

**Hollyburn Elementary Parent Advisory Council  
School District #45 (West Vancouver)**

**Constitution and Bylaws  
(as amended December 5, 2024)**

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**SECTION I: NAME**

The name of the association shall be the Hollyburn Elementary Parent Advisory Council ("HPAC").

The HPAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the HPAC shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

**SECTION II: PURPOSES**

The purpose of the HPAC is to help foster the best educational climate possible for Hollyburn Elementary School ("School") students. Accordingly, the HPAC has the following objectives:

1. To communicate with parents about the School including its philosophy, goals, programs, personnel and regulations and to promote cooperation between the home and School in providing for the education of the students.
2. To advise the School Principal and staff on parental views about school programs, policies and activities.
3. To assist parents in accessing resources in the educational system and to advocate on behalf of parents and students.
4. To organize HPAC activities and events.
5. To contribute to the effectiveness of the School by promoting the involvement of parents and other community members.
6. To maintain communication with the DPAC (as defined below), the School Board (as defined below) and other relevant associations.

### **SECTION III: DISSOLUTION**

1. In the event of the dissolution of the HPAC and following payment of all outstanding debts, disbursement of the remaining funds will be decided upon by the HPAC members at the final general meeting.
2. In the event of the dissolution of the HPAC, all records of the organization shall be placed under the jurisdiction of SD #45 (as defined below) in the person of the Principal of the School.
3. The HPAC will be dissolved in the event that:
  - a. The school is permanently closed
  - b. There are too few parents willing to serve on the PAC Executive to fill the offices of Chair, Treasurer and Secretary

### **SECTION IV: INTERPRETATION OF TERMS**

**In this Constitution and the Bylaws, the terms mean:**

1. **"AGM"** - the HPAC Annual General Meeting.
2. **"DPAC"** - West Vancouver District Parent Advisory Council, which is recognized by the Board of Trustees of School District #45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
3. **"Parents"** - the parent, parents or guardian of a child or children in School District# 45
4. **"HPAC"** - the organized group of parents at Rockridge School recognized under the British Columbia School Act.
5. **"School Board"** -the duly elected Board of Trustees of School District # 45
6. **"SD # 45"** - School District #45 (West Vancouver)
7. **"School"** – Hollyburn Elementary School

8. **“Executive”** – Hollyburn Elementary PAC executive officers

## **BYLAWS**

### **SECTION V: MEMBERSHIP**

All parents and guardians of students registered at the School are members of the HPAC.

### **SECTION VI: MEETINGS**

1. There shall be an AGM for the purpose of electing the HPAC executive officers to be held at the end of each school year and at least 4 additional general meetings shall be held throughout the school year to conduct current business.
1. Executive officer meetings shall be held at the discretion of the executive officers.
2. General meetings will be inclusive and will be conducted efficiently and with fairness to all members present.
3. Additional general meetings or special meetings shall be held upon request by petition of at least 4 members.
4. The members present at any duly called general meeting shall constitute a quorum.
5. All meetings shall be governed by Roberts Rules of Order.

### **SECTION VII: QUORUM AND VOTING**

1. The members present at any duly called Annual General Meeting, general meeting or special meeting shall constitute a quorum.
1. Unless otherwise provided, decisions arising at any meeting shall be decided by a simple majority vote of the members present (50% plus 1).
2. In the case of a tie vote, the Chairperson will cast the deciding vote.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting may be done by a show of hands or by secret ballot.

### **SECTION VIII: ELECTION OF HPAC EXECUTIVE OFFICERS**

1. The HPAC executive officers ("Executive") shall be elected by the members at the AGM.
1. A call for nominations for the Executive positions shall be made 30 days before of the AGM.
2. A list of nominees shall be distributed to all members at least 7 days before the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the Executive may appoint a new officer who shall hold office until the next AGM.
4. A nominations committee chairperson shall conduct elections.
5. If only one nomination is received for an Executive position, that person is deemed elected by acclamation.

### **SECTION IX: TERM OF OFFICE**

1. The term of office of an Executive shall commence immediately upon election and shall be held until the following AGM.
2. There are no term limits for Executive positions

#### **SECTION X: EXECUTIVE**

The HPAC shall elect officers from its members for each school year. The Chairperson, Secretary, Treasurer and Hot Lunch Administrator should constitute the Executive at a minimum, but 8 - 16 Executive positions are recommended.

The actual number of, and positions comprising, the Executive should be determined by annual organizational needs. Executive positions include:

Chairperson/Co-Chairperson

Past Chairperson

Vice-Chairperson

Secretary

Treasurer

Hot Lunch Administrator

DPAC Representative

Communications Coordinator

Members at Large

#### **SECTION XI: DUTIES OF EXECUTIVE**

1. The Chairperson:

- shall convene and preside at all general, special, and Executive meetings;
- shall ensure that an agenda is prepared and presented;
- shall appoint committees where authorized to do so by the Executive or the members;
- shall be an ex-officio member to all committees;
- shall take such actions or ensure that such actions be taken by others to achieve the objectives of the HPAC;
- shall be the official spokesperson for the HPAC;
- shall issue and receive correspondence on behalf of the HPAC;
- shall be a signing officer;

- shall submit an annual report for presentation to the Annual General Meeting;
- shall ensure that a regular HPAC submission is provided for the School newsletter or bulletin and a print-ready draft shall be presented to staff as is required;
- shall attend applicable School Board meetings and report back to HPAC; and
- shall attend DPAC meetings or appoint a designate and report back to HPAC.

#### 2. The Past Chairperson:

- shall help smooth the transition between Chairpersons;
- shall assist and advise the HPAC;
- shall act as a consultant for the Chairperson;
- may chair the nominating committee; and
- may be a signing officer, if requested by the Chairperson.

#### 3. The Vice Chairperson:

- shall assume the responsibilities of the Chairperson in the Chairperson's absence;
- accept extra duties as required; and
- be a signing officer, if requested.

#### 4. The Secretary:

- shall record the minutes of Annual, General, Special, and Executive meetings;
- shall distribute minutes to HPAC members or post on the school website;
- shall keep a current copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed, until ratified by the membership at the Annual General Meeting;
- shall be a signing officer if requested; and
- shall safely keep all records of the HPAC.

#### 5. The Treasurer:

- shall be responsible for and report on the accounts of the organization;
- shall be responsible for establishing and maintaining bank relationships, including the setup and maintenance of all bank accounts, including gaming funds, if applicable, as well as meeting all banking requirements and the correct completion of all banking documents;
- shall be one of the signing officers of the Executive in accordance with Section XIV;
- shall review and reconcile bank statements monthly and prepare a financial report for each general meeting;
- shall, with the assistance of the Executive, draft an annual budget and tentative plan of expenditures in accordance with Section XIV;
- shall ensure that another financial signing officer has access to the books in the event of his/her absence;
- shall submit a Gaming Grant Application before deadline each year,

- shall present financial statements for the past year at the Annual General Meeting,
- shall prepare the final statements to the end of the school year (June 30) before leaving the position.

#### 6. Hot Lunch Administrator

- Shall be responsible for the overall administration and supervision of the hot lunch program
- Shall select vendors and menu items that meet the Guidelines for Food and Beverage Sales in BC
- Shall set up the MunchaLunch website for orders each term, including determining profit margins
- Shall answer all parent inquiries regarding the Hot Lunch Program
- Shall collect payments and ensure all parent accounts are paid before the end of the school year
- Shall generate reports and labels and email them to vendors within the required timeline
- Shall provide lunch distribution reports to parent volunteers and the Hollyburn School administration
- Shall reconcile vendor invoices with work orders and ensure accounts are paid in full and in good standing
- Shall liaise with the school administration on communication of the Hot Lunch Program, payments of the Hot Lunch credit card and the arrival of new families to the school

#### 7. The DPAC Representative shall:

- attend DPAC meetings; and report back to and seek input from the HPAC.

#### 8. The Communications Coordinator

- shall ensure the timely distribution of HPAC information and update the HPAC website.

#### 9. Members at Large

- shall act as additional advisors.

### **SECTION XII: CODE OF CONDUCT**

The HPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

An Executive member who is approached by a member with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

A member who accepts a position as a member of the Executive:

- 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 the 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 members and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
- works to ensure that issues are resolved through due process;
- strives to be informed and only passes on information that is reliable and believed to be correct to the best of the member's ability;
- respects all confidential information; and
- supports public education.

### **SECTION XIII: COMMITTEES**

Standing and ad-hoc committees of the HPAC shall be formed when necessary. Committees are responsible to the Executive and HPAC members.

### **SECTION XIV: FINANCES**

- A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting prior to the end of each school year.
- All funds of the organization will be deposited in a bank or financial establishment registered under the Bank Act.
- The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents including all cheques.
- No member of the Executive shall sign a cheque payable to that member.
- All expenditures above \$100.00 will first be presented to and voted on by the membership and approved by a majority vote. In matters of urgency, or in the case where a general meeting cannot be convened due to time constraints, approval for expenditures above \$100.00, up to a maximum of \$500.00, shall be obtained by agreement of at least 75% of the year's Executive.
- A Treasurer's Report to all members will be presented at each general business meeting.
- An annual report will be submitted at the AGM.

### **SECTION XV: CONSTITUTION AND BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the HPAC may be made at any general meeting at which business is conducted provided that:

1. 14 days prior notice of the meeting has been given to all members; the notice of the meeting includes the amendments proposed;
2. And a two-thirds majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.

### **SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER**

1. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of his or her term of office and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive member shall be given to the members not less than 14 days before the applicable meeting.

#### **SECTION XVII: PROPERTY IN DOCUMENTS**

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

#### Special Circumstances

- In the case of “unusual circumstances”, for example a pandemic, HPAC will abide by all public health orders and school district protocols and mandates
- HPAC will work with the Principal to support the school, students and parents as needed
- HPAC will continue to operate with meetings taking place virtually
- HPAC will adapt to the “unusual circumstances” to continue to fulfill it’s purpose to the best of their ability

Approved by HPAC on December 5, 2024