

Dr. Gordon Higgins School Parents Advisory Council Bylaws

1. Name:

Dr. Gordon Higgins School Parents Advisory Council (PAC)

2. Mission:

The mission of our Parents Advisory Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

3. Membership

The membership of the PAC shall consist of the following:

- (a) All parents/guardians of students enrolled in Dr. Gordon Higgins School.
- (b) Any member of the staff at Dr. Gordon Higgins School.
- (c) A community member selected by the PAC, where possible.

4. Executive

- (a) The Executive of the PAC shall consist of Chair, Principal, Vice Chair, Secretary, Key Communicator(s), Volunteer Coordinator, Society Chair and Treasurer.
- (b) A parent member will be elected to Chair the PAC.
- (c) The Executive will be elected for a one-year term at the Annual General Meeting in September of each year.
- (d) The terms of office shall run from Annual General Meeting to Annual General Meeting.
- (e) Members of the Executive may hold no more than 2 positions.

5. Duties of the Executive

(a) Chairperson

- To act as a Chairperson of executive at all meetings and oversee all PAC activities.
- To conduct monthly meetings with pre-established agenda guidelines.
- To assist on any special committees as required.
- To act as the official PAC liaison with the school.
- To oversee the election of officers.

(b) Principal or Designated Representative

- To serve as a liaison between the School and the PAC.
- To be an executive member and attend all meetings of the PAC.
- To represent the School and Staff at all meetings.
- To be an advisor to the executive and all committees.

(c) Vice Chairperson

- To chair any meeting the Chair is unable to attend.
- Steps in to take over the Chair's duties should they be unable to complete their term of office.
- To assist on any special committees as required.
- To be an executive member and attend all meetings of the PAC.
- Records the minutes in the absence of the secretary.

(d) Secretary

- To act as a scribe for all PAC meetings and to ensure the accurate, written recording of all minutes of these meetings.
- To attend all meetings or ensure that an alternate is present.
- To type correspondence as requested.
- To provide minutes from the previous meeting for adoption at the next meeting.
- To distribute minutes to all members in attendance at the meeting.
- To maintain and have available at all meetings a record of all previous meetings.
- To maintain a file at the school of all business of the PAC.
- To maintain files at the school, (including minutes and financial statements) for the PAC for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted on by the Parents Advisory Council.
- To keep an accurate list of names and addresses of the PAC Officers.

(e) Key Communicator(s)

- The Key Communicator position may be filled by more than one member.
- At least one area session meeting must be attended and information brought back to the PAC, during the PAC year.

(f) Volunteer Coordinator

- Coordinates volunteers for staff and events as needed.

(g) All of the above positions will attend PAC meetings regularly.

6. Vacancies

- (a) A position will be considered vacant after two consecutive months of inactivity or no contact.
- (b) With the exception of the PAC position filled by the Principal, the Executive may appoint qualified persons to fill vacancies until the vacancy can be filled at the Annual General Meeting.

7. Meetings

- (a) Regular meetings will be held each month of the school year with notice by the current home and school communication system.
- (b) The Executive may convene a Special Meeting when needed.
- (c) Meetings will take place in the school.
- (d) In times of school vacation, labour strikes, school closures or situations beyond our control, the PAC reserves the right to call a meeting in a forum outside the confines of Dr. Gordon Higgins School.
- (e) Any member of the school community may attend all meetings if so desired.
- (f) All meetings are open.

8. Annual General Meeting

- (a) The Annual General Meeting shall be held in September.
- (b) The meeting will be advertised throughout the school community with twenty-one (21) days' notice, by the current home and school communication system.
- (c) Election for the Officers will take place at the Annual General Meeting in September. All parents/guardians of students attending the school are eligible for election.
- (d) The business of the Annual General Meeting in September shall include:

- Financial statement of the previous year
- Budget for general account upcoming year
- Election of the PAC Executive for a one year term
- Convene the new Council
- Any bylaw changes

(e) All items must be motioned upon, voted and passed by a 60% majority.

9. Committees

The PAC may appoint committees from the school community with either delegated or advisory responsibilities.

10. Quorum

- (a) A quorum shall be constituted by six (6) members in attendance at any meeting. Half of said members must be parents.
- (b) Regular meetings will be advisory only should Quorum not be met.

11. Voting Procedures

- (a) Decisions at the Regular Meetings will be made by consensus as much as possible. The decisions made by consensus must be clearly stated and recorded as such in the minutes of the meeting.
- (b) In the event a consensus can not be met, a vote is taken. The motion must be moved, seconded and passed by 60% majority.
- (c) All PAC members may vote at all meetings.
- (d) Voting by Proxy is not permitted.

12. Conflict Resolution Procedures

Every effort shall be made to resolve issues at the School Council level. Should an important source of conflict remain unresolved, it may be taken to the next highest level for consideration, i.e. School Board, if necessary, Alberta Education.

13. Amendments to the Bylaws

- (a) The bylaws remain in force from year to year unless amended at the Annual General Meeting in September.
- (b) The bylaws of the PAC may be amended by a 75% majority at an Annual General Meeting.
- (c) Notice of intent to amend bylaws by Special Resolution must be circulated twenty-one (21) days or more in advance of the Annual General Meeting.

14. Annual Report

- (a) The PAC, through the Chair, must prepare and provide the CBE/Principal with an Annual Report in the manner requested.

- (b) The PAC, upon request, shall make the report available to any concerned members of the school community.

15. Security Protocol

PAC shall at all times strive to adhere to all current personal privacy acts.

Updated and revised – April 2012

Ratified - Annual General Meeting – May 2, 2012