

## Henry Anderson Elementary PAC Constitution and Bylaws Committee

Mandate: To review, identify and recommend amendments (create, change or delete) to the constitution and bylaws.

Chair(s): Gail L. and Adwoa G.

Committee members: PAC Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To identify/propose/recommend applicable changes to the bylaws within the constitution
- To propose creation/deletions/amendments of new bylaws as applicable where changes may occur in the School Act
- To propose amendment to bylaws where additional clarity is needed
- To create a draft(s) for review by the Principal and PAC members
- To amend any changes brought forward by the Principal and PAC members
- To create the final document for filing with the district office

Reporting and Timeline

- The Chair will report to the PAC members and Principal once the changes has been drafted

The committee will make every effort to meet the following timeline:

- To propose an initial draft at the meeting schedule on February 20<sup>th</sup>, 2024
- To amend any changes brought forward and agreed by PAC members
- To propose second draft at the meeting scheduled on April 16<sup>th</sup>, 2024
- To amend any changes brought forward
- To present final draft at the meeting scheduled on May 21<sup>st</sup>, 2024 for voting by PAC members
- If unforeseen circumstances arises or additional time is needed, final draft will be presented on June 18<sup>th</sup>, 2024 for voting
- Final document to be submitted to district office for filing by June 25<sup>th</sup>, 2024

Financial Responsibilities:

Propose budget as needed (eg. Photocopies, folders, etc). Once approved the Chair will keep a running account of all expenditures and submit invoices and receipts to the PAC treasurer.

Decision-making:

PAC membership that attends meetings will decide on recommendations submitted by this committee through motions and votes.