

CONSTITUTION AND BY-LAWS

Henry Anderson Elementary School
Parent Advisory Council
9460 Alberta Road
Richmond, B.C.
V6Y 1T6

Adopted: Circa 1996
Amended: April 9, 2008

HENRY ANDERSON PARENT ADVISORY COUNCIL

Constitution and By-Laws

Table Of Contents

	Table of Contents	Page 1
	Amendment Record	Page 2
	CONSTITUTION	
Section 1	Name of the Organization	Page 3
Section 2	Purpose of the Organization	Page 3
Section 3	Objectives of the Organization	Page 3
Section 4	Dissolution Clause	Page 3
	BY-LAWS	
Section 1	Membership	Page 4
Section 2	Executive	Page 4
Section 3	Committees	Page 5
Section 4	Election Procedures	Page 6
Section 5	Nominations	Page 6
Section 6	General Meetings	Page 7
Section 7	<u>Anderson PAC Constitutional and By-Laws Amendments</u>	Page 7
Section 8	Quorum	Page 7
Section 9	<u>Procedure of Anderson PAC Meetings</u>	Page 7
Section 10	Finances	Page 8
Section 11	<u>Legal Matters</u>	Page 9
Section 12	<u>Code of Conduct</u>	Page 10
	<u>ADDENDUM</u>	
Section 1	<u>Definitions</u>	Page 11
Section 2	<u>Formal Anderson PAC AGM Election Procedures</u>	Page 11
	Signatures Form	Page 13

HENRY ANDERSON PARENT ADVISORY COUNCIL

Constitution and By-Laws

Amendment Record

No.	DETAILS	DATE
0	Original Publication	1996
1	Changes to Section 5 of the Constitution: Executive - stating length of term for Executive positions, changes to the roles of Chairperson, Past Chairperson and Vice Chairperson-	March 9, 1998
2	Moved the Dissolution section from the By-Laws to the Constitution, re-numbered the Constitution and By-Law Sections and revised the format of the complete document.	Feb. 11,2002
3	To specify in the Constitution; Section 4, paragraph 4.2 that the dissolution clause shall be unalterable.	Feb.26, 2002
4	To amend the Constitution; Section 4, that the dissolution clause reflects current Gaming Commission policies, and reflects non-gaming preferences.	June 9, 2003
5	To amend the By- Laws; Sections 4 and 5 to reflect the Ministry of Education legislation regarding (elections for) School Planning Councils.	Jan.12, 2004
6	To amend the By-Laws Section 10.3 to comply with the Gaming Enforcement Policy Branch conditions of signing authorities for the Gaming bank account.	Feb. 9,2005
7	Major update and revision of the By-Law sections	<u>April 9,2008</u>
8		

HENRY ANDERSON PARENT ADVISORY COUNCIL **CONSTITUTION**

Section 1 – Name of the Organization

The name of the organization shall be the Henry Anderson Parent Advisory Council, as per the School Act – Bill 67 – Division 2 – Section 8(1).

Section 2 – Purpose of the Organization

The Henry Anderson Parent Advisory Council is dedicated to the education and the well-being of the child. The Council's primary mandate is to promote effective communication between the home and the school. The Council shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

Section 3 – Objectives of the Organization

The objectives of the organization will be:

3.1 To enhance communication between

The Parents
The Community
The Students

AND

School Staff
and
Administration

3.2 To review, discuss, and make recommendations to the school staff and administration on:

- School policy and procedures
- Programs and services
- Facilities and equipment
- Parent/community education
- Learning resources
- The council may not discuss school personnel, individual students, or individual parents.

3.3 To promote cooperation between the home and the school providing for the education of children.

3.4 To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

3.5 To organize and provide additional resources to the school through volunteer activities.

Section 4 – Dissolution

4.1 The Anderson PAC shall be dissolved in the event that:

- The school is permanently closed; or
- There are insufficient parents willing to serve as Chairperson, Vice Chair, Secretary and Treasurer.

4.2 Upon dissolution of the Henry Anderson PAC, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to a charitable PAC organization within Richmond, School District #38, to be used for educational purposes in the community of the school. This provision shall be unalterable.

4.3 The records of the PAC shall then become the property of the Richmond School Board.

HENRY ANDERSON PARENT ADVISORY COUNCIL

BY-LAWS

Section 1 - Membership

- 1.1 All parents and guardians of students registered at Henry Anderson Elementary School shall be deemed voting members of the Anderson PAC as defined by the current BC School Act.
- 1.2 Administration and staff(teaching and non-teaching) of Henry Anderson shall be non-voting members of the group.
- 1.3 Members of the school community who are not parents of students in the system shall also be non-voting members of the group.

Section 2 – Executive

The Anderson PAC shall elect a slate of Executive officers from the voting members for each school year. Officers elected for Executive positions on the Anderson PAC shall be elected for a one (1) year term and may serve in the same position for no more than two (2) years.

No Anderson PAC Member shall hold more than one elected or executive position with the exception of the one (1) Anderson PAC Executive member who must also be on the SPC. (See By-Law 4.2) The Executive positions and their individual duties should include the following:

2.1 Chairperson:

- Shall convene and preside at all General and Extraordinary Anderson PAC Meetings;
- Ensures that an agenda is prepared and presented at these meetings, after consultation with the Anderson PAC Membership;
- Appoints committees where authorized to do so by the Anderson PAC Executive or Membership;
- Shall oversee and ensure that actions are taken by Anderson PAC members to achieve the objectives and purposes of the Anderson PAC organization;
- Shall be one of the two (2) Anderson PAC Signing Authorities (see By-Law Section 10.3);
- The Chairperson shall be considered a neutral party with respect to voting, and shall not submit a vote (Note Exceptions listed below)
- Exceptions:
 - In the event of a Tie-vote on an Anderson PAC Non-election matter (i.e. any matter that does not involve an Anderson PAC election), the Chairperson may submit a vote only after the initial Tie-vote on the given matter;
 - Chairperson may submit a vote for any candidate during an Anderson PAC Election.

2.2 Past Chair

- -Help make the transition between Chairpersons;
- Shall act in an advisory role to the Chairperson;
- Chair the nominating meeting and prepare a slate for the following year

Section 2 – Executive continued

2.3 Vice Chair

- Shall assume the duties and responsibilities of the Chairperson in their absence;
- Shall accept extra duties as required.

2.4 Secretary:

- Shall record the minutes of any Anderson PAC General or Extraordinary Meetings;
- Shall issue and receive correspondence on behalf of the Anderson PAC.
- Will ensure that an agenda is prepared and presented at these meetings, after consultation with the Anderson PAC Membership.

2.5 Treasurer:

- Shall be responsible for and report on the financial accounts of the Anderson PAC;
- Shall be one of the Signing Officers of Anderson PAC as per Section 10.3;
- Shall prepare a current monthly financial report for all Anderson PAC meetings;
- Shall assist the Anderson PAC with a draft budget and tentative plan of expenditures as per Section 10 (Finance).
- Shall be responsible for the submission of a completed BC Gaming Fund Application each school year for the following school year.

2.6 Additional Executive Officers:

- Additional Executive Officers may be added as determined by the needs of the Anderson PAC. Representatives to other committees and outside organizations may be appointed as required by the Anderson PAC.

2.7 Vacancy on Executive:

- If any Anderson PAC Executive officer resigns during a term of office, or if any office is not filled at the time of elections, the Anderson PAC may appoint someone to fill the vacancy until the next Anderson PAC election.

2.8 Transition Dates:

- All parties in elected Anderson PAC positions shall maintain the duties and obligations of their elected Anderson PAC positions acquired from the previous school year Annual General Meeting (AGM) elections up till and including the end of the given school year, which shall be defined as midnight June 30. Successful candidates in the June Anderson PAC AGM elections shall have their elected Anderson PAC positions effective July 1st of the same year as the Anderson PAC AGM election, and these same elected Anderson PAC positions terms shall run until the following June 30.

Section 3 - Committees

3.1 Committee chairpersons are responsible to the Anderson PAC.

3.2 Members may be appointed to special committees by the Anderson PAC.

Note: Special Committees shall be established upon recommendation of the general membership for set purposes. The Anderson PAC shall establish specific guidelines for each committee.

Section 4 - Elections Procedures (PAC Executive and School Planning Council)

- 4.1 The Anderson PAC shall elect or appoint an Anderson PAC Executive from the eligible voting Anderson PAC members for each school year.
- 4.2 In addition to Anderson PAC elections for the Anderson PAC Executive an election shall also take place for three (3) positions on the Anderson School Planning Council (SPC). One (1) of the SPC members must also be an Anderson PAC Executive member.

Section 5 – Nominations

- 5.1 An initial letter of “Notice for Nominations” for the Anderson PAC Executive and the three (3) Anderson PAC SPC positions for following school year will be distributed to the entire Anderson PAC Membership by April 30th of current school year.
- 5.2 Nominations for candidates for the Anderson PAC Executive positions and the three (3) Anderson PAC SPC positions may be received up to the end of May 31st and nominations shall then be declared closed by the Past Chair.
- 5.3 The Past Chair will chair the Nomination Committee. The Nomination committee shall be responsible for determining that all Anderson PAC election candidates are legitimate Anderson PAC Members and that their nominations as candidates follow all appropriate and applicable Anderson PAC By-Laws, such as Anderson PAC election candidate nomination deadlines (May 31st).
- 5.4 At the Anderson PAC AGM, the Past Chair will present a proposed slate of candidates for the following term of one (1) year for Anderson PAC Executive officers and also Anderson PAC SPC members. Each elected Anderson PAC position will be voted on with a simple majority vote required to determine the successful candidate for the given elected Anderson PAC position. Exception: if the elected position has only one (1) candidate, the Past Chair may deem the Anderson PAC position to be elected by acclamation.
- 5.5 In the event that the Past Chair is unable to chair the Anderson PAC Nomination Committee, the Anderson PAC will designate a voting Anderson PAC member as the Anderson PAC Elections Officer who shall fulfill the Anderson PAC Election duties normally assigned to the Past Chair.

Section 6 – Anderson PAC Meetings

- 6.1 The number of General Meetings shall be set by the Anderson PAC (see Section 6.2).
- 6.2 The dates of General Meetings for the entire school year shall be determined by the Anderson PAC Executive during the first September PAC Meeting of the given school after consultation with the Anderson PAC Members in attendance at this same first PAC meeting.
- 6.3 Extraordinary meetings may be called by an Anderson PAC Member with a minimum seven (7) days notice with reasons outlined for the Extraordinary Meeting.

Section 7 – Anderson PAC Constitutional and By-Laws Amendments

- 7.1 Amendments to the Constitution and By-Laws of the Henry Anderson Parent Advisory Council may be made at any Anderson PAC General Meeting, at which business is conducted, providing:
- Written notice of the meeting has been given to all members,
 - The notice of the meeting included notice of the specific amendments proposed.
- 7.2 A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Anderson PAC Constitution and By-Laws.
- 7.3 Amendments to the Anderson PAC Constitution and By-Laws should be submitted to the Board of School Trustees of School District #38 for their information.

Section 8 – Quorum

- 8.1 A Quorum regarding any Anderson PAC Meeting (General or Extraordinary) shall be defined as a minimum of five (5) Anderson PAC Members, two (2) of whom shall be Members of the Anderson PAC Executive.

Section 9 – Procedure of Anderson PAC Meetings

- 9.1 Meetings will be conducted efficiently and with fairness to the Anderson PAC Members and Guests present.
- 9.2 If procedural problems should arise during any Anderson PAC Meetings, Robert's Rules of Order (RROO) will be used to resolve the situation, unless RROO are in conflict with those procedures and guidelines existing in the current Anderson PAC By-Laws and Constitution.
- 9.3 The Constitution and By-Laws of the Henry Anderson Parent Advisory Council shall be filed with the Board of School Trustees of School District #38.

- 9.4 In order to assist in the smooth, orderly and efficient running of Anderson PAC Meetings, the Anderson PAC Chairperson shall deal with matters pertaining to Anderson PAC voting Members first and in compliance with Section 3 Objectives of the Anderson PAC Constitution.

Section 10 – Finances

- 10.1 An Anderson PAC budget and a tentative plan of any/all Anderson PAC expenditures, (also referred to as the Preliminary Wish List) for the immediately upcoming Henry Anderson School year, shall be drawn up by all members of the Henry Anderson School Community which will be further defined as any/all eligible Anderson PAC Members and Henry Anderson School Staff.

This Preliminary Wish List shall be presented to Anderson PAC no later than the May Anderson PAC General Meeting, and thus prior to the end of the school year.

Anderson PAC shall also allow for a second and what shall also be referred to as a Final Wish List for the new school year after it has formally commenced in September.

The closing date for the Final Wish List submissions shall be September 30 of the current and newly commenced school year.

Anderson PAC shall then hold an Extraordinary Meeting (Non General Meeting), which shall also be referred to as Fund Spending Meeting, which shall also be open to any/all Anderson PAC Members. This Fund Spending Meeting shall be held prior to the October Anderson PAC meeting of the newly commenced school year. Discussions and debates of all Anderson PAC Wish List requests shall be entertained, and subsequent funding recommendations brought to the October Anderson PAC meeting.

A vote on Final Wish List items will be made at the October Anderson PAC General Meeting.

Section 10 – Finances continued

10.2 All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.

10.3 The Executive shall name at least two signing officers, one of whom will be the Treasurer. And the President or the principal, for banking and legal documents. Signatures required for these documents pertaining to the Chequing account may be (a) one Chairperson or Treasurer of the Parent Advisory Council, together with (b) one Principal or Vice-principal of the school. However, signatures required for these documents pertaining to the Gaming Account must only be members of the Parent Advisory Council.

10.4 All monies spent above and beyond the Anderson PAC Discretionary Fund will be first presented to and voted on by the Anderson PAC Voting Membership.

10.5 An audit of Anderson PAC financial matters will be agreed upon by Anderson PAC members at any Anderson PAC General Meeting, whereupon an independent audit may be performed.

10.6 Fundraising: All Anderson PAC fundraising events conducted by Anderson PAC shall have a complete financial report of the Anderson PAC fundraising event presented to Anderson PAC within 60 days, and no later than the Anderson PAC June AGM of the current school year.

Section 11 - Legal Matters

11.1 Votes and methods of voting:

- Votes for election of candidates shall be via secret ballots using procedures outlined in the Anderson PAC By-Laws Addendum (Section 2).
- Votes for all other Anderson PAC NON-election matters may be tallied and decided by a simple show of hands.
- All Anderson PAC votes must be recorded in the Anderson PAC Minutes (i.e. all YES votes, all NO votes and any/all ABSTENTIONS on any vote must be recorded).

Section 11 - Legal Matters continued

11.2 Approval of Signing Authorities:

- In the event that Anderson PAC is obligated to sign any written contractual agreement for whatever goods and services that are related to Anderson PAC and Anderson PAC Matters, the proposed contractual agreement must be visibly posted on the Anderson PAC Parent Notice Board for public viewing. Copies of any such written contractual agreements shall also provided to all Anderson PAC Members attending the Anderson PAC Meeting.
- No written agreement (with the exception of financial matters as per Anderson PAC By-Law Section 10.3) shall be signed except by those parties who are Anderson PAC Members and who have also been formally empowered and designated via a vote by Anderson PAC Members to have such signing authority (See By-Law 10.3).
- No proposed written contractual agreement presented at an Anderson PAC Meeting shall be signed by the authorized Anderson PAC parties until the next General PAC Meeting at the earliest, and only if the Anderson PAC members in attendance at the next Anderson PAC Meeting vote to approve the written contractual agreement.
- Anderson PAC Members shall comply with the Anderson PAC Constitution and By-Laws, and shall also comply with any applicable Robert's Rules of Order (RROO) that Anderson PAC By-Laws and Constitution do not adequately address. Anderson PAC members shall also acknowledge their obligation to comply with any and all Laws that govern Canadian society and its citizens.

Section 12 - Code of Conduct

- 12.1 The Henry Anderson Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- 12.2 Any Anderson PAC Executive member who is approached by a parent with a concern relating to Section 12 is in a privileged position and must treat such a discussion as confidential.

Section 2 – Formal Anderson PAC AGM Election Procedures (condensed from RROO)

- 2.1 Anderson PAC shall commence with the Election Procedures outlined in Anderson PAC Addendum Section 2 if there are two or more candidates for a given elected Anderson PAC position.

HENRY ANDERSON PARENT ADVISORY COUNCIL

ADDENDUM

Section 1 - Definitions

Anderson PAC: Refers to Henry Anderson Elementary School Parent Advisory Council or also Henry Anderson Parent Advisory Council.

AGM: Refers to Annual General Meeting held at the June PAC General Meeting.

PAC: Parent Advisory Council as defined in the current BC School Act.

RROO: Refers to Robert's Rule of Order.

SPC: School Planning Council. Refer to current BC School Act.

- 2.2 Anderson PAC vacancies, with respect to elected positions on both the Anderson PAC and the Anderson PAC SPC, are to be acknowledged (By-Law Section 5) and a slate of candidates are to be brought forward to the Anderson PAC at the June PAC AGM. Section 2.2 will come into effect only if no elected Anderson PAC position is filled by acclamation.
- 2.3 If there is only one Anderson PAC Member willing to stand as an eligible candidate for an elected Anderson PAC position, such party shall be deemed the winner by acclamation.
- 2.4 Each elected Anderson PAC position shall have a separate election and shall also make use of a separate and secret ballot for each elected Anderson PAC position.
- 2.5 At the June AGM, the Past Chair (or in the absence of the Past Chair, the Anderson PAC shall appoint an Elections Officer: as per Anderson PAC By-Law 5.4) and the Anderson PAC Members in attendance shall also nominate two (2) other Anderson PAC Members who will be deemed Tellers. Note: the two (2) Tellers shall both be Anderson PAC Members and shall not be candidates for any elected Anderson PAC position.
- 2.6 The Past Chair or Elections Officer shall state the election has begun and instruct the two (2) Tellers to distribute blank ballots to all voting Anderson PAC Members in attendance at the Anderson PAC AGM. Once the Anderson PAC election has commenced, any latecomers are not eligible to vote in the Anderson PAC Elections. If, at any time, it is found that a voter for any/all candidates is not a legal Anderson PAC Member as defined in the BC School Act or any other non-compliance with Anderson PAC Voting Procedures, the Anderson PAC Election

results shall be deemed null and void and another election will be held at the same Anderson PAC AGM.

Section 2 – Formal Anderson PAC AGM Election Procedures continued

- 2.7 The Anderson PAC Members in attendance at the Anderson PAC AGM shall have a secret vote via a completed ballot previously distributed by the two (2) Tellers.
- 2.8 The Past Chair, or PAC Elections officer, after allowing for a reasonable amount of time for the Anderson PAC members in attendance at the Anderson PAC AGM to vote, shall deem the Anderson PAC Election Voting closed, and shall instruct the (2) Tellers to count the ballots. Upon completion of the ballot count, the two (2) Tellers shall report to the Anderson PAC Members at the same Anderson PAC AGM and inform them of the number of votes for each candidate. A winner shall be declared for the candidates who have a simple majority of the votes cast for each elected Anderson PAC position and during the Anderson PAC elections held at the Anderson PAC AGM.
- 2.9 In the event of a Tie Vote, a new election must be held immediately and during the same Anderson PAC AGM until a final successful Anderson PAC election candidate is declared.
- 2.10 Anderson PAC, at its discretion shall allow for any elected position to be shared by two parties, but these parties may only have one (1) vote with respect to any matters pertaining to their Executive position.
- 2.11 After each Anderson PAC election winner is declared, the Secretary shall note in the Anderson PAC Minutes the vote tallies per candidate per position. The completed ballots must also be kept and filed with other Anderson PAC documents. Any Anderson PAC election candidate may request a vote recount prior to June 30 of the current school year.
- 2.12 Notice of all successful Anderson PAC election candidates will be posted on the Anderson PAC Notice Board and a formal notice shall also be distributed to all Anderson PAC members on or before June 30 of the current school year.