

GUIDELINES  
OF THE PARENT SCHOOL ASSOCIATION  
OF THE AMERICAN INTERNATIONAL SCHOOL OF VILNIUS  
12 April 2016

**THE PSA MISSION STATEMENT:**

The AISV Parent School Association (PSA) is a non-profit volunteer organization run by AISV parents and staff. It supports AISV through providing an active, engaging and fun social environment for students and their parents.

PSA organizes activities that:

- a) Enhance AISV students' social experiences at school,
- b) Strengthen the AISV community, and
- c) Create ties among AISV and the local and international communities in Vilnius and across Lithuania.

**Article I: Organization**

- 1.1. The official name of the organization is the Parent School Association of the American International School of Vilnius (AISV), hereinafter called the PSA.
- 1.2. The PSA is a non-profit, nonpolitical, volunteer organization run by AISV parents, teachers and administrators.

**Article II: Purpose and Goals**

- 2.1 The PSA supports AISV through providing an active, engaging and fun social environment for AISV students and their parents.
- 2.2 The PSA supports the Mission Statement of AISV\*.
- 2.3 The goals of the PSA are to:
  - a) represent parents in the AISV community,
  - b) organize activities and programs which enhance AISV students' social experiences at AISV and strengthen the AISV community,
  - c) raise funds to support general AISV student activities,
  - d) support AISV in maintaining quality education through providing a nurturing social environment,
  - e) create ties to the local and international communities in Vilnius and across Lithuania, and
  - f) cooperate with other community organizations in support of charities.

**Article III: Membership**

- 3.1 All parents and official guardians of AISV students as well as teachers and administrators are members of the PSA.
- 3.2 Any member of the PSA may be elected as a PSA Board Officer.
- 3.3 There are no membership fees.
  - 3.3.1 AISV does not provide an annual budget to the PSA. The school may support individual PSA projects.
  - 3.3.2 PSA is a self-funded organization.
  - 3.3.3 Throughout the year, the PSA raises funds to support extra-curricular activities for AISV students and families, and to purchase equipment for AISV.

#### **Article IV: The PSA Board Elections**

- 4.1 The PSA Board members include: PSA President, PSA Vice President, PSA Treasurer, PSA Secretary, AISV Administration Representative, AISV Teachers Representative, and Room Parent Coordinator.
- 4.2 The PSA president is elected at the regular PSA meeting immediately prior to the AGM.
  - 4.2.1 At least two weeks prior to the PSA meeting where the president will be elected, the PSA Board will send an invitation to PSA members to propose candidates for the PSA President.
  - 4.2.2 Each member present at election meeting will have one vote.
  - 4.2.3 The President-elect is announced at the AGM.
  - 4.2.4 In the event no new president has been identified prior to the AGM, the PSA may elect the president at any other PSA meeting using this procedure.
- 4.3 The AISV Administration Representative and AISV Teachers Representative are appointed by the school.
- 4.4 All other PSA Board Members are elected at regular PSA meetings. Each member present will have one vote.
- 4.5 Each PSA Board Member is elected to serve for a one year term. Each PSA Board Member may be re-elected for the same or different position on the PSA Board for an unlimited number of times.
- 4.6 Newly elected PSA Board Members assume official positions the day after election.

#### **Article V: Duties and Responsibilities**

- 5.1 All PSA Board Members have specific responsibilities:
  - 5.1.1 The PSA President directs and controls the business of the PSA as prescribed by these guidelines. The President is a non-voting member of the AISV School Board where she/he acts as the spokesperson for the PSA.
  - 5.1.2 The PSA Vice President performs the duties of the President in her/his absence and other duties as designated by the PSA Board.
  - 5.1.3 The PSA Secretary prepares and distributes the minutes of the meetings as well as other written communication from the PSA and maintains a record of all PSA activities for the school year which is provided to the next PSA Board.
  - 5.1.4 The PSA Treasurer assures the proper accounting and distribution of PSA funds and presents a status report of PSA funds.
  - 5.1.5 The PSA Room Parent Coordinator is responsible for communications with room parents and assists with administration of PSA-supported budgets for classroom use.
- 5.2 Active PSA Members help with decision making throughout the year. Active members commit to attend regular PSA Board meetings and actively volunteer to plan and implement PSA activities.
- 5.3 The distribution of memos and other information to PSA members from the PSA Board may be done via various sources, including, but not limited to, the AISV Friday folder, Weekly Agenda, e-mail, AISV Web Page, Facebook, and/or the PSA Bulletin Board.

#### **Article VI: Committees**

- 6.1 The PSA Board may appoint one or more committees to serve for a specified time and purpose. The President shall be an ex-officio member of all committees.
- 6.2 The PSA Board may appoint committees for purposes such as, but not limited to, after school activities, events, fundraising, and welcoming new families.

### **Article VII: The PSA Meetings**

- 7.1 PSA meetings will be held at least once a quarter during the school year. All PSA members are invited to attend.
- 7.2 Decisions in the PSA meetings are taken by a majority vote. The President decides in the case of a tie vote.

### **Article VIII: The PSA Financial Guidelines**

- 8.1 PSA funds are primarily used to support PSA events and activities that correlate with the PSA's Mission Statement.
- 8.2 The PSA's main operating fund is known as the PSA's Annual Budget and is generated by PSA fundraising activities. This budget is approved by the PSA Board at the start of each school year at a regular PSA meeting.
  - 8.2.1 The budget may be amended and approved by the PSA Board.
- 8.3 Any PSA Annual Budget funds available after the general expenses have been paid may be used to purchase items from AISV's Wish List. Proposals for wish list items will be reviewed and approved by the PSA Board.

### **Article IX: PSA Guidelines**

- 9.1 These guidelines are subject to annual review and may be changed by PSA Board decision.

\*AISV MISSION STATEMENT: Here at AISV we are committed to ensuring all students reach their full potential.