



## **POLICIES OF THE IVY CLASSICAL ACADEMY PARENT SERVICE ORGANIZATION (PSO)**

### **Article I – Name**

1.1 The name of the organization shall be the Ivy Classical Academy Parent Service Organization (hereafter “PSO”).

1.2 No use may be made of this name or representatives appointed for this organization without the approval of the Head of School. The PSO may not create or maintain its own email distribution lists, social media pages, or other forms of communication outside of regular school channels.

### **Article II – Objective**

2.1 The PSO is organized exclusively to support the mission and activities of Ivy Classical Academy (hereafter “ICA”) through volunteer, fundraising, and other supportive activities.

2.2 Any parent, grandparent, guardian, or other adult legally recognized *in loco parentis* for a student enrolled at ICA in good standing may join the PSO. The annual membership fee is \$10 per adult member.

### **Article III – PSO Leadership Team**

3.1 The PSO Leadership Team is organized and possesses such responsibilities as are described below.

3.2 All members of the PSO Leadership Team shall, at all times, maintain the following qualifications and standards:

- A. Have a child enrolled at ICA.
- B. Be devoted to the purpose and mission of ICA as defined by the Family Handbook and School Leadership.
- C. Strive to promote an open and positive relationship with School Leadership.



- D. Maintain appropriate leadership decorum rising above petty differences, gossip, and personal feelings, thus protecting the integrity of the position and setting the example for healthy conflict resolution.
- E. Have an up-to-date and approved background check on file with ICA.

3.3 All members of the PSO Leadership Team are appointed annually by the Head of School. The selection process is as follows:

- A. PSO members who have a desire to serve on the PSO Leadership Team may request to serve in writing by emailing the Head of School. Such requests must be received by the Head of School by the end of July each year.
- B. The Head of School, with the advice of the existing PSO Leadership Team, will review and select interested members to fill each open position on the PSO Leadership Team.
- C. Existing PSO Leadership Team members may be re-appointed. There are no term limits. If a member of the PSO Leadership Team wishes not to be re-appointed, they should communicate this to the Head of School.
- D. New appointments to the PSO Leadership Team will be announced in August each school year.

3.4 Vacancies: Any vacancy in a position on the PSO Leadership Team because of death, resignation, or inability to serve shall be filled by the Head of School for the unexpired portion of the term.

3.8 Resignation: Any member of the PSO Leadership Team may resign at any time by giving written notice of resignation to the PSO President and Head of School. Any such resignation shall take effect at the date of receipt of such notice or at any later date therein specified, and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

3.9 Removal: If any member of the PSO Leadership Team shall, at any time, cease to meet the qualifications or fulfill the duties of their position, that person may be removed by the Head of School.

#### **Article IV – Duties of PSO Leadership Team Members**

- 4.1 The PSO Leadership Team Members shall include the following:
  - A. President



- B. Secretary
- C. Events Committee Chair
- D. Athletics Committee Chair
- E. Arts Committee Chair

4.2 The Head of School may add additional positions to the PSO Leadership Team as necessary.

4.3 The President's responsibilities are:

- A. The President shall preside at all PSO meetings.
- B. The President shall represent the PSO at all necessary meetings.
- C. The President shall coordinate the work of the members and committees of the PSO in order that the school's objectives may be accomplished.
- D. The President shall be designated, by mutual agreement, as the primary contact for the administration.
- E. The President shall be an *ex-officio* member of all committees.
- F. The President consults with members and committee chairs before each meeting to ensure the details of the meeting are ready as planned.
- G. The President delivers to successor, all books, papers, and correspondence pertaining to the position of the PSO President.
- H. The President can delegate any duties of the President role to other PSO Leadership Team members.

4.4 The Secretary's responsibilities are:

- A. The Secretary shall create and distribute an agenda for each PSO meeting.
- B. The Secretary shall document business conducted at PSO meetings.
- C. The Secretary has, on hand for reference, a copy of these procedures, minutes of the previous meeting, any necessary forms, and list of committees.
- D. The Secretary, or her/his designee, conducts the correspondence of the PSO.
- E. The Secretary is responsible for providing information to the school for regular distribution.
- F. The Secretary presides at meetings in the absence of the President.
- G. The Secretary maintains and presents a report of fundraising and expenditures.
- H. The Secretary, with mutual agreement, may delegate any duties of Secretary to other PSO Leadership Team members.

4.5 The Events Committee Chair's responsibilities are:



- A. Assists in planning for and implementing events both during the school day (field trips, special assemblies, guest speakers, etc.) and before/afterschool (dances, trivia nights, etc.)
  - B. Maintains a roster of parent volunteers and chaperones.
  - C. Coordinates with vendors and other community members for catering and special events.
  - D. Provides recommendations to the Head of School for community participation opportunities and events to add to the school calendar.
  - E. Creates and oversees subcommittees for individual events.
- 4.6 The Athletics Committee Chair's responsibilities are:
- A. Defines, plans, and oversees the execution of all PSO activities related to athletics.
- 4.7 The Arts Committee Chair's responsibilities are:
- A. Defines, plans, and oversees the execution of all PSO activities related to arts, music and drama.

## **Article V – Conduct of Business**

- 5.1 The duties of the PSO Leadership Team shall be to:
- A. Carry out necessary business between meetings in preparation for PSO meetings;
  - B. Assist the Head of School in creating a calendar of events, fundraising goals, and extracurricular budgets
  - C. Create special committees and subcommittees, as needed;
  - D. Appoint chairs for special committees and subcommittees;
  - E. Approve the work of the committees.
- 5.2 Regular meetings of the PSO will take place the first Thursday of each month of the school year 6pm in the school cafeteria.
- A. ICA will remind PSO members of each meeting through its weekly newsletter and social media.
  - B. All PSO members are highly encouraged to attend monthly PSO meetings.
  - C. PSO meetings will include updates from the appropriate members of the PSO Leadership Team on fundraising efforts, events, and other updates.
  - D. New volunteer opportunities will also be made available at PSO meetings.



E. Each PSO meeting will also include a presentation on some aspect of the curriculum and culture of ICA by school personnel or a guest speaker.

5.3 The PSO Leadership Team will meet in the Head of School's office at 3pm on the Tuesday preceding each PSO meeting.

### **Article VI – Communication**

6.1 All communication from the PSO to members of the community or to the school as a whole must be approved by the Head of School and flow through official school communication channels.

### **Article VII – Committees**

7.1 Membership: Committees may consist of individuals satisfying the standards described herein, President acting as an ex officio member of all committees.

7.2 The Standing Committees shall be:

- A. Athletics
- B. Arts (Music, Visual Arts, and Drama)

7.3 A description of duties for each Standing Committee shall be developed and approved by the PSO President and Head of School and may be amended or modified by the PSO Leadership Team as needed.

7.4 Additional Committees: The PSO Leadership Team may appoint additional committees and subcommittees as needed.

### **Article VIII – Finances**

8.1 Financial Objectives: In consultation with the Head of School, the PSO Leadership Team will assemble fundraising goals that promote the life of the school by funding various initiatives such as campus needs, classroom needs, clubs, activities, teacher bonuses, etc. Objectives and spending shall be selected and a target amount set for the year.

8.2 Accounts: The PSO is not a standalone entity and may not have its own bank account. All funds will be deposited into the ICA bank account.



8.3 Cash: The PSO shall not collect cash for any purpose. All payments will use the school's credit card and online payments systems.

8.4 Expenditures: The Head of School will use the school's means of payment to pay for any purchases made by the PSO.

8.5 Reporting: The Secretary, in conjunction with the Head of School will maintain an accurate account of funds raised by PSO efforts and funds expended for PSO efforts. The PSO President and/or Secretary will present this information at each monthly PSO meeting.

## **Article IX – Fundraising Policy and Procedures**

9.1 Fundraising Policy: The PSO is a crucial part of the fundraising efforts of ICA. As such, this policy provides guidance on the considerations that must be taken for any fundraising effort made on behalf of ICA or the PSO.

9.2 Requirements:

- A. Fundraising activities must uphold any legal, statutory or regulatory requirements, and must adhere to ICA's virtues.
- B. Fundraising activity must be approved by the Head of School.
- C. The PSO Leadership Team must ensure funds received are used in strict accordance with the fundraising agreement.
- D. The company, organization, partnership, or activity involved in the fundraising should not contradict ICA's mission, goals, or objectives.

9.3 Definitions:

- A. A donation is a gift for which no direct benefit is sought.
- B. A sponsorship occurs when a business provides money in order to secure the marketing and promotion of its business name, products, services, or image.
- C. A grant is a monetary gift given to an individual or an organization for a specific purpose. There is an obligation to fulfill any criteria the funding body may place on the grant. As such, any grants sought in the name of ICA must be agreed upon by ICA's Head of School prior to application.

9.4 Role of PSO Leadership Team members: PSO Leadership Team members must be able to demonstrate they are acting in the best interests of ICA and will not derive any personal benefit from the funding.



## **Article X – Conflicts of Interest**

10.1 Whenever a member of the PSO Leadership Team has a personal or financial interest in any matter coming before the PSO Leadership Team, that member must ensure that the conflict of interest is fully disclosed to the Head of School and PSO President and may not take part in the decision making process related to that interest.

10.2 An employee of ICA or any person who is personally compensated by ICA may not be a member of the PSO Leadership Team.

## **Article XI – Amendment Process**

11.1 These policies may be amended or repealed and new policies may be adopted at the discretion of the Head of School.

## **Article XII – Authority**

12.1 If any part of these policies shall conflict with the decisions, policies, or procedures adopted by ICA, they shall be deemed null and void. The PSO exists and serves at the pleasure of the ICA Head of School. In the unlikely event that the Head of School concludes, at sole discretion, that any action or activity of the PSO reflects poorly on ICA, the Head of School may dissolve the PSO.