as curiosity about and appreciation of all manners of background, lived experiences, and expressed identities, equity, and inclusion.

## Article III: Membership

All parents, guardians, or any other adult standing in loco parentis of current students (collectively “Parents”) at the School, as well as current staff and faculty, are members (“Members” or “Membership”) of the P.C.A. These Members have the right and are encouraged to attend all P.C.A. meetings and activities of the organization. All Members have voting rights when they are in attendance at the monthly P.C.A. meetings.

## Article IV: Meetings

### A. General Meetings

There shall be one general meeting each month of the school calendar on a day and time specified by that school year’s P.C.A. Executive Team (“E.T.”). This meeting is open to all P.C.A. Members. In addition to the E.T., a School Staff Liaison is also expected to attend this meeting.

### B. Biannual P.C.A. Meeting

At least twice a year, the E.T. will hold a meeting to inform the School community of the upcoming P.C.A. events. At these meetings, potential event chairs and volunteers are recruited. This event may be held in conjunction with the biannual Room Parent Orientation organized by the school.

### **C. Special Meetings**

Special meetings of the P.C.A. General Membership may be called by the President at such time and place as the President may determine. Notice shall be communicated by the Secretary (or in the Secretary's absence by another designated Member) to Members as soon as practicable in advance of the meeting but in no case less than 48 hours before the meeting.

### **D. Notice for Meetings**

Notice of meetings of the Members shall be given in writing through electronic school newsletter, email, or other similar means.

## **Article V: Executive Team & Operational Roles**

### **A. Executive Team Membership**

The membership of the E.T. shall consist of the President, the Vice President, Director of Communications, Director of Events, the Secretary, the Treasurer, and the Past President. The Executive Team may also include any such other officers who may be duly nominated and elected in accordance with Article VI. The E.T. is expected to work in collaboration with School Staff Liaisons as per Section C of Article V below. Each officer shall have a term length of one year, beginning July 1 following the E.T. election to June 30 of the following calendar year, coinciding with the fiscal year.

### **B. Main Activities**

The E.T. shall manage the affairs, activities, and operation of the P.C.A. The E.T. shall transact necessary business during the intervals between the meetings of the membership. The E.T. leads and manages the P.C.A., has oversight over its activities, directly participates in tasks related to P.C.A. activities, and may also delegate tasks or activities (within reason) to volunteers and/or event chairs. Any disagreements as to the reasonable nature of delegated tasks or activities will be brought to the Head of School for adjudication, the Head of School's decisions on the resolution of matters being final. Volunteers and event chairs are not elected but are positions appointed by the President or Director of Events with input from other members of the E.T. and the Head of School.

The E.T.'s main activities are as follows:

1. Support and recruit volunteers
2. Regularly attend and volunteer at P.C.A. events
3. Support teachers and administrators by organizing and participating in appreciation events
4. Organize and promote community events while ensuring calendar and logistical coordination with the School Administration. Events should be set in the third trimester of the prior school year in conjunction with the school calendar and approval from the Head of School.
5. Represent the P.C.A. at certain official functions or meetings such as, but not limited to:
  - o School Council meeting three times per year
  - o Monthly meeting with Head of School
  - o Board of Trustee or Board Committee meetings
  - o Administrative Task Forces
  - o New Family Picnic

## C. Communication with School Administration

For clarity and efficiency in communication between the P.C.A. and the School, E.T. members, event chairs, Room Parents (or other P.C.A. designees) are assigned an administrative liaison, such as the Director of Marketing & Communication, through whom communication or meeting requests should be directed.

## D. Officers

### 1. President

The President's primary functions are as follows:

- Preside over P.C.A. meetings.
- Act as the spokesperson of the E.T. and P.C.A. membership to the School's Leadership for all P.C.A. matters.
- Facilitate proposals for new initiatives, policies, or procedures to advance the purpose and effectiveness of the P.C.A.
- Share information, make requests or suggestions, and offer constructive feedback to the Head of School at monthly meetings.
- Coordinate the process for P.C.A. officer candidacy and election.
- Represent or assign a representative when P.C.A. presence is requested by the Head of School in official meetings such as the following: School Council, Board Committee (e.g., Strategic Marketing & Community), Full Board, Senior Leadership Team, or other School Committee meetings (e.g., Safety & Security, Campus Planning, Accreditation, Inclusion & Belonging).
- If any E.T. role remains unfilled or becomes vacant, then the President and Vice-President will share those unfilled duties.

### 2. Vice President

The Vice President's primary duties are as follows:

- Assist the President, perform duties delegated by the President, and in the absence of the President, perform the duties of the President.
- Recruit volunteers for School and P.C.A. events and maintain a database of volunteers for future events.
- The Vice President is generally expected to present their candidacy to become P.C.A. President in the year following their year of service as P.C.A. Vice President.
- If any E.T. role remains unfilled or becomes vacant, then the President and Vice-President will share those unfilled duties.

### 3. Director of Communications

The Director of Communication's primary duties are as follows:

- Collaborate closely with the administration and E.T. to create written and electronic communications for the school community about important P.C.A. Events and volunteer opportunities.
- Facilitate with event chairs to communicate pertinent information about upcoming events to the entire school community through the *Hebdo*, posters placed at school entrances, WhatsApp groups, or other appropriate means.

### 4. Director of Events

The Director of Event's primary duties are as follows:

- Oversee the events sponsored by the P.C.A. by maintaining close contact with Event Chairs and regularly attending planning meetings of major events.
- Appoint volunteers to serve as Event Chairs and Co-Chairs.
- Work closely with the Head of Communications and Director of Marketing & Communications to ensure timely communication of upcoming events.
- Create and update details for annual events in the shared P.C.A. Google drive.
- Maintain a current calendar of events and list of event chairs and co-chairs in the shared P.C.A. Google drive.

#### 5. **Secretary**

The Secretary's main duties are as follows:

- Assist President and Vice President.
- Keep minutes during each P.C.A. monthly and any E.T. meeting. These minutes should be posted in the P.C.A. Google drive following each meeting.
- Coordinate in-person logistics of P.C.A. meetings such as room location and necessary supplies.
- Coordinate virtual component(s) of P.C.A. meetings as needed (Zoom links, tech set-up for meetings at school if needed, etc.).
- Tally and record votes at each P.C.A. E.T. Meeting, with the exception of the Annual P.C.A. elections.
- Maintain an accurate copy of the P.C.A. Guidelines that are available during meetings and at request.
- Maintain up-to-date and accurate records within the shared P.C.A. Google drive.

#### 6. **Treasurer**

The Treasurer, except as otherwise described below, is the custodian of all P.C.A. funds. The Treasurer's main responsibilities include:

- Present the proposed annual P.C.A. budget to the P.C.A. Executive Team, Head of School, and School's finance office for approval. The annual budget is drafted based on projections of expenditures and income for each event through analysis of prior years as well as projections of spending for new events or changes to current events.
- Present P.C.A. current income and expense reports at each monthly P.C.A. Leadership meeting, a fiscal year-end report to the general P.C.A. membership and the School's finance office, and additional reports to the School as requested.
- Manage expense reports and supervise expenditures for each P.C.A. event report
- Centralize and manage expenses from all P.C.A. events
- Provide a budget template to P.C.A. event chairs and makes recommendations for budget management. This budget template is to be used as the master income and expense tracker for the event and will serve as the official P&L report for the event. This will also feed into the master P.C.A. budget to update income and expenses for the annual budget.
- Handle reimbursements for any expenses not handled directly by the School finance office by completing a signed expense report and submitting it to the School's finance office. The reimbursement is processed at the end of the School's payroll cycle (bi-monthly) and is mailed as a check unless otherwise specified.
- Maintain records of all expenses, including copies of receipts, invoices, and expense reports on a shared drive.

#### 7. **Past President**

The outgoing Past President of the P.C.A. remains for one year as an officer on the P.C.A.

Executive Team to ensure continuity. The Past President will retain voting privileges even if they no longer have a child at the school.

#### **8. Discretionary Positions**

P.C.A. Officers shall nominate such other P.C.A. Officer positions deemed necessary or advisable. The P.C.A. Officers may vote to discontinue any discretionary position in subsequent years. If a discretionary position remains unfilled for two consecutive years, it shall be eliminated automatically but may be added in the future as provided in these Guidelines.

### **E. Other Roles**

#### **1. Event Chairs**

Event chairs are responsible for coordinating all aspects of a certain event from conception and planning to execution. Event chairs should work in close collaboration with the E.T. and school administration to ensure alignment on calendar, budgeting, event marketing, and execution. Event chairs should follow all P.C.A. protocols for use of facilities, hiring of vendors, and use of funds. The Director of Events works closely with Event Chairs to ensure that the P.C.A.'s and School's mission and guidelines are followed. Event chairs are encouraged to recruit a Co-Chair for training and succession purposes.

#### **2. Ambassadors**

Ambassadors are parents actively involved in the P.C.A. who represent the P.C.A. at school events as well as volunteer and support the P.C.A. as needed. They are nominated by the President or other members of the E.T. Once their nomination is approved by a majority vote of the E.T., they then have voting rights within the E.T.

### **F. School Staff Liaisons**

The Head of School has the final word as to the allocation of time, delegation of tasks to school staff, or support requests of any nature to employees of the School. The P.C.A. expects, and the Head of School generally approves, the below employees to support the P.C.A. as indicated below.

#### **1. School P.C.A. Liaison:**

- Attend monthly E.T. meetings to facilitate communication between the P.C.A. and the school administration.
- Support the P.C.A. in executing special events.
- Assist in promoting P.C.A. events and support campaigns to promote the P.C.A. Events.
- Provide all communications collateral to brand and final approval of P.C.A. communications before circulation.

#### **2. Senior Finance Associate:**

- Keep complete, accurate, and up-to-date records of income and expenses of the P.C.A. so that they may be presented for audit or review without advance notice.
- Monitor expenses for the activities and events sponsored by P.C.A. as compared with the approved budget.
- Collect all funds (cash, checks, and other payment methods) generated by P.C.A. activities and events either directly from the payees or from P.C.A. members overseeing such activities.
- Manage reimbursements and expenses incurred for P.C.A. activities or events.

### 3. **Director of Campus Operations:**

- Facilitate the equipment and set-up needed for meetings and/or events.
- Direct security and safety protocols for large P.C.A. events in consultation with the P.C.A. E.T.

## **Article VI: Recruitment & Appointment of Officers**

### **A. Recruitment & Election of Officers**

The President of the P.C.A., working together with the Past President, Vice President, and Secretary, is responsible for ensuring that a recruitment process, timeline, and communication plan are put in place to recruit and appoint P.C.A. E.T. Officers. This process shall occur each year following the return from February Break and conclude by the end of May or beginning of June as follows:

1. **Calls for Candidacy:** Calls for candidacy occur via publicity within the School's weekly newsletter, written communications, signage at pick-up/drop-off areas, and may also occur by in-person solicitations.
2. **Nominations:** Candidates may be nominated or submit their candidacy by self-nomination. All candidates must interview with at least the President and/or Vice-President and a representative from the School.
3. **Approval & Vetting of Candidates:** Approved candidates shall submit a brief bio or CV, a digital photo, and a brief statement explaining their motivation, vision, and skill set for the role sought. After the current year's P.C.A. E.T. Officers have vetted all candidates (including garnering input from the Head of School), the appointed slate of approved P.C.A. E.T. candidates will be submitted to the entire P.C.A. via publicity within the School's weekly newsletter, written communications, and/or signage at pick-up/drop-off areas.
4. **Voting:** The meeting for the P.C.A. vote shall be advertised by community-wide email or through the school newsletter to provide community members sufficient notice of the opportunity to cast their vote. Membership for vote or confirmation will be held at the May or June P.C.A. meeting, which should be held in person. P.C.A. Members attending via Zoom or other electronic means may vote by submitting votes to the P.C.A. Secretary during the period of voting at the in-person portion of the meeting. At least a quorum from the Executive Team must be present at the meeting. The candidate with the most votes will be elected to the P.C.A. E.T. Officer position. If there is a tie, the P.C.A. Membership will revote at that same meeting or at a later meeting as decided by the E.T.
5. **Planning Meeting:** The newly-elected P.C.A. E.T. for the following year is expected to meet at least once before summer vacation with the current year's P.C.A. leadership to ensure a smooth transition and plan for the following year.
6. **Document Organization:** At the beginning of the school year, a folder will be added to the P.C.A. Master Google Drive. This folder is accessible by relevant SDFAS employees as well as the E.T. and will house all files pertaining to the P.C.A. for that school year. The folder should be named "Community Association 20xx-20xx". Folders shall be created under this master

folder for corresponding activities, and documents related to such activities will be saved in their respective folder.

## **B. Removal of Officers**

1. **Causes:** An Officer may be removed if unable or unwilling to perform their duties. Indications of this inability include but are not limited to:
  - More than three absences from P.C.A. monthly meetings.
  - Frequent unwillingness or failure to complete assigned or required tasks.
  - Conduct causing disrepute to the P.C.A. or the School, including failure to fulfill ethical, legal, and moral obligations with respect to their duties and/or failure to uphold the values of the P.C.A.
2. **Process:** The process for removal of an Officer shall be as follows:
  - The E.T. will collectively discuss and vote in person or electronically to determine whether the Officer in question is failing to fulfill their duties as outlined above.
  - If a majority of the E.T. votes to do so, a member of the E.T. will discuss with the Officer in question the E.T.'s concerns regarding the Officer's duties and his/her ability to perform these duties. The E.T. may then ask the Officer in question to step down. If the Officer believes that s/he can perform the duties, then the E.T. may elect (but is not obligated to) allow the Officer to continue to serve for a one-month probation period. After this period, the E.T. will discuss and vote again regarding the Officer's performance and possible removal from office. If a majority of the E.T. remains in agreement, then the Officer in question is removed from office.

## **C. Vacancies**

1. **Officer Positions:** If ever an Officer position remains or becomes vacant, a Parent may be appointed to fill it upon majority vote of the P.C.A. E.T. and subsequent confirmation by the Head of School.
2. **Notification:** The President (or other Member designated by the President) shall announce the appointment of the new Officer member at the next P.C.A. meeting or through appropriate P.C.A. communication channels such as the School website and newsletter.

## **Article VII: Organization of Room Parents**

Other parent volunteers - Room Parents - are needed each year to help facilitate communication from the P.C.A. to each particular classroom's parents and teachers. Room Parents are managed by the School. The Head of Communications or another P.C.A. member may ask Room Parents to disseminate communication pertinent to P.C.A. events such as a need for volunteers.

## **Article VIII: Finances**

### **A. Budget**

Each January, the P.C.A. Treasurer and P.C.A. President prepare an annual budget (revenues and



expenses) for the following fiscal year beginning July 1. The proposed P.C.A. budget is submitted to the School's Director of Finance for inclusion in the overall School budget for approval by the Head of School and Board of Trustees (in mid-January). The fiscal year begins on July 1 and ends on June 30. The School's Director of Finance and the P.C.A. Treasurer will meet as needed to review actuals and forecasts versus budget.

During the school year, if requested for unforeseen reasons (e.g., unanticipated higher costs or new initiatives), the P.C.A. will include such variations in its forecast for Head of School approval. All expenses incurred by the P.C.A. are paid by the School using existing finance office procedures. The P.C.A. does not maintain its own bank account. Any budget surplus from a P.C.A.-sponsored event or for the annual budget shall NOT roll over to the subsequent school year's P.C.A. budget.

## **B. Revenue-Generating Policy**

1. **Fundraising:** The P.C.A. is not a fundraising body. As such, the P.C.A. is not permitted to charge an entrance fee to members of the school community at its events. At times, refreshments and certain activities at events may have a fee. The P.C.A. is also permitted to charge for sales of spirit wear, food, or other mission-supporting items on condition that the event and/or revenue-generating activities do not conflict with the School's existing fundraising activities. Any P.C.A. event charging a fee for activities or refreshments must include at least a few free activities or refreshments for each student. Any receipts from permitted revenue-generating activities must be handled via the School's finance office.
2. **No Solicitation of Money for Other Purposes:** At no time should the P.C.A. solicit, collect, or receive any money from or on behalf of the community other than as defined above.

## **C. Contracts**

All P.C.A. contracts must be reviewed and approved by the School's Director of Finance or Head of School or his or her designee. All contracts entered into or on behalf of the School or the P.C.A. must be signed by the Director of Finance and/or Head of School.

## **D. Insurance**

All School-approved P.C.A. activities are integrated under the School, a California Corporation; therefore all P.C.A. volunteers and all School-approved events organized and/or managed by the P.C.A. are covered by the School's Insurance Coverage. The P.C.A. is an organization that is considered approved and supervised by the School. Thus, the P.C.A. is afforded the same coverage and no more than what is available to the School under the insurance policies that the School procures. P.C.A. events and activities organized and/or managed by the P.C.A. must be sanctioned by the School and approved by the School in order to verify that said activities, actions, and events are covered under the School's insurance. The P.C.A. must obtain approval from the School's Director of Campus Operations, Director of Finance, or Head of School. Proper risk management procedures are to be followed for all P.C.A. activities and events as outlined by the Director of Campus Operations, Director of Finance, and/or Head of School.

## **Article IX: Final Authority of Head of School & Board of Trustees**

As an association under the control of the School, a non-for-profit 501(c)(3) organization governed by its Board of Trustees, the P.C.A. shall promptly revise its policies and these Guidelines to conform with any mandates to the P.C.A. given by the Head of School. In the event of a conflict, as set forth in a resolution of the Board of Trustees and delivered to the P.C.A., these Guidelines must be approved by motion of the Board of Trustees.

## **Article X: Amendments**

### **A. Process & Approval**

These Guidelines may be amended first by a majority vote of E.T. members and then subsequently submitted for final approval by both the School's Head of School and Board of Trustees. The Guidelines will be amended after receiving such final approvals.

### **B. Notice**

Notice of proposed amendments to these Guidelines shall be given to Members through appropriate School communication channels, through electronic school newsletter, email, or other similar means, or at a P.C.A. meeting.

### **C. Effective Date**

These amended Guidelines will become effective on July 1, 2024.