

# DRAFT

## HENRY HUDSON PARENT ADVISORY COUNCIL BYLAWS

### 1) Parent Advisory Council (PAC) Membership

All parents of students enrolled at Henry Hudson Elementary are members of the PAC.

Parent is defined in the *School Act* as:

- a) the guardian of the student or child;
- b) the person legally entitled to custody of the student or child; or
- c) the person who usually has the care and control of the student or child.

### 2) PAC Meetings

- a) An Annual General Meeting (AGM) shall be held in September to: 1) approve a budget for the school year, and 2) elect members to the Executive Committee for the school year.
- b) Additional meetings may be held throughout the school year.
- c) Notice of all PAC meetings will be published.
- d) Minutes of all PAC meetings will be taken and published.

### 3) Voting

- a) All parents of children enrolled at Henry Hudson Elementary are voting members of the PAC.
- b) A motion will pass if it receives a simple majority vote (50% plus one vote) of the votes cast.

### 4) Finances

- a) The Treasurer will present a Treasurer's Report and Annual Budget at the AGM.
- b) The fiscal year of the Henry Hudson PAC ends June 30th of each year.
- c) All funds will be kept on deposit in a bank or financial institution registered under the *Bank Act* or the *Credit Union Incorporation Act*.
- d) The Executive Officers shall name at least three signing authorities for banking and legal documents. Two signatures will be required on all of these documents.
- e) The PAC may not borrow money.

### 5) Executive Committee

- a) The affairs of the PAC shall be managed by the following elected Executive Officers:
  - i) Chair,
  - ii) District PAC Representative,
  - iii) Treasurer, and
  - iv) Secretary.

- b) The Executive Committee consists of the Executive Officers and the PAC Standing Committee Chairs.
- c) All parents of children enrolled at Henry Hudson Elementary are eligible to serve on the Executive Committee.

#### 6) Election of Executive Officers

- a) Executive Officers must be elected by the PAC membership at the AGM or at a subsequent meeting if the position is not filled at the AGM.
- b) The Executive Officers shall be elected by a majority vote from the voting members at the AGM.

#### 7) Executive Officers - Term of Office

- a) The term of office commences immediately following election at the AGM and continues until the next AGM.
- b) There is no limit to the number of years a person may hold an Executive Officer position.
- c) If someone is elected into an Executive Officer position, mid-way through the school year, they will hold that position until the AGM in September.

#### 8) Standing Committees

- a) The PAC has the following standing committees:
  - i) Fundraising Committee;
  - ii) Activities Committee; and
  - iii) Special Events Committee.
- b) Committee Chairs will serve as members of the Executive Committee to further the PAC projects and activities between regular meetings.
- c) Committee Chairs must be elected by the PAC membership at the AGM or at a subsequent meeting if the position is not filled at the AGM.
- d) The PAC Chair may establish ad hoc committees. The Chair may also appoint members and delegate tasks to those committees.

#### 9) Principal

- a) The Principal shall be a non voting member of the Executive Council.

#### 10) Code of Ethics

A parent who accepts a position as a PAC Executive Officer:

- a) upholds the constitution and bylaws of the PAC,
- b) performs their duties with honesty, respect, transparency and integrity, and
- c) ensures the well-being of students is the focus of all decisions.

#### 11) Executive Council Meetings

- a) Executive Council meetings shall be held regularly throughout the school year.
- b) Minutes will be taken and distributed to the Executive Officers and saved in the Henry Hudson PAC files.
- c) A motion will pass if it receives a simple majority vote (50% plus one vote) of the votes cast.

#### 12) Removal of an Executive Officer

- a) An Executive Officer may be removed by a simple majority vote (50% plus one vote) of the members of the Council present at a general meeting if a motion is brought forward citing the officer has failed to attend to the duties of the office.
- b) If the motion passes, the Chair may appoint an interim Executive Officer until a permanent replacement may be elected by the members at the next AGM.

#### 13) Executive Officer Vacancy

- a) In the event an Executive Officer resigns, the remaining Executive Officers may appoint a member to fill the vacancy on an interim basis until the next AGM.

#### 14) PAC Information

- a) The PAC will maintain a general email address.
- b) The PAC Constitution and Bylaws will be published on the PAC website.
- c) The Annual Budget will be published on the PAC website.
- d) Minutes from all regular meetings and the AGM will be published on the PAC website.

#### 15) Constitution and Bylaws

- a) The Chair shall review the constitution and bylaws annually to ensure they remain current and relevant.
- b) Amendments to the constitution and bylaws may be made by a simple majority vote (50% plus one vote) of the members present at a general meeting if a motion is brought forward with a specific amendment.
- c) A consolidated version of the constitution and bylaws shall be published on the PAC website.
- d) A constitution or bylaw amendment shall be dated, signed, and forwarded to the Vancouver School Board for safekeeping.

#### 16) Adopted

Adopted by: Henry Hudson PAC at Vancouver, British Columbia on XXXXX.

Signed By:

Nicole Parmar, PAC Co-Chair

Melissa Clements, PAC Co-Chair