



Hollyburn Elementary Parent Advisory Council

Constitution and Bylaws

CONSTITUTION

Name

- The name of the Association is the “Hollyburn Parents Advisory Council” (HPAC) (School District 45).
- The Council will operate as a non-profit organization with no personal financial benefit.
- The business of the Council shall be unbiased towards race, religion, gender, politics or any identifiable group.

Purposes

The purposes of the HPAC are to support, encourage and improve the quality of education and the wellbeing of the Hollyburn School students.

We will work together to:

- To encourage parent involvement in the school, and to support programs that promote parent involvement.
- To advise the School Principal and Staff on parental views about School programs, policies and activities.
- To communicate with parents and to promote cooperation between the home and the School in providing for the education of children.
- To contribute to a sense of community within the school
- To be the collective voice of parents in the school
- To organize HPAC activities and events, both fundraising and non-fundraising
- To contribute to the effectiveness of the School by promoting the involvement of parents and other community members.

Dissolution of the PAC

The PAC shall be dissolved in the event that:

- i. The School is permanently closed; or
- ii. There are too few parents willing to serve on the PAC Executive to fill the offices of Chairperson, Treasurer and Secretary.

In the event of dissolution or winding up of the PAC, any assets remaining after payment of all debts shall be invested in school supplies/resources for the benefit of the Hollyburn school community.

BYLAWS

Membership

- All parents and guardians of students currently registered at Hollyburn School may be voting members of the group. Membership is free.
- Non-voting membership: The School principal, vice-principal and staff are non-voting members. They are entitled to speak and to be heard at HPAC Meetings.
- Every member shall uphold the Constitution and comply with these Bylaws.
- Every member is encouraged to attend as many PAC meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

Meetings

- There shall be no fewer than six HPAC Meetings a year, including the Annual General Meeting, open to all members. HPAC meetings will take place on the second Tuesday of every month alternating between a morning and late afternoon time slot.
- Meeting dates may be re-arranged if less than 2 of the key Executives can attend.
- There shall be an Annual General Meeting held in June of each year.

Annual General Meeting

- There shall be an Annual General Meeting held in June each year.
- The business of the Annual General Meeting shall be to:
 - Receive from the PAC Executive a report of its activities during the school year.
 - Receive and adopt from the Executive a report of income and expenditures during the current school year.
 - Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year.
 - Establish the proposed priorities of the PAC for the coming year.
 - Receive reports from Executive members.
 - Confirm the PAC Executive for the next school year.
 - Transact such other business as may require the attention of the members.

Extraordinary General Meeting (Extraordinary Meeting)

- An Extraordinary General Meeting shall be called by the Chair upon receipt of a written request by members comprising 10% or more of the Membership setting forth the reasons for calling such a meeting.

- An Extraordinary General Meeting can also be called by the Chair for urgent business that requires a vote.
- The Extraordinary General Meeting shall deal only with the business stipulated in the request.

Voting

- The voting members present at any HPAC Meeting shall constitute a quorum of 3 members of the Executive.
- Unless otherwise provided, motions arising at any meeting shall be decided upon by a simple majority vote.
- In the case of a tie vote, the motion will be lost. The motion may however be brought again at a future meeting.
- Voting by members on all matters must be given personally; voting by proxy shall not be permitted.
- Voting shall be done by the show of hands.

Election of Executive Officers

The Executive will manage the HPAC affairs between meetings.

The Executive will include the Chair, Co-Chair (where applicable), Treasurer, Secretary and Hot lunch Coordinator.

- The Executive Officers shall be elected by the voting members at the HPAC Annual General Meeting, no employee/elected official of the School District or Ministry of Education shall hold an Executive position.
- The current Chair will ask the school parent community for any Executive Committee volunteers after Spring Break each year.
- Executive positions can be shared if agreed by the Chair. In the event an Executive position is shared, the position only carries one vote, and that Executive must be present at the meeting.
- Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until the position is filled.
- No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.
- Should an Executive Member fail to attend to the duties of office, the officer may be removed at an Extraordinary General Meeting called for that purpose, by an affirmative vote of 75% of the eligible members present.

Liability of Executives

Except for such costs, charges or expenses as are occasioned by his or her own willful neglect or default, each Executive of the PAC shall be indemnified and saved harmless from and against all expenses incurred or lawsuits brought against him or her in his capacity as an Executive of the PAC.

Term of Office

Any elected Member of the HPAC Executive may serve on the Executive for as many years as he/she is elected to a position and there is no other volunteer for this position.

Executive Officers

Chair/Co-Chair(s) - The senior officer(s) of the PAC executive committee

Duties:

- Plan and run the monthly HPAC Meeting, Annual General Meeting, and Special Meetings as they arise, using the Roberts Rules of Order
- Work with Secretary to ensure that an agenda is prepared and presented
- One of the signing officers for the HPAC
- Know the constitution, bylaws, and meeting rules
- Represent the parent body to: school administration, school board (SD45), and DPAC (District Parent Advisory Council)
- Meet and coordinate with the principal on a monthly basis
- Help plan events and committees with the PAC Executive
- Delegate events to event coordinators and provide them with support
- Help plan the annual budget and fund-raising activities.
- Attend various events: Welcome-to-Kindergarten, 'Meet the Staff Evening', Parent/Staff Appreciation Luncheon, etc.
- Communicate with the parents at regular intervals via email
- Official spokesperson for the organization

Vice Chair - Provides support to the senior officer

Duties:

- Assume the responsibility of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of their duties

Secretary – Responsible for recording and keeping the minutes

Duties:

- Responsible for recording and keeping the minutes of all PAC meetings and forwarding them to the Executive and the Principal for approval before posting to the Hollyburn school website.
- May be an additional signing officer

- Keep an accurate and up-to-date copy of the Constitution and Bylaws and provide copies to members upon request
- Attend monthly HPAC Meetings

Treasurer - Manages the finances for the PAC

Duties:

- Responsible for receiving all funds for the PAC and making bank deposits at a recognized financial institution approved by the PAC, in a timely manner
- Responsible for the safekeeping of all the PAC financial assets
- Distribute funds as authorized by the Executive and/or the PAC
- Maintain an accurate record of all expenditures to the appropriate GL
- Provide an accurate accounting and financial outcomes for all PAC events and initiatives
- Prepare the financial report to be reviewed at the monthly HPAC Meeting
- Prepare the budget with assistance and input from the Chair(s), Executive, and Principal and present it at the PAC Annual General Meeting in June
- Present an annual financial statement at the PAC Annual General Meeting in June
- Make financial documents available for viewing by members upon request
- Complete annual filing for provincial Gaming Grant
- Signing officer for the PAC (dual signatures required)

DPAC Representative - (District Parent Advisory Council)

Duties:

- Attend DPAC meetings (1st Wednesday morning of every month) and represent, speak, and vote on behalf of the PAC. Responsible to find another PAC Executive to attend in their absence so that Hollyburn is represented.
- Report to PAC on matters relating to the DPAC
- Renew Hollyburn PAC membership to the BCCPAC (if applicable)
- Attend monthly HPAC Meetings

Hot Lunch Chair – Overall administration and supervision of the Hot Lunch program

Duties:

- Select vendors and menu items which meet the Guidelines for Food and Beverage Sales in BC Schools
- Set up the MunchaLunch website for orders for each term, including all item costs so that session reports are accurate.
- Answer all parent inquiries regarding Hot Lunch via email or telephone.
- Collect payments and ensure all parent accounts are paid in full within 4 weeks of each term starting.
- Generate reports and labels and email them to vendors within the required timeline.
- Print out reports for the volunteers and ensure the reports are in the Hot Lunch binder prior to the actual Hot Lunch day.
- Reconcile vendor invoices with work orders and ensure accounts are paid and in good standing.

- Liaise with the office on communication of the Hot Lunch program, payments, and the arrival of new families.
- Attend monthly HPAC Meetings
- Hot lunch Coordinator is responsible for arranging Parent Volunteers to distribute hot lunch as needed
- Responsible for ensuring the Food Safety Plan is posted in the kitchen area and for training Parent Volunteers so that all food handling is conducted safely.

Finances

- A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the Annual General meeting each year.
- All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
- The Executive shall name at least three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two (2) signatures will be required for these documents.
- The Chair, Co Chair and Treasurer (Officers) shall have the authority to cover expenses for previously authorized Hollyburn School activities without further consent of the general membership.
- The Officers shall have the authority to spend up to \$150.00 for non-operating expenses without the consent of the HPAC membership.
- Expenditures in excess of \$150.00, and those not included in the above categories, must be approved by a simple majority vote at a HPAC General Meeting.
- A Treasurer's report to all members should be presented at each monthly HPAC meeting and made available to parents if requested.

Constitution and Bylaw Amendments

Amendments to the Constitution and Bylaws of the Hollyburn Parent Advisory Council may be made at any General Meeting, at which business is conducted, providing:

- Written notice of the meeting has been given to all members (14 days minimum).
- The notice of the meeting included notice of the specific amendments proposed.
- A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the HPAC Constitution and Bylaws.

Property in Documents

All documents, records, minutes, correspondence or other papers kept by a HPAC member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to a Chairperson when the member ceases to perform the task to which the papers relate.

Code of Conduct

- The Hollyburn Parent Advisory Council (HPAC) is not a forum for the discussion of individual School personnel, students, parents or any other individual members of the School community.
- An Executive Member who is approached by a parent with a concern is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- A parent who accepts a position as a HPAC Executive Member:
 - Upholds the Constitution and Bylaws, Policies and Procedures of the HPAC.
 - Performs her/his duties with honesty and integrity.
 - Works to ensure that the well-being of all students is the primary focus of all decisions.
 - Respects the rights of all individuals.
 - Takes direction from the members, ensuring that representation processes are in place.
 - Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
 - Works to ensure that issues are resolved through due process.
 - Strives to be informed and only passes on information that is reliable and correct.
 - Respects all confidential information
 - Supports public education

Special Circumstances

- In the case of “unusual circumstances”, for example a global pandemic, HPAC will abide by all public health orders and School District protocols/mandates.
- HPAC will work with the Principal to support the school, students and parents as needed at this time.
- HPAC will continue to operate with meetings taking place virtually.
- HPAC will adapt to the “unusual circumstances” to continue to fulfill its purpose to the best of their ability.

Adopted by Hollyburn PAC at West Vancouver, BC, on 25th January 2021.

Amended 5th Feb 2021 – removed Kelley Lloyd-Jones as Chair (children left the school)

Monica Scoles – Chair, Hot Lunch Co-Ordinator, DPAC Representative

Emma Kidman – Treasurer

Samantha Collier - Secretary