

# HOLYOKE COMMUNITY CHARTER SCHOOL

2200 Northampton St., Holyoke, MA 01040  
Telephone: (413) 533-0111 Fax: (413) 536-5444

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## **ELPAC By-Laws**

Revised and Approved September 2020

### **Article I: Holyoke Community Charter School Parent Advisory Council for English Learners**

The name of this self-governed organization shall be the Holyoke Community Charter School English Learners Parent Advisory Council, also known as the HCCS ELPAC.

### **Article II: Purpose of the HCCS ELPAC**

The mission of the HCCS ELPAC is to facilitate an understanding of the English Language Education (ELE) program offered at the Holyoke Community Charter School to new parents and board members as well as providing parents a venue to communicate with the school suggestions on how to promote multilingual and multicultural values for all students.

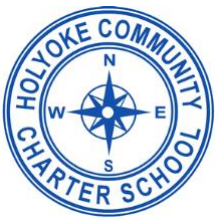
### **Article III: Terms of Membership**

1. General meetings shall be open to the general public.
2. Voting membership shall be open to parent and/or legal guardian of a child who is currently or formerly enrolled in the ELE program at HCCS.
3. Voting membership is required to vote in annual officer elections and all other business that comes before any HCCS ELPAC meeting.

### **Article IV: Officers of the HCCS ELPAC**

1. The Board of the HCCS ELPAC consists of Officers and At-Large Board Members.
2. The membership of The Board (Officers and At-Large members) is reserved for parents that are voted in by an active board on a yearly basis.
  - a. If a voting membership position is available, an election shall be held immediately with terms to expire in the next election.





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Officer responsibilities of the HCCS English Learners Parent Advisory Council are as follows:

## **Chairperson: 1 Elected Member**

- Set the agenda for each general meeting and share with the Secretary at least two weeks in advance.
- Preside at all meetings of the HCCS ELPAC.
- Recommend the creation of subcommittees and monitor their activities.
- Act as a liaison with the ELE Coordinator and school Principal.
- Oversee the role of the Secretary, including communication between the HCCS ELPAC and its members.
- May designate a Voting Member to perform one or more of these responsibilities.
- Collaborate with other Board Members, as needed, to share responsibilities.

## **Secretary: 1 Elected Member**

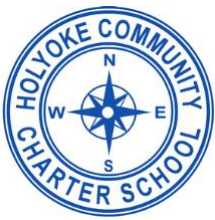
- Invite members to meetings at least one month in advance.
- Coordinate all communication between the HCCS ELPAC and its members.
- Manage and review all correspondence of the HCCS ELPAC.
- Record and file attendance and minutes (notes) of all HCCS ELPAC meetings.

## **At-Large Board Members: 3-5 people elected**

The role of all Board Members is to support the purpose of the HCCS ELPAC, as described in Article II. The number of At-Large Board Members shall not exceed five.

## **Article V: Elections**

Elections shall be the first order of business during the first meeting of the academic year. Voting will be available in person. Elections shall be decided by a simple majority of the votes cast by the voting members. New officers shall take office immediately following the first meeting. Elections will be organized by a Board Member(s) who is not a candidate in the current election (from the previous year) with support from the ELE Coordinator.



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## **Article VI: Meetings**

Meetings are defined as any HCCS ELPAC meeting, activity, or committee at which attendance is taken. A minimum of 5 general meetings shall be held annually. Notice of all general meeting dates and elections shall be published in the school newsletters and/or ClassDojo in advance.

## **Article VII: Amendments**

These by-laws may be amended by a simple majority of the voting members, cast either at a general meeting or electronically, but changes to these by-laws may not be voted upon in the same meeting as they were proposed. Suggestions for changes to by-laws will be submitted in advance to the meeting where by-laws will be discussed and voted on.

## **Article VIII: Norms**

General respectful discourse will prevail at meetings, facilitated by the Chairperson. Efforts will be made to provide interpreters upon request (with at least one-week notice).