



Carlucci American International School of Lisbon

Parent Support Group
Mission and Organizational Guidelines
Carlucci American International School of Lisbon Bylaws

ARTICLE I - NAME

The name of the organization is the CAISL Parent Support Group (PSG).

ARTICLE II – PURPOSE AND ACTIVITIES

The purpose of the CAISL PSG is to promote a sense of belonging and positive mutual support among all members of the school community--parents, staff, and students. The PSG provides a means by which members contribute to the school with their ideas, time, energy, and expertise.

This purpose will be achieved by

- Organizing and Implementing all-school social events to promote community spirit.
- Providing support for programs and events organized and implemented by CAISL staff.

ARTICLE III – MEMBERSHIP AND DUES

- All parents or guardians and staff of CAISL are automatically members of the PSG.
- The organization will not charge membership dues.

ARTICLE IV–ORGANIZATIONAL STRUCTURE

The CAISL PSG works as a cooperative group without hierarchical structure.

ARTICLE V- ROLES AND RESPONSIBILITIES

While there is no formal organizational structure, various operational roles may be taken and a variety of responsibilities must be met. The roles and responsibilities include but are not limited to

- **Monthly Meeting Coordinator(s):** One or two people take responsibility each meeting for having an agenda and for acting as “chair” of the meeting, ensuring all are heard but none dominate and decisions are reached.
- **Treasurer:** There must be one or two people who will maintain the financial records for the PSG for the year and who will be the contacts with CAISL’s Business Office in this regard.
- **Primary Organizer of Event:** Each event must have one or two people who are in “overall charge” and responsible for ensuring that all functions are appropriately done and all responsibilities, including financial, are attended to and communication between and among all parties is accomplished in a thorough and timely manner.
- **Steering Committee:** A group of PSG members can act as a steering committee, referred to as the PSG-SC, with the purpose of facilitating and managing the smooth functioning of the PSG, in the interest of fulfilling the PSG mission.
 - The PSG-SC normally meets several days before the PSG General Meeting, and also on an as-needed basis, with the goal of:
 - (1) preparing the agenda for the GM
 - (2) addressing any questions or discuss any urgent issues that cannot wait for the next general meeting to be handled.
 - PSG-SC functions as a team, with no hierarchy.

- Any active member of the PSG can become a PSG-SC member by expressing the desire to become one, attending both PSG general meetings and PSG-SC meetings, and demonstrating a willingness to invest more time putting forth his/her skills to contribute to the success of the PSG.

ARTICLE VII –MEETINGS

There will be a CAISL PSG meeting held in most months of the school year to which all parents/guardians are welcome and encouraged to attend.

Other PSG meetings will be held as upcoming events require and attendees will normally be the Event Organizer(s) and other parents supporting the event organization.

At times the parents designated as the Monthly Meeting Organizers and the Treasurer will meet with each other and with school officials for organizational purposes and to validate financial records.

ARTICLE VIII-VOTING PROCEDURES

In general, the PSG does not vote. When a difference arises, an effort is made to discuss the matter until consensus is reached, if possible. If consensus is not possible and a decision is needed at the time and voting is the only way to come to conclusion, a simple majority of those present will suffice.

ARTICLE IX-FINANCES

The Treasurer(s) are responsible for ensuring validated accounts of income and expenditure for each event. Cash will be stored in the CAISL Business Office safe and amounts validated with the Business Manager.

All expenses which are to be reimbursed by PSG funds must have prior approval by both the Event Organizer and the Treasurers.

Only the designated Treasurers may access the cash and only by written request to the Business Manager.

PSG PROCEDURAL GUIDE

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