

## CONSTITUTION

### NAME

The name of the association is Henry Hudson P.A.C. (Parent Advisory Council) formerly Henry Hudson S.C.C.

### PURPOSES

The purposes of the Henry Hudson P.A.C. are as follows:

1. To enhance the education of the students at Henry Hudson Elementary School by including, without limitation, improving communication between parents and staff at the School and providing support, financial and otherwise, for School programs and equipment;
2. To facilitate communications between parents and School staff by providing, amongst other methods, opportunities for members to meet one another and the School's staff at social functions;
3. To raise funds through fundraising programs to subsidize events and make purchases including, but not limited to:
  - a) additional equipment and materials for the School;
  - b) athletic and Sports Day awards;
  - c) cultural enrichment programs;
  - d) field trips; and
  - e) computers and supporting hardware and software;
4. To co-ordinate volunteers for the School as requested by the staff; and
5. To support community initiatives relevant to the School community, such as the Block Parent program and others;
6. To act as a liaison between parents and School staff; and
7. To promote safety and health for all students at the School;
8. To act as a liaison between parents and the Vancouver School Board District Advisory Council.

## DISSOLUTION CLAUSE

1. Upon the winding up or dissolution of the Association, the assets which remain after payment of all costs, charges, and expenses, which are properly incurred in the winding up shall be distributed to General Gordon Elementary School or, in the event that is not possible, shall be distributed to another parent advisory council, or councils, in School District No. 39 (Vancouver) having purposes and objectives similar to those of the Henry Hudson P.A.C. (Parent Advisory Council), and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of the dissolution or winding up. This provision shall remain unalterable.

2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 39 (Vancouver) in the person of Henry Hudson Elementary School, or in the event of the dissolution of Henry Hudson Elementary School, the person of the Secretary-Treasurer of the School District No. 39 (Vancouver).

## BYLAW

### MEMBERSHIP AND VOTING PRIVILEGES

#### Membership:

1. All parents or guardians of children attending Henry Hudson Elementary School are members of the P.A.C.
2. Members are entitled and encouraged to attend and participate in all general meetings of the Association.

#### Voting and Passing Motions:

1. Each member of the P AC shall have one (1) vote on all motions requiring his/her approval.
2. A quorum for a general meeting of the Association is 3 members, 2 of which must be determined at a prior general meeting.
3. Motions at general meetings, Board meetings and Executive meetings shall be passed by a simple majority (above 50%) of those voting at the time.

## Officers:

### 1. Executive

The Executive of the PAC shall consist of the following:

- a) Past Chair or Past-Co-Chairs;
- b) Chair
- c) Vice-Chair;
- d) Secretary; and
- e) Treasurer

### 2. Board Members

The Board Members of the PAC shall consist of the Executive as outlined in Part 1 or this Section 3 plus the following:

- a) Class Parent Representatives
- b) Committee Chairs of the following committees:
  - i) Volunteer Services;
  - ii) Fundraising;
  - iii) Hot Lunch;
  - iv) Hospitality; and
  - v) Any other committees established by the Board from time to time

## NOMINATING AND ELECTIONS

1. There shall be a committee consisting of the Chair and two other members of the Association, which may, but do not need to, be Executive or Board members.
2. The nominating committee shall seek and receive, prior to the Spring General Meeting, nominations for each position on the executive and a chair to chair each of the Committees. This meeting is to be held before the last day of each School year.
3. The nominating committee shall present a slate of candidates for election at the above-mentioned meeting.
4. Further nominations will be accepted from the floor. Voting will then take place.
5. The newly elected PAC Executives shall assume their duties at the start of the new School year (September).

6. Persons to assume the Committee Chairs are generally sought and identified by the nominating committee in the Spring for the up coming school year. If two individuals are interested in a position; they shall be co-chairs or some other mutually agreeable arrangement may be determined. A vote would take place if more than 2 individuals are interested, or if otherwise necessary.

7. Class Parent Representatives are sought and identified in a manner similar to Committee Chairs but in the fall term after the school year begins and classes are established.

## FINANCES

### Section 1: Banking and signing Officers

1. Each year, the Treasurer shall present a resolution stating which bank the PAC will use and what type of account will be utilized. The Executive shall pass this resolution at its first meeting of the new school year.

2. Signing Officers shall be two (2) of the following: Treasurer, PAC Chair or other Executive member as agreed upon by the Executive, or the School Principal.

### Section 2: Expenditures

1. The Principal shall receive suggestions from the School staff for items needed or wanted (the School wish list).

2. Items recommended for purchase shall either:

- a) enhance classroom instruction;
- b) benefit the school in areas not directly related to the classroom; or
- c) otherwise fulfill the purposes of the PAC set forth in its constitution.

3. Any expenditure amounting to less than \$200 which was not approved in a budget shall require the approval of a majority of the Executive Members. Any expenditure amounting to more than \$200, which was not approved in a Budget, shall require the additional approval of a majority of the Members present.

### Section 3: Proposed Budget

1. The: Treasurer (in consultation with the other executive members) shall prepare a proposed Budget during September of each School year for presentation to the Board at its first meeting.

2. It shall contain the regular yearly-proposed revenues and anticipated expenses.

Example:

Hot Lunch Sales and Expenses  
Fundraising Events  
Donations to the School

3. The Board Members shall approve the proposed Budget.

#### Section 4: Financial Reports

The Treasurer shall:

1. Provide members attending the Fall General Meeting with a report outlining revenues and expenses from the previous School year, September 1 to August 31, as well as the current School year financial state, and current School year Budget approved by the Board. The report outlining revenues and expenses from the previous School year shall be presented for acceptance at that time. Acceptance shall be by simple majority of those present and voting.

2. Provide a report of the PAC's current financial state as required at the request of the PAC Chairperson or PAC Co-Chairpersons.

#### INFORMATION NOTICES

1. Notices dealing only with PAC business may be sent out at the discretion of the Executive.

2. Notices for General Meetings shall be sent out at least one week prior to that meeting. Any following notices shall be sent at the discretion of those drawing up the original notice.

3. A notice shall be considered sufficiently delivered by providing a copy to at least one child from each family attending the school.

#### MEETINGS

1. General Meetings may be conducted as follows:

- a) Minutes
- b) Correspondence

- c) Officers' reports
- d) Treasurer's report (Annual Repon - Fall General Meeting)
- e) Committee reports
- f) Unfinished business
- g) Announcements (if any)
- h) Program (if there is one)
- i) Amendments to the Constitution and Bylaws (if any)
- j) Nomination and elections
- k). Termination

2. There shall be at least one General Meeting held in the three month period of September, October, And November each year ("Fall General Meeting") and at least one General Meeting held in the three month period of April, May, and June ("Spring General Meeting").

3. The PAC Chair, or Co-Chairs, or any 3 members, one of whom must be a Board member, will determine the date and time of the General Meeting and will give this notice in the preceding School newsletter.

4. The PAC Chair or Co-Chairs, shall establish an agenda for each Executive and Board meeting, which will be voted on by those present.

#### AMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. The Constitution and Bylaws may only be amended in one of two ways:

a) At the Spnng General Meeting of the PAC provided that the proposed amendments shall be made in writing to the Executive not later than April 30th of each School year.

b) At any time during the School year at a General Meeting of the PAC called by the Association's Chair or Co-Chairs, and provided a meeting must be called within 30 days of receipt, by the Executive, of a written request from 12 voting members of the Association provided that:

i.) Written requests must contains the subject matter of the proposed amendment(s);

ii.) Members seeking amendments must attend the meetings to put forward their motion(s); and

iii.) Notice of the meeting shall contain the specific proposed amendments.

2. Amendments shall be made upon an affirmative vote of a simple majority of those present and voting.