

American School of Paris
PARENT FACULTY ASSOCIATION BY-LAWS

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The American School of Paris

PARENT FACULTY ASSOCIATION BY-LAWS

Approved: January 15, 2007

1.0 NAME

This organization shall be known as the Parent Faculty Association (PFA) of the American School of Paris (ASP).

2.0 PURPOSE

This non-political, non-partisan association shall function as a service and support organization to the faculty and parent body of the American School of Paris.

3.0 MEMBERSHIP

All ASP faculty, administration, administrative support staff and parents of ASP students shall automatically be members of the PFA.

4.0 PFA BOARD

The PFA Board shall have general charge and control of affairs and property of the PFA in accordance with the by-laws. All members of the PFA Board must be parents of ASP students with the exception of the faculty representative. An individual PFA Board member may cast only one vote despite holding more than one voting position.

The PFA Board shall consist of the following four groups of voting members:

Executive Officers, see section 5.0;

Chairpersons of PFA Organizations, of which a list will be provided by the Executive Officers in October of every year, see section 6.0;

Head Liaisons, see section 7.2;

Faculty Representative, see section 8.0.

The PFA Board has the right to create or eliminate organizations to a maximum of twenty-one (21) total PFA Board members.

4.1 PFA Board Meetings

PFA Board members shall attend all PFA meetings. If they are unable to attend they shall send a representative or a written report, via email, to all PFA Board Members. The President will refer to that email report at the meeting.

A majority of Executive Officers (see section 5.0) shall constitute a quorum for voting purposes. Any Executive Officer position that is held as by two or more persons (as a "Co" position), shall share one, single vote.

Voting may occur via email, online voting, phone conference, or physical meeting.

PFA Board meetings are open to all members.

Those wishing to be on the agenda must submit a phone or email request to the President at least 48 hours prior to the day of the scheduled meeting. Notice of meetings will be posted on the website, in the ASPECT and on the PFA bulletin board at least one week prior to each meeting.

Minutes shall be taken at all PFA Board meetings and be made available to members.

4.2 Special Meetings

Special meetings may be called by the PFA Board or on the signed request of at least 40 members of the Association. This request must be directed to the Secretary. Prior notice of such special meetings and their purpose shall be made available to all PFA members with a minimum of 48 hours notice.

In the absence of a directive from the President, the Secretary is obliged to set the time, date and place of meetings and post notice of such (per section 4.1). The PFA Board shall meet once a month during the regular school year.

5.0 EXECUTIVE OFFICERS

The general management of the PFA shall be vested in the Executive Officers who shall take action to implement the purposes of the PFA. The Executive Officers shall include a President, First Vice President, Parliamentarian, Secretary and Treasurer. An Executive Officer will not hold more than one Executive Officer position.

Executive Officers may hold their positions for a maximum of two consecutive years, with the possibility of a one year renewal. They are expected to attend all PFA meetings and the Executive Officer meetings. They are expected to help with all events the Executive Officers choose to sponsor for the year. They will keep detailed and accurate records of the events, activities, and budgets that are their responsibilities. They will provide a set of position and procedure guidelines to the Parliamentarian in May.

The Executive Officers will vote on financial matters of the PFA and will report its expenditures and decisions at the PFA Board meetings and to the general membership via email, website posting, or the ASPECT. The Executive Officers will keep the community informed of ongoing activities.

The Executive Officers shall hold meetings (separate from the PFA Board meetings) no fewer than three (3) times during its term of office.

A majority of the Executive Officers shall constitute a quorum. A majority vote shall carry. Minutes shall be taken at Executive Officer meetings. Any decisions made shall be reported at the next PFA Board meeting.

In the case of a decision that can not wait until the next scheduled PFA Board meeting, the Executive Officers shall meet and have all the powers of the PFA Board.

5.1 EXECUTIVE OFFICER JOB DESCRIPTIONS

5.11 PRESIDENT

The President shall function as the executive head of the PFA and shall call and chair PFA Board and Executive Officer meetings, and shall appoint and assign such committees as are required for proper functioning of the PFA. If the President must be absent from a PFA meeting, the First Vice President will chair the meeting. The President will monitor the activities of the PFA Organizations, Liaisons, and Executive Officers to insure that they are active and meeting their purposes. The President shall be a member, ex-officio, of all attending and special committees, except the Nominating Committee if the President plans to stand for re-election. The President will act as the representative of the parent community of ASP with the Head of School and the Board of Trustees.

5.111 Finance

The President is authorized to sign all checks for the PFA (see section 5.161). The President, with the written consent of the Executive Officers, may disburse funds up to 1000 euros, if the situation arises, between PFA meetings. The President may sign PFA checks valued up to 2000 euros and will co-sign all PFA checks above 2000 euros with the First Vice-President. All such checks will be written after approval by Executive Officers. The President will meet with the Head of School to discuss the end of year allocation of funds made by the Executive Officers, before grant, scholarship or endowment selections take place.

5.112 Communication

The President will write an article for each ASPect to update the parent community on PFA activities. The President will provide information to be posted on the ASP PFA website by the Secretary. The President, with all other Organization Heads, will provide the required information for ASP's summer booklet.

5.113 Host(ess)

The President will be available to welcome new families on Orientation Day, at the Welcome Committee seminars, and act as the representative of the PFA at other events where required.

5.114 Board of Trustees Representation

The President, or other Executive Officer as designated by the President, will be the PFA representative to the Board of Trustees and shall keep abreast of the activities of the Board of Trustees and make a report of these activities at PFA Board meetings.

The President will, in consultation with the Board, designate Executive Officers or other qualified PFA members, to sit as voting members on the following Board of Trustees Committees. The three positions on the Finance, Development and Trustees Committees may be filled by a single person or up to three different people:

Finance Committee – 1 position

Development Committee – 1 position

Trustees' and Policy Committee – 1 position

Education Committee – 3 positions (Head Liaisons of Lower, Middle and Upper Schools)

The designated Committee members will keep abreast of the activities of the Committee and report on these activities at PFA Board meetings. This section of the by-laws can be amended only with the approval of the Chairperson of ASP Board of Trustees, Trustees and Policy Committee.

5.12 FIRST VICE PRESIDENT

The First Vice President shall assist the President, assuming the duties of that office when necessary. In the event that the office of President is made vacant, she/he shall fill the position until a replacement has been appointed to the Presidency by an election of the PFA Board.

5.121 Liaisons

The First Vice President shall ensure that the Upper School, Middle School, and Lower School liaisons meet monthly and shall attend these meetings or obtain detailed minutes. The First Vice President will maintain communication amongst the three schools and coordinate activities such as the Faculty Appreciation Luncheon. The First Vice President will notify the President on any issues or problems that arise with respect to the Liaisons and provide copies to the Secretary of all Liaison meeting and other correspondence. The First Vice President will provide updates on the activities of the Liaisons at PFA Board meetings

5.122 Check Signing Authority

The First VP will have check signing authority for the Association. The First VP will be responsible for reviewing check disbursements prepared by the treasurer and authorizing payments/checks with his/her signature.

As an Executive Officer, the First Vice President will attend PFA Board and Executive Officer meetings, help with any events or activities the Executive Officers choose to sponsor, and carry out the responsibilities as described in these by-laws.

5.13 PARLIAMENTARIAN

The Parliamentarian shall assist the President, assuming the duties of that office in the absence of the First Vice President. In the event that the office of Treasurer is made vacant, the Parliamentarian is to take over the responsibilities of Treasurer. When there is more than 60 days left in the school year, the PFA Board has the right to elect another Treasurer from the membership for the remainder of the school year.

The Parliamentarian shall act as Parliamentarian at all meetings of the PFA.

5.131 Bylaws

The Parliamentarian will compile and distribute the by-laws and guidelines to the incoming PFA Board and ensure that all PFA activities function within these guidelines at all times. In the absence of the Parliamentarian at any PFA meeting, the President shall, as first order of business, appoint an acting Parliamentarian. The Parliamentarian will coordinate the by-law amendment and revision process each year, to be completed by April.

In June, the Parliamentarian will provide the incoming Executive Officers, Heads of Organizations, Liaisons, a package containing the current by-laws, guidelines, approved budget, and position summaries.

5.132 Filling positions on the PFA Board

In March, the Parliamentarian will post announcements on the ASP website and in the ASPECT for the PFA Board positions to be filled for the following year. In the event that an election is required, the Parliamentarian will organize and conduct the election in May.

5.133 Grants/Endowments

The Parliamentarian is the initiator and organizer of the Lyle-Nicoll Merit Award Committee and shall be responsible for distribution of the applications for this award to all Seniors. (See attached Lyle-Nicoll Merit Award guidelines.)

As an Executive Officer, the Parliamentarian will attend PFA Board and Executive Officer meetings, help with any events or activities the Executive Officers choose to sponsor, and carry out the responsibilities as described in these by-laws.

5.14 SECRETARY

The Secretary shall keep and file minutes of the Executive Officer and PFA Board meetings. The Secretary shall make copies of these minutes available, via email, to all Board Members, upon request, to any member of the Association. The Secretary shall be responsible for all official correspondence of the PFA and the Executive Officers.

5.141 Record-keeping

The Secretary will take, file and backup electronically minutes for all PFA Board, Executive Officers, and Liaison meetings as well as the monthly status reports from PFA Organizations (see section 6.0). A copy of these reports will be provided to the Head of School, upon request.

5.142 Inventory

The Secretary and Vice Presidents-Events shall update, annually, a record of all PFA inventory from the Executive Officers and PFA Organizations (see section 6.0). Keys will be collected and redistributed to the chairpersons of PFA Organization Heads in June.

The Secretary will be the contact person for organizing meetings and events to ensure that scheduling conflicts do not arise. This will be done in June of the preceding school year and will be coordinated with the Head of School and the Board of Trustees. The President will assist the Secretary with calendar planning. The calendar will then be posted on the ASP PFA website.

As an Executive Officer, the Secretary will attend PFA Board and Executive Officer meetings, help with any events or activities the Executive Officers choose to sponsor, and carry out the responsibilities as described in these by-laws.

5.15 TREASURER

The Treasurer shall keep the financial accounts of the PFA. The Treasurer works in accordance with the PFA Fiscal Policy as outlined in this document (see section 9.0). The Treasurer shall present an annual budget at the initial PFA Board Meeting. The Treasurer shall prepare and present monthly financial statements. The books will be brought to a trial balance by the 30th of June. A balance of the estimated operating costs for the following school year is to be in place each September.

The Treasurer shall be custodian of all income and approved expenditures. The Treasurer shall prepare an annual report to be kept on file and available to the membership. The accounts shall be available each June for audit by the ASP Accounting Department. The Treasurer will coordinate the audit with the Chairpersons of all PFA financially independent Organizations (see section 6.1).

5.151 Signing Authority, Carte Bancaire, Safe

The Treasurer is not authorized to sign checks. The President, First Vice-President and Phillippe Landrin, accountant with ASP (or his successor) will have check signing authority for the Association. The treasurer is

responsible for reviewing all disbursement requests and preparing the related checks.

The Association has obtained a carte bancaire for its general accounts to be used for online (internet) purchases. Each year, the President will provide Philippe Landrin (or his successor) a list of persons authorized to use the carte bancaire on behalf of the Association. The Association has a safe in the Community Room. Deposits for the Association may be made to the safe and will be collected periodically by the Treasurer.

5.152 Budget Submission and Expense Reimbursement

In May, the Treasurer will request budgets for the upcoming school year from the Executive Officers and other PFA Board Members. The Treasurer will present these budgets for discussion and approval at the June Executive Officer Meeting. The budgets will then be presented to the PFA Board at the June PFA Meeting. All reimbursement requests must be made using an expense report provided by the Treasurer and must be signed by an Executive Officer or the Chairperson of the appropriate PFA Organization.

As an Executive Officer, the Treasurer will attend PFA Board and Executive Officer meetings, help with any events or activities the Executive Officers choose to sponsor, and carry out the responsibilities as described in these by-laws.

6.0 PFA ORGANIZATIONS

PFA Organizations are groups, formed under the auspices of the PFA Board and its by-laws that contribute to the service and support objectives of the PFA.

Individuals may hold only one vote on the PFA Board but may hold more than one Chairperson position with the approval of the Executive Officers. Co-Chairs share one vote. See Appendix I for a list of core organizations.

6.1 Financially Independent Organizations

Financially independent organizations are defined as those who have their own Chairperson and treasurer. They maintain financial independence from the PFA but must supply the PFA Treasurer with a full accounting of their activities in May of each year.

All financially independent organizations must be approved by the PFA Board and the Head of School

The Chairperson of each Organization will provide representation to the PFA Board who will attend monthly PFA Board meetings and provide a summary to the PFA on the status of the Organization and activities.

The Chairperson will support the PFA and will communicate the PFA expectations for the Organization to its membership, paying particular attention to the PFA fiscal policies (see section 8.0). The Chairperson will be responsible for publishing the Organization's news in the

ASPECT. In June, the Chairperson will work with the Treasurer to provide financial information required for the ASP audit.

The PFA Board will offer its support to each Organization and will work with them in order to serve the ASP community.

6.2 Financially Dependent Organizations

Financially Dependent Organizations rely on the treasury of the PFA to fund their activities and for reimbursement of expenses (see section 5.162). All income earned is to be submitted to the Treasurer and is added to the PFA accounts. Activities of these Organizations are carried out under the auspices of the PFA Board and must have approval of the Head of School. Each Organization has a Chairperson but does not require a treasurer.

The Chairperson of each Financially Dependent Organization will attend monthly PFA Board meetings and be prepared to provide a summary on the status of their Organization and its activities. The Chairperson will support the PFA and shall communicate the PFA expectations for the Organization to its membership, paying particular attention to the PFA fiscal policies (see section 9.0). The Chairperson will be responsible for publishing the Organization's news in the ASPECT. Each Chairperson will provide the Parliamentarian with position and procedure guidelines for use by the incoming Chairperson, in May.

7.0 LIAISONS

Liaisons are parent representatives for each grade level within the school. As ambassadors for the school, liaisons are a point of contact and communication between the school and the parents. Their role is to assist parents to find the appropriate resource to have questions answered. Liaisons work with the administration and teachers to coordinate grade level parent meetings and school sponsored activities and field trips. Liaisons assist in recruiting parents volunteers for all PFA events.

7.1 Liaison Guidelines

A full job description for liaisons has been developed through the coordination of the Executive Officers and ASP administration. No changes may be made unilaterally to these guidelines by either group. A current set of these guidelines is available from the Secretary of the PFA or from the office of the Assistant Head of School, and is attached hereto. See Appendix II. B.i.

7.2 Head Liaisons

There are three Head Liaisons; one each for the Lower School, Middle School and Upper School (Divisions). The Head Liaisons represent the parent community at monthly Board of Trustee Education Committee Meetings. The Head Liaison is responsible for scheduling monthly meetings with the Division Director and the Grade Level Liaisons and for filing the minutes with the First Vice President. Head Liaisons are responsible for keeping the First Vice President informed of ongoing activities or of concerns. The position of Head Liaison may be held for a maximum of two (2) consecutive years with the possibility of a one-year renewal upon approval by a vote of the Executive Officers.

7.3 Grade Level Liaisons

Grade Level Liaisons are selected as follows: one each for grades K,1,2,3,4,5 and two each for grades 6,7,8,9,10,11 and 12. The K-5 level Liaisons will be assisted by Room Parents in organizing class parties and events. Grade Level Liaisons attend monthly meetings scheduled by the Head Liaison for their Division to discuss activities, events and issues. Each Head Liaison will be allotted at the beginning of the school year funds equal to the product of (i) a per student amount indicated in the Liaison Fund Financial Guidelines and (ii) the number of students in their respective Division based on the enrollment in such Division as of August 31st of that year. Funds will be disbursed as agreed by the Treasurer and each Head Liaison. All these funds are to be clearly accounted for and the accounting presented to the PFA Board in time for the May Board Meeting.

8.0 FACULTY REPRESENTATION ON THE PFA

A teacher or other faculty representative has a position on the PFA Board. This representative, selected by the ASP administration, will be responsible for encouraging faculty participation in social and fund-raising events sponsored by the PFA and will represent the interests of the faculty as they pertain to PFA activities.

9.0 FISCAL POLICY

The fiscal year shall run from July 1st to June 30th of the following year. The books and accounts of the PFA and its Financially Independent Organizations shall be kept in accordance with sound accounting practices and shall be audited yearly by an ASP appointed auditor. A copy of the financial report shall be on file and open to the membership upon request.

9.1 Donations

The Executive Officers shall determine annual donations designated from income generated from PFA activities, with the approval of the PFA.

PFA funds expended on gifts and donations shall be published in the ASPect and put on the website (grants, scholarships, endowments, etc.) The PFA shall not contribute to alleviate a deficit incurred in the normal operating procedures of the school.

9.2 Starting Balance for Incoming PFA Board

The outgoing PFA Board shall leave, at minimum, the funds to cover the estimated PFA operating costs for the upcoming school year based on budgets and forecasts prepared in June.

9.3 Budget Preparation

All PFA Board Members are to present a proposed annual budget at the June PFA meeting (with the exception of Financially Independent Organizations).

All expenditures, outside of the budget, must be approved by the Executive Officers in advance. Budgets for events or fundraising projects must be submitted in advance to the treasurer. Reimbursement will not be made for unapproved expenditures.

9.4 Expense Reimbursement and Financial Guidelines

Organization Chairpersons may request up to 500 euros in advance from the Treasurer to meet expenses, with the approval of the Executive Officers.

Expenses for *pre-approved* expenditures may be made only by using a PFA reimbursement form signed by an Organization Chairperson and accompanied by original receipts. No other expenses will be reimbursed without the proper authorization. Organization Chairpersons shall keep accurate financial records, which they will submit to the Treasurer or President after the event or by June.

No student organization shall be paid a fee for services rendered to the PFA.

No Board members shall be paid a fee for services rendered to the PFA.

In the event that this Association is dissolved, its assets shall be used for a gift to benefit the students of ASP with approval of the PFA Board.

10.0 BY-LAW AMENDMENT

These by-laws may be amended or revised at any PFA Board meeting by a two-thirds (2/3) vote of the PFA Board membership present and voting, or by email by two-thirds (2/3) vote of the PFA Board members voting, providing that written notice of the proposed amendment or revision, in its final form, is given to the PFA Board members at least seven (7) days before it is offered for adoption. Use of email is an acceptable form of written notice. This excludes those sections of the by-laws referring to

Board of Trustees representation (section 5.114) and Liaison Guidelines (section 7.1).

The by-laws will be presented by the Parliamentarian to the PFA Board and community for annual revision by the April PFA meeting.

11.0 PFA ELECTIONS

If more than one candidate comes forth for an Executive Officer or Head Liaison position, the Parliamentarian will run a written ballot election of the PFA membership. If an election is not required, then approval will be by the PFA Board at a meeting in May.

New Board Members shall be introduced at the June PFA meeting and will assume responsibility in June after a transition meeting between the outgoing and the incoming office holders.

APPENDIX I

A.i. Financially Independent Organizations 2004/05 (ref. Section 6.1)

A complete list is published in October of each year.

Core Financially Independent Organizations are as follows:

Friends of the Libraries

Friends of Arts

Sports Boosters

A.ii. Financially Dependent Organizations 2004/05 (ref. Section 6.2)

A complete list is published in October of each year.

Core Financially Dependent Organizations are as follows:

Holiday Boutique

The Holiday Boutique Chairperson(s) shall plan, coordinate and execute the holiday boutique, which is the major fund-raising event of the Parent Faculty Association. The chairperson shall coordinate and appoint sub-committee chairs for this event and oversee the event management. They shall submit a budget estimate, event plan, and event expectations to the Executive Officers prior to commencing the planning of the event. They will receive the full support of the Executive Officers in their endeavors. They will provide detailed reports, including recommendations for improvement, a summary of expenses and profits, a timetable of tasks, contact names, and other relevant information for this event. The reports will be filed with the Secretary.

International Day

The International Day Chairperson(s) shall plan, coordinate and execute the International Day, which is a fun day hosted by the PFA for the ASP community. The chairperson shall coordinate and appoint sub-committee chairs for this event and oversee the event management. They shall submit a budget estimate, event plan, and event expectations to the Executive Officers prior to commencing the planning of the event. They will receive the full support of the Executive Officers in their endeavors. They will provide detailed reports, including recommendations for improvement, a summary of expenses and profits, a timetable of tasks, contact names, and other relevant information for this event. The reports will be filed with the Secretary.

Video Club

The Video Club Chairperson is responsible for video club memberships, video club volunteers and maintaining the video club. The Video Club Chairperson will set policies, rules, operating hours and make purchases, with the approval of the PFA Board. The Video Club Chairperson will assist the PFA Board in recruiting volunteers for PFA events.

PFA Kitchen/Storage Room

The Kitchen/Storage Room Chairperson will oversee PFA kitchen and storage room usage, manage the sign-out log and submit a budget to the Treasurer in May for the upcoming school year. The Kitchen/Storage Room Chairperson will provide procedure and position guidelines to the Parliamentarian in May for use by the incoming Chairperson.

School Pictures

The School Pictures Chairperson coordinates the taking of school pictures with an outside photographer, the yearbook department and the parents and schedules picture taking days ensuring that these days meet the yearbook deadlines. The Chairperson collects funds payable to the PFA and distributes the pictures to the students. The Chairperson will provide position and procedure guidelines to the Parliamentarian in May.

Saturday Sports Program

The Saturday Sports Program Chairperson coordinates the Saturday Sports Programs for Lower and Middle School students. This includes organizing teams, scheduling times of play, providing the necessary equipment and providing trophies. The funds collected will be payable to the PFA. The Chairperson presents a budget for the upcoming school year in May. The Chairperson will provide position and procedure guidelines to the Parliamentarian in May.

Welcome Committee

The Welcome Committee organizes an orientation program for new families in September and January and assists the Admissions Office with providing information packets on Orientation Day. The Chairperson of the Welcome Committee will provide a budget request to the Treasurer in May for the upcoming school year.

Friends of the Cafeteria

The Friends of the Cafeteria Chairperson coordinates the Friends of the Cafeteria organization. The funds collected will be payable to the PFA. The Chairperson presents a budget for the upcoming school year in May. The Chairperson will provide position and procedure guidelines to the Parliamentarian in May.

Community Service

The Community Service Chairperson coordinates the Community Service organization. The funds collected will be payable to the PFA. The Chairperson presents a budget for the upcoming school year in May. The Chairperson will provide position and procedure guidelines to the Parliamentarian in May.

Appendix II

B.i. Liaison Guidelines

Purpose:

The Liaisons help enhance the quality of the learning environment of the school and serve to link together the ASP community. They are positive and supportive of the school in their relations with all elements of the ASP team: administrators, teachers, students and parents. They are a vital communication link between all these sources.

I. The Liaison Mindset

- A) Liaisons are committed to working constructively with the administration of the school for the betterment of all students at ASP.
- B) Liaisons must be good communicators, willing to listen, consider different points of view, and express their opinions openly and honestly.
- C) Liaisons are committed to seeing out their tasks and supporting their fellow liaisons, parents, and directors.

II. The Liaison Role

- A) Liaisons are positive ambassadors of the school.
- B) Liaisons are a point of contact and communication between the school and the parents. As such, they should be aware of the avenues of communication in the school and promote their use. They do not take individual complaints, but rather direct the parents to the proper individual in the school who can assist them.
- C) Liaisons welcome new families throughout the school year.
- D) They convey general parental concerns to the administration and make suggestions about potential changes.
- E) Liaisons encourage parent participation with school activities, functions and fundraisers.

III. Liaison Tasks

- A) Welcome New Families
 - 1) Assists with the organization of the "buddy system" in the Lower and Middle Schools
 - 2) Contacts new families, and welcomes them to the school in coordination with the PFA Welcome Committee.
 - 3) Answers questions of the new families, helps them contact other parents, and encourages them to be in touch with teachers and counselors.
- B) Attends Meetings
 - 1) Attends the regular meetings of Liaisons with Division Directors
 - 2) Head Liaisons attend monthly meetings of the PFA.
 - 3) Participate in Orientation meetings for new families
 - 4) Are present at, and assist with school functions whenever possible.
 - 5) Organize Teacher and Secretary Recognition Days.

- C) Assist Teachers and Administrators
 - 1) Lower School Liaisons accompany class field trips.
 - 2) Lower School Liaisons organize class parties.
 - 3) Liaisons assist with special class events and organize refreshments as needed.
 - 4) Middle School Liaisons assist with the organization of the Walkathon.
 - 5) Upper School Liaisons assist with refreshments for Career Day.
 - 6) Liaisons assist with school dances as needed.
 - 7) Liaisons keep the PFA 1st Vice President informed on any current issues of concern or credibility.
- D) Communication Between Liaisons and Division Directors
 - 1) It is important that liaisons be familiar with the schools' programs and evolution of the school.
 - 2) They inform the Directors of how they perceive the school and its programs, relay issues of parental concern, and provide parental point of view regarding potential initiatives of the school.

IV. Selection Process and Transmission

- A) Liaisons are volunteers who step forward, are suggested or are selected for consideration to be a liaison for the upcoming year. Names should be submitted to the current Liaison team and then to the PFA Board for review and selection in early May.
- B) Liaisons are responsible for seeing that information on their specific position is passed on to the upcoming new Liaison.
- C) Division Directors may offer suggestions or comments to the PFA on possible candidates if desired.
- D) Any issues of concern whether it be regarding selection, or matters at hand, that can not be handled within the immediate circle of Liaisons and Directors or Head are taken to the PFA 1st Vice President. The 1st VP reviews and investigates the concern and presents it to the PFA President and/or the Board. The PFA takes the necessary action to follow through.
- E) The relationship between a Liaison and their Division Director should be one of mutual respect for their opinions, responsibility and dedication to the betterment of the school.

B.ii. Liaison Fund Financial Guidelines

LIAISON FUND FINANCIAL GUIDELINES SEPTEMBER 3, 2007

Purpose:

The purpose of the Liaison Fund is to provide money for activities that will work toward the objectives of the PFA - namely, community building among the students themselves, between the parents and teachers, and within the parent community.

I. Specific Guidelines:

- A) Funds are to be calculated using official enrollment numbers at 31 August 2007.
- B) The allocation will be 8 euros per student.
 LS 245 x 8€ = 1,960€
 MS 186 x 8€ = 1,488€
 US 348 x 8€ = 2,784€
 Total allocation = 6,232€
- C) Funds are to be used for social or educational enhancement opportunities for the students only including class parties, music or theatrical presentations, etc.
- D) Funds are NOT for the purchase of classroom materials, teacher gifts, coffees or open house hospitality.
- E) The funds will be dispersed to the Head Liaisons by the PFA treasurer in check form. The first half in September and the second half in January.
- F) HEAD LIAISON responsibilities:
 - i. Keep record of expenditures (accumulate all receipts)
 - ii. Reimburse others by cash or personal check based on receipts
 - iii. Submit minutes of each liaison meeting to the PFA secretary to file.
 - iv. Provide an accounting at year-end in writing to the PFA Board before school closes.

PFA Board approved: _____

Presented by: Karen Guidette, President

Accepted by:

Lower School Head Liaison: _____

Middle School Head Liaison: _____

Upper School Head Liaison: _____

B. iii. Lyle-Nicoll Merit Award Guidelines

The Lyle-Nicoll Merit Award is a scholarship granted annually to an ASP Senior by the PFA. The award was established in memory of Jack Lyle, a faculty member and David Nicoll, a student, who were killed in 1979 separate tragic accidents. The award is in the amount of 2,000 euros. The award is open to all graduating ASP students regardless of nationality or location of school where pursuing further education. The award is based on good citizenship, strong academic commitment and desire for advanced education, as well as on financial need and is to be used by the recipient to assist in furthering his or her education.

In March, the Parliamentarian will send the Upper School Director a draft cover letter to the Seniors (see attached) and a copy of the application (see attached) to allow the US Director to inform the Seniors of the Award. A return date for the applications will be chosen, as agreed to by the US Director. Selection of a recipient will be determined by PFA (Parliamentarian and President, or other Executive Officer, as designated by the President), faculty and administrative representatives (as designated by the Upper School Director) and will be announced at graduation.

ATTENTION ALL SENIORS

LYLE-NICOLL MERIT AWARD APPLICATIONS NOW AVAILABLE

The Lyle-Nicoll Merit Award is a scholarship granted annually to an ASP Senior by the PFA. The award was established in memory of Jack Lyle, a faculty member and David Nicoll, a student, who were killed in separate tragic accidents in 1979. The award is in the amount of 2,000 euros. The award is open to all graduating ASP students regardless of nationality or location of school where pursuing further education. The award is based on good citizenship, strong academic commitment and desire for advanced education and is to be used by the recipient to assist in furthering his or her education.

Applications must be returned to Mrs. Stewart, in a sealed envelope, no later than _____. All 200__ ASP Graduates are eligible, so please apply.

GOOD LUCK!!



**American School of Paris Parent Faculty Association
Lyle-Nicoll Merit Award Application**

Applicant's Name and Address:

Father's Name, Address, occupation and marital status:

Mother's Name, Address, occupation and marital status:

I, the undersigned, verify that all information disclosed on this application is true to the best of my knowledge. I also authorize ASP to release my transcripts to the selection committee. I understand that all information provided is confidential and will be used only in the selection process for the Lyle-Nicoll Merit Award.

(Signature of applicant)

Lyle-Nicoll Merit Award
Part I (to be completed by applicant)

Graduation Date:

Dates attended ASP:

Activities in which you have participated during your high school years (including those outside ASP):

Offices that you have held during your high school years (briefly describe duties):

Awards or recognition you have received (describe how you qualified for the honor):

Describe or list in 50 words or less, any special financial needs or other motivation to explain why you are applying for a scholarship.

Briefly explain how you would use the 2000€ scholarship.

On a separate sheet of paper, please type a brief essay describing where and what you plan to study, as well as the experience(s) you've had during your high school years that were the most influential in choosing your current path.

