

**Miramar College
Child Development Center
Parent Student Advisory Board
By-Laws**

1. The name of the organization that is the Parent Student Advisory Board herein known as the P.S.A.B.
2. Purpose:
The P.S.A.B is established to open lines of communication between parents, students, staff and children.
3. Membership:
Any parent or student enrolled at Miramar College who is willing to uphold the policies of the P.S.A.B may become a member. Any member may become a voting member by being enrolled in a lab class at the Child Development Center. Any staff member at the Center may become a member of the Advisory Board without enrolling in a lab class. Meetings are open to all parents and students.
4. Officers
 - A. Requirements of officers:
 - 1) All executive board members must be currently enrolled in a lab class. Either CD-291, CD-160, CD-161, CD-270, or CD-275 enrollment in the Child Development Center will meet this requirement.
 - 2) Must have completed one semester in the Child Development Center lab.
 - B. Election of officers:
The nomination of the Executive Board shall be held annually in the spring Semester. The officers shall be elected by majority vote by ballot.
 - C. Faculty Advisor:
Director of Miramar Child Development Center or the designee appointed by the director
5. Job Requirements:
 - A. President
 1. Serve as presiding officer at all general, executive, and special meetings of P.S.A.B.
 2. Prepare an agenda for the meetings to be turned in to the faculty advisor the Friday before the meeting.
 3. Represent or designate a representative of the P.S.A.B at campus and community functions as required.
 4. Confer with Vice President on formation of committees needed by the Advisory Board.
 5. Maintain President's notebook: minutes, By-Laws, Treasurer's Reports and any other pertinent information

B. Vice President

1. Preside over meetings and assume all responsibilities and authority of the President in his/her absence.
2. Coordinate the activities of the committees.
3. Revise the By-Laws as needed.
4. Act as a liaison between all parents, students, and staff communicating necessary information to all lab classes.
5. Maintain Vice President's notebook: minutes, By-Laws, Treasurer's Report and any other pertinent information.

C. Secretary

1. Take the minutes of each meeting
2. Distribute copies of the minutes for each meeting at the next meeting.
3. Distribute copies of proposed amendments to the voting members one week prior to the meeting.
4. Post notice of meetings two days prior to the meeting at the Child Development Center in room F-209.
5. Document earned class credit from meetings on time cards.
6. Maintain Secretary's notebook: minutes, By-Laws, Treasurer's Reports and any other pertinent information.

D. Treasurer

1. Shall receive all monies from fundraisers and be responsible for accurate accounts of said monies.
2. In the event of the President and Vice President's absence, the Treasurer shall take on all responsibilities of said position.
3. Shall present a treasurer's report at each meeting.
4. Shall receive all financial requisitions and deposits. In the event of the Treasurer's absence, the requisition will be written by another board member and the faculty advisor. Copies will be promptly given to the Treasurer.

E. Public Relations Officer

1. Initiates and oversees all fund raising activities.
2. Shall be responsible for the necessary posters and flyers as needed to advertise the fundraisers to P.S.A.B members and through the campus.
3. Shall be responsible for securing the necessary approvals for all fundraisers.
4. Shall be responsible for contacting the necessary community businesses for donations to the Child Development Center.
5. Shall document earned class credit from fund raising events on time cards.
6. Shall maintain Public Relations Officer notebook: minutes, By-Laws, Treasurer's reports and any other pertinent information.
7. In absence of a Public Relations Officer, the Vice President will take over the duties and responsibilities of a Public Relations Officer.

F. Senator

1. Serve as liaison between ASC (Associated Student Council) and PSAB.
2. Shall be responsible to attend all the ASC and PSAB meetings. In case of a

- absence to the ASC, delegate the responsibility to another person.
3. Shall report all the news from ASC meetings and update all the PSAB members.
 4. Maintain Senator Notebook: meetings at ASC, flyers, news and any other related information.

6. Meetings

- a. There are a minimum of 4 Executive (Executive Board Meetings are optional) and 4 General P.S.A.B Meetings per semester.
- b. There shall be at least one general meeting per month during the school year unless otherwise decided by the executive board and faculty advisor. The executive board will determine meeting dates. One faculty advisor must be present at all meetings.
- c. For the purpose of voting at an executive meeting, a quorum of three executive board members and one faculty advisor is required. For the purpose of voting at a general meeting, a quorum of one executive member, six general members and one faculty advisor is required.

7. Purpose of Meetings

- a. Vote by majority on fundraisers and activities for the center sponsored by the P.S.A.B.
- b. Approve monies to be spent from P.S.A.B. Treasury by majority of voting members present.
- c. Communicate current concerns and information regarding the Child Development Center.
- d. In the event that a timely decision is necessary for any activity or decision affecting the PSAB, approval may be received by three executive board members and one faculty advisor.
Members will be notified at next general board meeting.

8. Monies

- a. A discretionary fund of \$50.00 will be established for spending needs with the written approval of the faculty advisory and one executive board member.

9. Amendments to By-Laws

- a. Amendments can be added or changed only if a quorum is present at the executive meeting and general meeting. (see meetings). A majority vote is needed to affect a change in the By-Laws.

10. Conditions of Executive Board Assignments

- a. An executive board member must notify the president a minimum of one day before a meeting if he/she will be absent.
- b. The president must notify a faculty advisor a day in advance if he/she will be absent from a meeting.
- c. Two unexcused absences per semester will constitute an executive officer to step down
- d. In the event of an emergency, where the officer is unable to give notice of absence, the executive board will decide if the absence is excused.
- e. In the event that an executive board member is unable to continue in post, the

faculty advisor and the executive board members shall immediately appoint a qualified person to serve in said position, until the next general meeting. This person will automatically be nominated, and an election will take place at that meeting.

11. Scholarships

- a. P.S.A.B awards two scholarships in the spring semester both for \$200.00 each.
- b. Recipients may receive either a P.S.A.B or Kathy Mangiamelli scholarship one time only.

P.S.A.B SCHOLARSHIP REQUIREMENTS

- c. Applicant must be current active member of the Parent Student Advisory Board, with current goal sheet signed.
- d. Applicant must be currently enrolled in Child Development 160, 161, 270 275, or 291 and is participating in the Miramar College Child Development lab.
- e. Student must be returning for the following semester.

KATHY MANGIAMELLI SCHOLARSHIP REQUIREMENTS

One scholarship per year is awarded for \$200.00.

- a. Must be a declared Child Development Major.
- b. Have a minimum G.P.A of 3.0.
- c. Have a minimum of 12 units completed in Child Development.
- d. Current enrollment in or completion of Miramar College Child Development lab classes.
- e. An essay on a current issue in Child Development or the importance of a child development teacher in the lives of children (1 or 2 pages typed).

Both the P.S.A.B general scholarships and the Kathy Mangiamelli memorial Scholarship is based on the established criteria stated in the attachment. The P.S.A.B President and Secretary will evaluate and review applicant's scholarship Awards. If either President or Secretary is applying for the scholarship, Vice President, Treasurer, and Social Chair (in that order) will perform scholarship Review.

Faculty Advisors

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Revised: September, 17th 2009