

CONSTITUTION AND BYLAWS

JOHN HENDERSON SCHOOL PARENT ADVISORY COMMITTEE

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CONSTITUTION

SECTION I - NAME

The name of the association is JOHN HENDERSON SCHOOL PARENT ADVISORY COMMITTEE (School District No. 39).

The John Henderson School Parent Advisory Committee (“PAC”) shall operate as a non-profit organization with no personal financial benefit.

No PAC members shall receive remuneration, either directly or indirectly from the PAC, for their services as PAC members. Likewise, no PAC Leadership Team member shall receive remuneration for their services as PAC Leadership Team members.

The business of the PAC shall be unbiased towards race, religion, sex, gender identity, gender expression, sexual orientation, physical or mental ability, or politics.

SECTION II - PURPOSES OF THE PAC

The John Henderson School Parent Advisory Committee (PAC) is a group of parent volunteers who aim to connect our school community through fun, school-wide events and activities.

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students and families at John Henderson Elementary School (the “School”). More particularly, the PAC may:

1. advise the School Admin and staff on parent / guardian views on any programs, policies, plans, and activities relating to the School;
2. communicate with parents / guardians and promote cooperation between the home and the School in providing for the education of children;
3. assist parents / guardians in accessing the system and facilitate advocacy support for students and families;
4. organize PAC activities and events, including fundraising;
5. contribute to the effectiveness of the School by promoting the involvement of parents / guardians and other community members; and
6. represent the views of the PAC to organizations outside the School.

SECTION III - INTERPRETATION OF TERMS

Term	Interpretation
School	John Henderson Elementary School (SD #39)
Parent	Is defined by the School Act, and means: (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the <i>Family Law Act</i> that allocates parental

	responsibilities, does not have parental responsibilities in relation to the student's or child's education, or (b) a person who usually has the care and control of the student or child
District	Means the Vancouver School District (No. 39)
Parent Advisory Council or PAC	Means the parents organized according to the School Act and operating as a parent advisory council in John Henderson Elementary School
District Parent Advisory Council or DPAC	Means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in the Vancouver School District (No. 39)
BC Confederation of Parent Advisory Councils or BCCPAC	Means the parent advisory councils organized according to the School Act and operating as a provincial parent advisory council in British Columbia.
Community Organization	Means groups that demonstrate an interest in education and are not already included in the scope of the PAC's constitution and bylaws
Personal data	<p>Personal data refers to any information that can identify an individual. An individual is considered identifiable if it is reasonably possible to determine their identity using that information alone or in combination with other available data.</p> <p>Personal information can exist in various forms – verbal, electronic, written, video, recordings, images.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Name • Child's name • Email address • Mailing address • Contact number • Financial information (banking, credit card) • Medical diagnoses
Records	<p>Records are pieces of information that are stored and kept for future reference. They can be in various forms, such as written documents, digital files, or even audio and video recordings.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Tracking sheets • Financial records • Emails • Meeting minutes

Confidential data	<p>Confidential data refers to any PAC information that is meant to be kept private and not shared with unauthorized individuals or the larger school community. This type of data is sensitive and could cause harm or be misused if compromised.</p> <p>Examples include but aren't limited to:</p> <ul style="list-style-type: none">• Logins• Passwords• Account numbers
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BYLAWS

SECTION I - QUORUM AND VOTING

Voting Members

All parents of students registered at John Henderson Elementary School are voting members of the group, to a maximum of two (2) adults per family.

Non-Voting Members

1. Administration and staff (teaching and non-teaching) of John Henderson Elementary School are non-voting members of the group.
2. At no time shall the PAC have more non-voting than voting members.

Quorum Voting

1. Unless otherwise provided, motions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the Chair does not break the tie and the motion shall be defeated.
3. Members shall vote personally on all matters. Voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands. Exemptions apply. See Sections VI and VII.

SECTION II - MEETINGS

1. There shall be an Annual General Meeting (AGM) for the purpose of election of Officers at least once per school year. Timing of this meeting, June or September, is to be determined annually by the current PAC Leadership Team and communicated in accordance with the bylaws.
2. Additional regular PAC meetings shall be held on an ongoing basis during the school year to conduct current business.
3. Meetings may be in-person or virtual.
 - a. If virtual, an accessible (no cost to attendees, low barrier) platform must be used.
 - i. If a paid license is required to host, the cost must be presented at a PAC meeting, decided by a simple majority vote (50% plus 1) and documented in the meeting minutes.
4. Notice of meetings shall be given to members of the PAC email distribution list. Additional methods of communication may also be used.
5. Notice of general meetings shall be given a minimum of three (3) days in advance.
6. Notice of the AGM shall be given a minimum of fourteen (14) days in advance.
7. Meetings shall be conducted efficiently and with fairness to all members.
8. In general, meetings will be conducted according to a simplified version of Robert's Rules of Order. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this document.

SECTION III – PAC LEADERSHIP TEAM

The Henderson PAC Leadership Team is a group of up to twelve (12) members who take on more responsibilities or a leadership role. PAC Leadership roles can be shared between two (2) people, if desired. These members are elected into their roles on an annual basis (see exception below) at a predetermined time. If a position is vacant it may be filled via a vote at a regular PAC meeting.

The elected (or acclaimed) PAC Leadership Team members shall be as follows:

- Chair or Co-Chairs
- Vice-Chair (if only one chair in place)
- Treasurer
- DPAC Representative
- Volunteer Coordinator
- Fundraising Coordinator
- Hot Lunch Coordinator
- Community Engagement Coordinator
- Classroom Parent Coordinator
- Members at Large (maximum of 2)

Note: Two members of the same household may share a role with the following considerations:

- If the role is a required Signing Officer, only one (1) of the two (2) may be added as such
 - They share a singular vote when making a Leadership decision
1. The positions of Chair, Treasurer and DPAC Representative are considered critical to the function of the PAC Leadership Team. All other roles are considered auxiliary.
 - a. Roles identified as critical should be filled before auxiliary roles.
 - b. See Section XV in the event critical roles cannot be filled.
 2. Each member of the PAC Leadership Team shall have one (1) vote at all PAC Leadership Team meetings, with the exception of members of the same household as outlined above.
 3. PAC Leadership Team members with access to confidential and / or personal data may not share it with another PAC Leadership Team member, parent or school staff member without express consent.

SECTION IV – PAC LEADERSHIP JOB DESCRIPTIONS

Chair

- Calls and chairs Leadership and PAC meetings
- Prepares each meeting's agenda
- Coordinates with the school admin to ensure both the PAC and school are being heard

- Oversees and appoints special committees, as needed, to carry out PAC business
- Takes minutes at each PAC meeting
- Provides a copy of the minutes for review and posts as needed
- Keeps the PAC mailing list up to date
- Sends emails, as needed, to the Henderson Community
- Takes lead of creation and distribution of any required flyers / notices
- Manages the Henderson PAC website
- Manages the John Henderson Elementary Parents Facebook page
- Is a Signing Officer

Vice Chair

- Assumes the duties of the Chair in their absence
- Supports and accepts duties, as required
- Is a Signing Officer
- **Note:** If there are co-chairs, the Vice Chair role is not required if there are no interested parties.

Treasurer

- Tracks activity on both the Regular and Gaming accounts via monthly bank reconciliation
- Issues cheques as needed
- Makes bank deposits as needed
- Provides an up to date record of both accounts at each PAC meeting or as requested
- Is responsible for applying for the annual Gaming grant
- Is a Signing Officer
- **Note:** This position requires a 2-year term commitment.

District Parent Advisory Council (DPAC) Representative

- Attend District level events / meetings as a representative of the Henderson PAC
- Acts as an advocate for the Henderson Community at DPAC events / meetings
- Provides DPAC updates at Henderson PAC meetings

Volunteer Coordinator

- Works with the Chair, Fundraising Coordinator and Hot Lunch Coordinator to put out calls for volunteers as needed
- Responsible for contacting volunteers without email by phone or text
- Keeps an up to date record of volunteer names and contact information
- Acts as a single point of contact for volunteers at events / activities

Fundraising Coordinator

- Takes lead on researching fundraising opportunities
- Presents new opportunities at PAC meetings
- Reports on fundraising activities (past or upcoming)
- Works closely with the Chair to communicate with Henderson families

Hot Lunch Coordinator

- Manages all aspects of the Hot Lunch program
- Works closely with the Volunteer Coordinator to ensure parent volunteer support is available
- Is a Signing Officer

Community Engagement Coordinator

- Establishes relationships with local community partners (ex. Sunset Community Association, VPL, local business, surrounding schools)
- Provides resource material to the Henderson Community (ex. links to programming, activities, reference materials)
- Coordinates opportunities for Henderson families to connect with one another (details and vehicles – TBD)
- Coordinates potential guest speakers
- Works closely with the Communications Manager to communicate with Henderson families

Classroom Parent Coordinator

- Recruits parents in each division to be single point of contact for PAC
- Ensures classroom parents have the information needed to share with classroom teachers and other parents
- Shares any classroom parent questions / feedback with PAC Leadership, as needed
- **Note:** This is a new initiative and will require someone willing to develop the program from scratch with input from the school Admin and PAC Leadership Team before deploying to the larger school community.

Members at Large (Maximum of 2)

- Help with duties as they arise and are of interest to them throughout the year
- Head sub-committees (eg special events), as needed
- **Note:** Preference given to parents of grade 6/7 parents who have held PAC Leadership positions previously.

SECTION V - TERM OF OFFICE

1. The term of office shall commence on the 1st of the month following the AGM and once the Code of Conduct form has been signed and returned to the school office.
2. Terms of election shall be for one (1) year, with the exception of Treasurer, which has a term of two (2) years.
3. No person shall hold more than one elected position at any one time.
4. The PAC Leadership Team members shall make a good faith effort each year to encourage new parents to join the PAC Leadership Team so as to attempt to achieve a balance between continuity of personnel and new members.

SECTION VI - ELECTIONS

1. PAC Leadership Team positions as outlined in Section IV shall be elected (or acclaimed, in the event there is only one nominee for a position from the voting members at the AGM).

2. No employee of John Henderson Elementary School, or an elected official of SD# 39 or the Ministry of Education shall hold the position of Chair, Vice-Chair, Treasurer, or DPAC Representative.
3. Call for nominations shall be made via a PAC meeting at least one (1) month prior to the meeting designated for elections and posted on the PAC website. Additional methods of communication may also be used.
4. Interested parties will be asked to complete an Expression of Interest form. Submissions will then be used to create a list of nominees that are added to the AGM meeting agenda.
 - a. Interested parties who do not complete the Expression of Interest form by the communicated date, will not have their name put forward for election at the AGM.
 - i. Should the role remain vacant, their name can be added to a future PAC meeting agenda for nomination.
5. The Past Chair, or if they are unwilling or unable, another PAC Leadership Team member, shall conduct elections.
6. Elections shall be conducted by secret ballot. In the event that only one person is nominated for a Leadership position, no vote is required and the person acclaims the position.
7. Ballots shall be destroyed immediately after the election.

VACANCY

In the event of a vacancy of a PAC Leadership Team position during the year the PAC shall, at any general meeting, add an agenda item with the interested parties name and pass a motion to elect a new PAC Leadership Team member who shall hold office until the next annual general meeting.

REMOVAL OF LEADERSHIP TEAM MEMBER

1. The members may, by a majority of not less than 75% of the votes cast, remove a PAC Leadership Team member before the end of their term and elect another eligible PAC member to complete the term.
 - a. Exception: If a PAC Leadership Team member fails to comply with the Code of Conduct or knowingly engages in misconduct related to PAC activities, they will be asked to immediately vacate their role and forfeit access to any confidential information, records or PAC-owned property.
 1. In the interest of privacy, the actions leading to their removal will not be documented in the meeting minutes. Only their name and the fact that they will no longer hold the role will be recorded in the meeting minutes following their removal.
 2. School Admin and any other governing agencies (DPAC, BCCPAC, Regulatory agencies) are to be made aware of both name and details, depending on the circumstances of the incident leading to the removal.
 3. PAC Leadership Team members will be provided name and details on an as needed basis only.

- a. “As needed” could include, but is not limited to, the following circumstances:
 - i. Handling of PAC monies at PAC events
 - ii. Holding a position that requires access to confidential PAC or personal information
 - iii. Access to confidential PAC information, including account details and passwords
 - iv. Access to personal information
2. Written notice specifying the intention to make a motion to remove the PAC Leadership Team member must be given to all members not less than three (3) days before the meeting.

SECTION VII – PAC LEADERSHIP TEAM MEETINGS AND VOTING

1. PAC Leadership Team meetings may be held at the call of the Chair on an as needed basis.
 - a. In the interest of transparency, PAC Leadership Team discussions and voting should take place at a regular PAC meeting, whenever possible.
2. If a decision needs to be made before the next scheduled meeting, electronic voting may occur.
3. Votes at either a PAC Leadership Team meeting or executed via an electronic voting request must be decided by a simple majority of the votes cast (50%+1) by the PAC Leadership Team.
4. In the case of a tie vote, the Chair who made the movement does not have a vote and the motion is defeated.
5. Outcomes of discussions and votes are to be documented in the next regular PAC meeting notes.

SECTION VIII - COMMITTEES

1. The Chair may appoint committees (standing or ad hoc) to further the Council’s purposes and carry on its affairs.
 - a. These committees should be led by those elected into Member at Large positions, whenever possible.
2. The terms of reference for each committee will be specified by the PAC membership or the PAC Leadership Team at the time the committee is established.
3. Committees will report to the PAC Leadership Team and PAC membership at each regular PAC meeting, and copy (cc) the PAC email address (johnhendersonpac@gmail.com) on all communications with school Admin and staff, vendors or community partners.
4. Decision making on any course of action which could impact the PAC or larger school community must be brought to the PAC membership for a vote.
5. Committees may be terminated at the completion of their tasks.

6. By a majority vote of not less than 75% of votes cast, the PAC may dissolve a committee before the completion of the committee's tasks.
7. All Committee members shall abide by the Code of Conduct outlined in Section XI.

SECTION IX - COMMUNICATIONS

1. Any communication (newsletters, email, social media, etc) made on behalf of the PAC shall be unbiased towards race, religion, gender, sexual orientation, physical or mental ability, or politics.
2. The PAC email list and / or PAC social media accounts are to be used for PAC-endorsed messages only.
3. PAC emails must comply with Canada's Anti-Spam Legislation (CASL)
4. Express consent must be obtained from all recipients.
5. Emails sent to the distribution mailing list must be done through a tool, such as Mailchimp, that allows recipients to unsubscribe at any time.
6. Any new tools used to capture consent, personal information and / or send electronic communications must be documented in PAC meeting minutes prior to being used.
7. Fundraising communications, written, electronic or other, must clearly state that they are from the PAC.
8. An "Out of Office" message should be turned on for the PAC email address for any period in which email will not be actively monitored (ie summer break).
9. A valid credit card number is required by both Wix (current website platform provider) and Google Domains (domain name – hendersonpac.com).
 - a. This must be provided before logins and passwords are passed on from one PAC Leadership Team member to another.

SECTION X - FINANCES

1. The fiscal year-end for the John Henderson School PAC is June 30.
2. A budget and tentative plan of expenditures should be drawn up by the Chair and / or Treasurer and presented for approval at a regular PAC meeting prior to committing to any spending.
3. All funds belonging to the PAC will be deposited in a bank or financial establishment registered under the Bank Act.
4. The PAC Leadership Team shall name at least two (2) and no more than four (4) signing officers, one (1) of whom will be the Treasurer, for banking and legal documents.
 - a. Changes to the list of signing officers must be brought forward as an agenda item, voted on and outcomes documented in the meeting minutes.
 - b. Once the meeting minutes have been approved at the subsequent PAC meeting, they can be used as supporting documentation for submitting the change request to the bank.
5. Signing officers are required to provide the bank with their personal information in order to create a profile at that bank if they do not have one already.
6. Two (2) signatures will be required for all banking and legal documents such as for cheques.

7. No individual shall be a signatory on their own reimbursement cheque.
8. An expense form accompanied by invoices or a detailed explanation if the invoice is missing are required for all expenses reimbursed by the PAC.
 - a. Form is to be signed by a member of the PAC Leadership Team, post review, before a reimbursement cheque is issued.
9. Any outstanding amount owed by a parent shall be recorded in the PAC meeting minutes.
 - a. Once the payment is received, a corresponding note shall be added to the PAC meeting minutes to reflect the payment.
10. The PAC float (\$200) shall remain secured in the PAC cupboard or the school safe when not in use.
 - a. The float must be secured in the school safe over the summer break.
11. Cash for childminding payments at PAC meetings may be set aside at the beginning of the school year if a fundraising event has occurred. Money must be clearly marked and kept in the PAC lockbox or another secure location until needed. The amount must be documented in the PAC meeting minutes and accounted for on the annual financial tracker.
 - a. In the event that no funds are set aside, a PAC Leadership Team member may pay out of pocket and claim reimbursement via an expense form.
12. A Treasurer's Report, including current account balances and any known outstanding amounts (deposits to be made, cheques to be cashed), must be prepared and included in all regular PAC meeting minutes.
13. Financial records shall be made available regularly to members, or upon request; the Treasurer will provide the records within fourteen (14) days of the request.
14. Audits are to be completed on an as needed basis within the timelines outlined by the governing agency making the request. If no timelines are provided, the request must be completed within thirty (30) days.
15. Gaming grant applications are to be completed annually by the Chair(s) and Treasurer within the timeframes communicated by the Community Gaming Grants Program. Any secondary documentation needed to support the application must also be filed within the provided timeframes.
16. Funds obtained via the Gaming grant must be used in accordance with the Gaming grant spending guidelines.
17. BCCPAC membership must remain in good standing, with annual membership fees paid within the communicated timelines.

SECTION XI – CODE OF CONDUCT

1. All PAC Leadership Team members and committee members (standing or adhoc) must agree to and sign the Code of Conduct found on the last page of this document.
2. Signed copies must be returned to the Chair or the PAC mailbox located in the school office before any duties related to their role commence.
3. The signed copy is valid for as long as the member holds the role.

- a. New copies are only required if there is a change in role or an amendment is made to the Code of Conduct.
4. See Section XII for details on records retention and destruction.

SECTION XII – OWNERSHIP, RETENTION, AND DESTRUCTION OF DOCUMENTS AND RECORDS

1. Printed / paper documents are to be kept in a secured location, such as the file box located in the PAC cupboard or the school office, at all times.
2. The PAC email distribution list shall serve as the only repository of membership names and contact information.
3. Parent contact information obtained with express consent to the PAC should never be used for a secondary purpose or by an individual for a non-PAC related reason.
4. Personal information, including volunteer tracking sheets, should not be housed on the PAC Google Drive beyond the fiscal year end with the exception of personal information included in meeting minutes, financial records, signed copies of the Code of Conduct and any outstanding requests that have not yet been fulfilled (ie email inquiries).
5. Physical paper containing personal information, including volunteer tracking sheets, should not be kept beyond the fiscal year end with the exception of personal information included in meeting minutes, financial records, signed copies of the Code of Conduct and any outstanding requests that have not yet been fulfilled (ie handwritten inquiries).
6. The Chair is to file signed paper copies of the Code of Conduct in a secured location.
7. Financial records, including Gaming Grant applications and audits, must be retained for a period of seven (7) years.
 - a. These may be kept in paper or electronic format or a combination of the two.
8. Meeting minutes are to be kept in either a paper or electronic format or a combination of the two for a period of five (5) years.
9. Any paper forms or lists created for a PAC related activity (ie hot lunch orders) must be shredded by the end of the school year. Electronic copies are to be deleted.
10. All documents, records, minutes, correspondence, or other materials maintained by a member of the PAC Leadership Team in connection with PAC activities are considered the property of the PAC. These materials must be handed over to the Chair when the member is no longer responsible for the related tasks.
 - a. Records retention as outlined above should also be followed.
11. Passwords to applications that house confidential and / or personal information are to be changed after a PAC Leadership member resigns or is asked to vacate their role.
 - a. The recovery email associated with the primary PAC email address (johnhendersonpac@gmail.com) is to remain as the current Office Admin's email address.
 - i. Any additional PAC related email addresses created, must use the primary PAC email address as the recovery email address.

SECTION XIII – FUNDRAISING AND EVENTS

1. All PAC related fundraising or other PAC hosted activities that take place on school property must be approved by the current School Admin
2. All policies and processes defined by the School and / or VSB must be adhered to. This includes, but isn't limited to:
 - a. Vendor contract review and approval,
 - i. This includes Hot Lunch service providers and vendors
 - b. Safe food handling best practices
 - i. This includes having someone with a valid Food Safe certificate present when food is being served or sold.
 - c. Risk assessment
 - d. Insurance
 - i. **Note:** If the activity takes place on school grounds but after the school office has closed for the day, a First Aid Kit and certified First Aid attendant must be on site.
3. For fundraising activities or PAC activities that take place elsewhere in the community, an individual PAC Leadership Team member or committee member must ensure:
 - a. they are identified as the single point of contact and responsible person on all documentation and at the event
 - b. all vendor contracts are signed and the applicable insurance policies have been executed and are present at the event
 - c. the activity is accessible
 - d. the activity follows safe food handling / Food Safe best practices
 - e. a First Aid Kit and certified First Aid attendant are present for the duration of the event, including set-up and clean-up.
4. Placeholder

SECTION XIV - CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the PAC.
2. Written notice of any meeting at which a resolution shall be considered to amend the constitution and bylaws shall be posted on the PAC bulletin board or website and published in a letter or newsletter to all members at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. Amendments are to be documented in exact detail in the PAC meeting minutes. Once the minutes have been adopted at a subsequent meeting, the amendments can be made and the version history updated.
5. Past versions should be retained for reference for a period of five (5) years.
6. The most recent copy should be sent to the school's current DPAC liaison for storage at the District level.
7. A copy of the most recent version is to be kept in a secured location.

SECTION XV - DISSOLUTION

1. The PAC Leadership Team may be dissolved for the current school year if the critical roles outlined in Section III remain unfilled for three (3) consecutive months.
 - a. This dissolution is to be communicated to the current school Admin.
 - b. Revitalization activities may be attempted the following school year.
2. In the event of a complete dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be given to the DPAC for distribution to any other parent advisory council or councils in School District No. 39 (Vancouver School District) (“SD #39”) which has purposes similar to those of the PAC and which meets all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
3. In the event of dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of SD# 39 in the person of the principal of the School.

JOHN HENDERSON PAC LEADERSHIP TEAM – CODE OF CONDUCT

The purpose of the PAC is to support, and encourage the quality of education and the well-being of students at John Henderson Elementary.

1. The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability.
2. The PAC Leadership will refrain from partisan political action or other activities that do not serve the interests of John Henderson Elementary.
3. The PAC is not responsible for the operation of the school or the management of the staff.
4. The PAC is not a forum for the discussion of individual school personnel, individual parents, or other individual members of the school community.
5. A Leadership member who is approached by a parent with a concern relating to an individual school personnel, individual parents, or other individual members of the school community is in a confidential position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
6. All documents, records, minutes, correspondence, or other papers kept by a member, leadership member, representative, or committee member in connection with the PAC shall be deemed to be property of the Council and shall be turned over to the Chair when the member, leadership member, representative, or committee member ceases to perform the task to which the record relates.
7. A parent who elected to and accepting of a position as a PAC Leadership Member must:
 - a. Uphold the Constitution and Bylaws, policies and procedures of the PAC.
 - b. Adhere to the policies and procedures and Code of Conduct of John Henderson Elementary.
 - c. Be prepared to attend a minimum of 50% of the scheduled meetings.
 - d. Perform their duties with honesty and integrity.
 - e. Respect the rights of all individuals.
 - f. Work to ensure that the well-being of students and quality of education is the primary focus of all decisions.
 - g. Take direction from the PAC Leadership members, ensuring all parents are equally represented.
 - h. Encourage and support parents and students with individual concerns to act on their own behalf (with teachers and staff) and provide information on the process for taking forward concerns.
 - i. Work to ensure that issues are resolved through due process.
 - j. Strive to be informed and only pass on information that is reliable and correct.
 - k. Respect all confidential information.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the John Henderson School PAC Leadership Team, have read, understood, and agreed to abide by the Code of Conduct, Constitution and Bylaws set out in this document.

Name of PAC Leadership Team member: _____

Signature: _____

Date: _____ Email: _____