



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, May 21st 2024
6:45 - 7:45pm
Multipurpose Room

Chairs: Aisha Elgahmodi (Chair), Redha Omran (Co-Chair), Mary Hsi (Vice-Chair)

Attendees: Sean Harrington (Principal), Colin Chan (Vice-Principal), Vivian Ko (Treasurer), Selina (Co-treasurer), Erin Sagarbarria (Co-secretary), Monica Das (M.A.L. - School Fruit and Vegetable Nutritional Program), Cecilia Leung (fundraiser coordinator), Marine Walic, Theola Lu, Gail Lam and Iris Wu and all parents show up.

Materials: April 16th, 2024 Anderson PAC - Meeting Minutes (drafted); Constitution Bylaws (DRAFT) V2; Financial Statement, PAC Exec Nomination Form.

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Adopt of Agenda	All
3. Approval of Previous Meeting's Minutes - April 16 th 2024 - Updates on action items	All
4. Principal's Report (School Updates)	S. Harrington, C. Chan
5. Treasurer's Report	V. Ko
6. Hot Lunch Update	M. Hsi
7. Approval: Constitution Bylaws (DRAFT) V2	G. Lam
8. Communications: PAC Notices	Baren/Theola
9. Approval: "Notice of Nomination Form" for Coming School Year PAC Exec Nominations	All
10. New business:	All
11. Adjournment	

Next Meeting: June 18th 2024 (Elections for 2024/2025)



Attendees: Sean H. (Principal), Colin C. (Vice-Principal), Redha O. (Co-Chair), Mary H. (Vice Chair), Vivian K. (Treasurer), Selina C. (Co-Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L., Theola L., Baren T., Marine W., Iris W.

Documents posted on Anderson PAC website for discussions:

- 2024 Apr 16 Anderson PAC Meeting AGENDA.pdf
- 2024 02 27 Anderson PAC – Minutes (drafted).pdf
- 2024 Mar HAES PAC Financial Statements - Meeting Draft.pdf
- 2024 03 6 Budget Meeting Minutes.pdf
- 2024 04 10 Note Shared Within Hot Lunch Volunteer Group.pdf
- 2024 04 11 Etiquette Guidelines (Drafted by Communications Committee).pdf
- Anderson PAC Flyer 2024-2025.pdf
- Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT V2.0.docx

1. Welcome

- a. Co-Chair welcomed everyone to the meeting.
- b. Vice-Chair opened floor to adoption of the meeting agenda.
 - i. Baren requested to add sub-category to Agenda Item 6 to discuss Anderson PAC Info Flyer
 1. Suellen moved to adopt the agenda, including the addition of the PAC Info Flyer discussion sub-category to Agenda Item 6.
 2. Erin seconded.
 3. 7 in favor (majority vote)
 4. Motion passed.

2. Approval of Previous Meeting's Minutes – Feb 27th 2024 and Updates on Action Items

- a. Marine moved to pass the February PAC meeting minutes.
 - ii. Selina seconded.
 - iii. 8 voted in favor (majority vote)
 - iv. Motion carried.
- b. Updates on Action Items from February PAC Meeting.
 - i. Mary to facilitate the designation of a hot lunch committee by April's PAC meeting (Item 2.b.i.3.a)
 1. Mary informed the hot lunch co-leads are Donna and Fanny.
 - ii. Gail to have Selina, Mary, Aisha, and Suellen granted viewing access to online banking (Item 2.b.ii.2.b)
 1. Gail confirmed Mary and Aisha can go to the bank for full access without Gail present.
 2. In dealing with Mary and Aisha's access, Gail was not able to address Selina and Suellen's access before April's PAC meeting.
 - a. Suellen confirmed she had submitted the necessary paperwork but encountered difficulties with obtaining an access card due to a change in the bank's Branch Manager. Suellen advised the email she received from the bank states she can obtain the access card without Gail being present.
 - b. Link Gail sent to Selina for access did not work. Gail to continue attempting to resolve.

- c. **ACTION:**
 - 1. Mary, Aisha, and Suellen to go to the bank and obtain their respective accesses.
 - 2. Gail to assist with Selina's viewing access.
 - iii. Mary to inform hot lunch volunteers of June 19th being an additional hot lunch date and have it added to the March 6th Munch-a-Lunch launch (Item 5.c.iv.2.a)
 - 1. Mary stated that the June 19th date was not discussed at the last hot lunch event and that volunteers do not want to commit to any dates without knowing how many additional days there will be.
 - 2. June 19th was not added to the March 6th Munch-a-Lunch launch.
 - 3. **ACTION:**
 - a. Carry Action item forward with Mary to present June 19th as the additional hot lunch day to hot lunch volunteers and confirm with PAC Exec's whether June 19th will be an additional hot lunch date with adequate time for Munch-a-Lunch ordering.
 - iv. Mary to discuss Terms of Reference with hot lunch group for edits and bring them to April's PAC meeting (Item 6.d.v.1)
 - 1. Mary stated that the hot lunch Co-Leads and volunteers did not have time to create a Hot Lunch Committee Terms of Reference.
 - 2. Gail reminded that she had posted a draft Hot Lunch Committee Terms of Reference in February to which the hot lunch subcommittee can make edits.
 - 3. When asked whether the co-leads were aware the draft Terms of Reference were posted, Mary confirmed she had told them about it but is unaware whether the co-leads had time to review it.
 - 4. **ACTION:**
 - a. Carry Action item forward with Mary to present a Hot Lunch Committee Terms of Reference at May's PAC meeting.
 - v. Each Team Lead to obtain password to PAC website for updating and replace "Chair" with "Lead" in each Terms of Reference (Item 6.e.ii.1 and 6.e.ii.2)
 - 1. Decision within meeting to leave passwords with those who currently have it.
 - 2. Suellen will continue to upload documents with CC assisting with creating folders and files.
 - 3. Selina suggested to upload PAC files to the Anderson's Google Drive for future PAC reference.
 - a. **ACTION:** Suellen to upload PAC file to Anderson's Google drive by the end of June for current school year (2023-2024) documents.
 - vi. Action items regarding Chair participation in Nomination Committee (Items 8.b.i.1, 8.b.i.2 and 8.b.i.3)
 - 1. **ACTION:** Redha will ask Aisha if she wants to be part of the Nomination Committee and respond to PAC Execs by <DATE>
 - vii. PAC welcome package info sheet (Item 9.c.ii.1)
 - 1. CC sent PAC welcome package info sheet example to Baren.
 - 2. Baren produced a draft for April's meeting and presented for input in April Agenda's Item 6.

3. Principal's Report (School Updates)

- a. Track Attack
 - i. Commenced for Grades 4-7.
 - ii. May 13th is track meet with other elementary schools.

- iii. Anderson will send as many interested students as possible to the track meet, but unfortunately cannot accommodate every student due to Anderson's large student enrolment versus the number of spots available for Anderson participants at the track meet. Each school is allotted the same number of spots regardless of enrollment.
- iv. Anderson has made every effort to send as many students as possible including requesting spare lanes from smaller schools.
- v. Whoever attends the track meet will be participating in at least 2 events to make the trip out worthwhile.
- vi. Student selection will be based on interest as Anderson recognizes the value of experience.
- b. Basketball
 - i. Girls Team brought home a championship.
 - ii. Boys Team came in 2nd.
 - iii. Thanks to admin and teachers who coached.
- c. Grade 7's
 - i. School is busy with counsellors visiting Grade 7 students and teachers to help with students' transitions to secondary school.
- d. New Kindergarteners
 - i. 80 incoming kindergarteners for the 2024-2025 school year with their first visits to Anderson on Thursday, May 16th.
 - 1. English enrolment session 9am-10am
 - 2. French enrolment session 10:30am-11:30am.
 - ii. Selina C. volunteered as PAC presence during the sessions.
- e. Clubs
 - i. Chess Club up and running with Mme Lapierre.
 - ii. Homework Club concludes in May.
 - iii. Math Club to participate in a worldwide contest May 15th (focus is on Gr. 6's/7's).
- f. Report Cards
 - i. Going home April 25th
 - ii. Parents/guardians: Remember to celebrate the new report card or a new start.
- g. Fire drill Friday, April 19th.
- h. Walking Wednesdays starts April 17th.
 - i. Student encouraged to walk to school.
- i. Culture Day Friday, April 19th.
 - i. Hope and focus are for students to feel comfortable and build confidence in celebrating their cultures.
 - ii. Kids encouraged to wear traditional clothing or bring a cultural artifact.
- j. Run Club started.
 - i. 8:20am on Mondays.
 - ii. Students receive a bead for each lap they run.

4. Treasurer's Report and Vote on Recommendations from Budget Meeting Minutes

- a. Appendix A – March Balance Sheet
 - i. \$6,475.42 in the Gaming Account
 - ii. \$21,441.46 in the General Account
- b. Appendix B – Profit and Loss
 - i. Income: Includes Term 3 hot lunch sales (\$3934.68)
 - ii. Expense: Hot lunch expense (\$1786)

- c. Budget Subcommittee Meeting
 - i. Three main areas where PAC may have extra funds. PAC voted on whether excess funds should be allocated to the Gaga ball court (only half of it was to be funded at the initial budget meeting) or to roll the excess funds to the 2024-2025 school year in their respective categories.
 - 1. Hip hop (~\$1000): Selina called voting - unanimous (10) vote to contribute funds to Gaga ball court.
 - 2. Teachers' unused funds from classroom supplies and field trip funds.
 - a. Vivian working with Deb to determine a more precise number and will have a better idea the week of April 22nd.
 - b. As teacher supplies are from the general fund and field trips are from the gaming account, voting for allocation of excess funds (if any at the end of year) done separately.
 - i. Supplies: 1 vote for roll over; 9 votes for Gaga ball court.
 - ii. Field trips: 3 votes for roll over; 7 votes for Gaga ball court.
 - 3. General funds.
 - a. Excess fund reallocation is after 10% has been reserved for the 2024-2025 school year as contingency.
 - b. Voting: 3 votes for roll over; 7 votes for Gaga ball court.
 - c. Outstanding teacher expense receipts and additional hot lunch orders will affect final numbers.
- d. Gaming grant application submitted for 2024-2025 school year. Approval will not be confirmed until the new school year and grant will be based on final enrolment (Approximately at the end of September).

5. Hot Lunch Update and Vote on Action Items from Hot Lunch Volunteer Group Notes

- a. Hot lunch subcommittee meeting held at the end of the last hot lunch date (April 10th) where the group decided Wednesday, May 29th would be the preferred date for Volunteer Appreciation Day (VAD).
 - i. Baren brought to attention that other volunteer groups such as Library and Breakfast Club should also be consulted in determining the best date.
 - ii. Clarification from Sean that while Breakfast Club is run under the school, they will not be holding a separate school-run VAD, only a Parent Appreciation Day.
 - iii. Sean advised the multipurpose room is only available Friday mornings if PAC wishes to book it for VAD.
 - iv. For increased inclusion, a poll will be distributed to all volunteer groups to determine whether VAD should be Friday, May 24th or Friday, June 7th.
 - v. Selina volunteered to organize the Friday VAD.
 - vi. Suggestion to hold VAD slightly before 8:45am (higher likelihood of parent participation with drop-off).
 - vii. Mary indicated that some hot lunch volunteers will not wish to share their emails for the VAD date poll.
 - 1. **POST MEETING ACTION: PAC members with volunteer email addresses to submit them all to Suellen ASAP. Suellen will send out a Doodle Poll to determine the VAD date based on majority votes. For hot lunch volunteers, Mary will conduct the poll separately and report back the preferred date with voting number for each.**
- b. March 6th Pizza/Pasta Day: 710 orders; \$976
- c. April 10th Pasta Day: 274 orders; \$753

- d. April 10th Pasta Day feedback
 - i. Mary reported some kids felt left out of Hot Lunch Day because they were not given the option of ordering pizza when they have traditionally been able to do so. Some older kids wanted the option to order pizza in addition to their pasta order for a larger lunch.
 - ii. Hot Lunch Subcommittee consensus is to keep pizza and pasta day together.
 - iii. Sean: Some Kindergartners find it tougher to eat pasta and end up taking it home; more effort on the supplier to produce pasta than pizza.

6. Approval Etiquette Guidelines (Drafted by Communication Committee) and PAC Info Flyer

- a. PAC info flyer to distribute to incoming Kindergarten parents/guardians on May 16th.
 - i. Baren presented a draft flyer and called for input.
 - ii. **ACTION:** Baren to obtain updated fundraiser numbers from Vivian and updated the flyer accordingly as well as add a shout-out box inviting new parents to contact PAC and get involved.
 - iii. **ACTION:** Selina to work on a Chinese version of the info flyer.
 - iv. PAC Flyer will be printed out and stuffed into Welcome to K bags. It will also be given to parents on PAC AGM day.
- b. Etiquette Guidelines document (aka Anderson PAC Guiding Principles for Meetings)
 - i. Baren presented a draft of Etiquette Guidelines document resulting from a Communications Subcommittee meeting.
 - ii. Purpose is to improve efficiency with meetings that have been running over time and assist with discourse. The guidelines are to be observed alongside Robert's Rules.
 - iii. Document will reside on the PAC website.
 - iv. Inclusion of specific meeting times and durations as well as its incorporation into the Constitution as a template were discussed. Recommendations revised by Baren during the meeting to ready it for posting.
 - v. Selina moved to approve the Etiquette Guideline.
 - 1. Suellen seconded.
 - 2. Unanimous (9) votes in favor.
 - 3. Motion passed.

7. Approval Constitution Bylaws (DRAFT) V2

- a. Meeting running late, PAC requested Gail to highlight changes and anything urgent on this Version 2.
- b. Gail emphasized that PAC needs to pass the constitution and bylaws by the June meeting to have it effective for 2024-2025 school year. A special meeting may be required.
- c. Discussion surrounding whether Constitution should include language regarding removal of positions - whether it will deter parents from joining; similar language is present in **BC Confederation of PAC and District Parent Advisory Council.**
- d. Discussion regarding whether agenda additions and agenda adoption at the beginning of each meeting should be included in the Constitution or reside within Baren's Etiquette Guidelines document which will be a template added to the end of the Constitution.
- e. **ACTION:** Gail to send copy of Constitution V2 to Chair for review/input. Also, if anyone has not read the document, please go to our website and download a copy.

8. Approval "Notice of Nomination Form" for Coming School Year PAC Exec Nominations

- a. Clarification required regarding co-positions - whether the current bylaws address them or not; co-positions traditionally have been selected after voting and not voted upon.
 - i. Nomination form will contain only one position for each role.
- b. Nomination Subcommittee responsible for ensuring nominees are eligible.
 - i. Recommendation made to include student name and division on the form to assist in vetting process; make this optional for those who do not wish to include their child's name.
- c. If anyone is nominated for more than one position, they will be contacted by nomination committee to choose one position to run for.
- d. Discussion regarding whether member-at-large (MAL) positions should be held for unsuccessful candidates to encourage participation.
 - i. Principal/Vice-Principal suggestion to address PAC at AGM before voting and state that should any nominee not be voted into a role to, please be reminded there are other ways they can help the school and that they hold equal weight whether they formally hold a position or not.
 - ii. Reserving MAL positions for unsuccessful candidates may deter/deny other PAC members who have a specific interest in being MAL for a particular area such as hot lunch.
 - iii. Should MAL positions be specific (i.e. hot lunch, fruits & veggies, fundraising, communications etc.)?
 1. Hot Lunch MAL should be specific and the position filled prior to the following school year as hot lunch planning starts in the summer.
 2. Principal recommendation to add 2 general MAL positions to the designated 4; define the 4 specific MAL roles on the form (e.g.: "Hot Lunch Lead - Member at Large (MAL)"); and to reference PAC website for definitions and duties.
 3. Suggestion to include language from the Constitution to the back of the nomination form for easy reference.
 4. Mary motioned to keep MAL titles on the nomination form and change terminology to "Lead."
 - a. 7 voted in favor; 1 against; 1 abstain.
 - b. Motion passed.

9. New Business (none)

10. Adjournment

- Next meeting: May 21, 2024

MEETING REFERENCE DOCUMENTS

DRAFT



Henry Anderson Elementary Parent Advisory Council (PAC)

CONSTITUTION AND BYLAWS

Adopted Circa 1996
Amended June 2024

HENRY ANDERSON PARENT ADVISORY COUNCIL CONSTITUTION

TABLE OF CONTENTS

Section 1	Name
Section 2	Purpose of the Council
Section 3	Interpretation of Terms

SECTION 1 – NAME

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

The Council will operate as a non-profit organization with no personal financial benefit accruing to members. This provision is unalterable.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 – PURPOSE OF THE COUNCIL

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 the meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and, in particular, the interests of Henry Anderson Elementary School.
5. To contribute to a sense of community within the school and between the school, home, and neighborhood.
6. To provide parent education and a forum for discussion of educational issues.
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
9. To organize and support activities for students and parents.
10. To provide financial support, in the form of fundraising, for the goals of the Council, as determined by the membership.

SECTION 3 – INTERPRETATION OF TERMS

“BCCPAC” means BC Confederation of Parent Advisory Councils

“District” means School District No. 38

“PAC” or “parent advisory council” means the parent(s) organized according to the School Act and operating as a parent advisory council in Henry Anderson Elementary

“Parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 38

“RDPA” or “Richmond District Parents’ Association” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 38

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 38

TABLE OF CONTENTS

Section 1	Membership
Section 2	Executives
Section 3	Executive Meetings
Section 4	Conduct of Executive and Representatives
Section 5	Duties of Executives and Representatives
Section 6	Meetings of Members
Section 7	Proceedings at General Meetings
Section 8	Committees
Section 9	Nominations
Section 10	Financial Matters
Section 11	Constitution and Bylaw Amendments
Section 12	Property in Documents
Section 13	Dissolution

SECTION 1 – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Henry Anderson Elementary are voting members of the Council.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Henry Anderson Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with Bylaws

5. Every member will uphold the constitution and comply with these bylaws.

SECTION 2 – EXECUTIVES

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive Defined

2. The executive will include the president, vice-president, secretary, treasurer, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 38 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each annual general meeting held in June of each school year (a minimum of Chair, Co-Chair, Treasurer and Secretary). All other positions may be carried forward to the first PAC meeting of the new school year (September).
5. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

6. The executive will hold office for a term of one year beginning immediately following the election (July 1st to June 30th).
7. No person may hold the Chairperson and Vice-Chairperson position for more than two consecutive years and no more than two years in total. Exception can be made if there are no interest in the position and must be discussed at the general meeting with council members and appointed through motion and votes.
8. If an executive member misses 3 consecutive meetings, it is assumed that they have relinquished their role. Refer to vacancy.

Vacancy

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint through motions and votes at the next scheduled meeting an eligible member of the Council to fill the vacancy until the next annual general meeting. An executive member must announce their resignation at the scheduled meeting where the principal and or vice principal and at least one member of the executive is present at the meeting and documented in the minutes.

Alternatively an email can be sent to both the principal and the andersonpacgeneral@gmail.com email to confirm resignation of the executive member.

DRAFT

Removal of Executive

10. The members may, by a majority of not less than 75% of the votes cast of those present at the meeting, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (*an eligible representative of a Council member*) to complete the term through motions and votes. Concerns regarding an executive member must be submitted in writing and presented to at least three executive members for review (must not be an anonymous submission). For example but not limited to, an executive member not adhering to the code of conduct.
11. Written notice specifying the intention to make a motion to remove the executive member must be given to all members by the way of posting on the PAC website not less than 7 days before the meeting.

Remuneration of Executive

12. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the council's affairs.

SECTION 3 – EXECUTIVE MEETINGS

Meetings

1. Executive meetings may be held at the call of any executive member. The meeting will be held before the general meeting and at the executive members decision, the meeting may be open to PAC members.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will give seven calendar days' notice of executive meetings.

SECTION 4 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
4. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

SECTION 5 – DUTIES OF EXECUTIVES AND REPRESENTATIVES

A. The Chairperson will:

- a) speak on behalf of the Council
- b) consult and communicate with Council members and executive members
- c) preside at all membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) be a signing officer
- i) submit an annual report
- j) the Chairperson shall be considered a neutral party with respect to voting, and shall not submit a vote (note exception below)
 - Exceptions:
 - Chairperson may submit a vote for any candidate during an Anderson PAC election

B. The Vice-Chair will:

- a) support the Chair
- b) assume the duties of the Chair in the Chair's absence or upon request
- c) assist the Chair in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report

C. The Secretary will:

- a) ensure that members are notified of meetings
- b) Prepare and present agenda at meetings after consultation with Anderson PAC membership
- c) record and file minutes of all meetings
- d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- e) prepare and maintain other documentation as requested by the membership or executive
- f) issue and receive correspondence on behalf of the Council
- g) ensure safekeeping of all records of the Council
- h) update PAC website by posting agendas, meeting minutes, and any other applicable correspondence
- i) may be a signing officer
- j) submit an annual report

D. The Treasurer will:

- a. be a signing officer
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts, disbursements and current monthly financial report at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. apply for the annual gaming grant
- k. submit an annual financial statement at the annual general meeting

E. The District Parent Advisory Council (DPAC) Representative will:

- a. attend all meetings of Richmond District Parents Association (RDPA) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. the representative may not be employees or elected officials of School District No. 38 or the Ministry of Education.
- i. submit an annual report (if applicable)

F. Members-at-Large (MAL) will:

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. submit an annual report (if applicable)

G. The immediate Past President will:

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report (if applicable)

H. Co-Positions will:

- a. all positions except the Chairperson and Vice-Chairperson may have a co-position appointed where authorized by the council members at the time of election and at other times as the council requires
- b. share the duties and responsibilities of the position they are supporting
- c. may be a signing officer

Annual reports are important because they

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

SECTION 6 –MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than five times during the school year. One of which will be the annual general meeting in June.
3. The dates, time and duration of general meetings for the entire school year shall be determined by the executives during the first September PAC Meeting of the given school after consultation with the members and principal and or vice-principal in attendance at this same first PAC meeting. Registration should be set 10 minutes prior to the meeting start time as the start time must be adhere to.
4. 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.
5. Extraordinary Meetings (non-general meeting) may be called by a member with a minimum 7 days notice.
6. If any of the executive members are unable to attend a schedule general meeting, an email must be communicated amongst all the members in the executive committee.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of Meetings

9. Members will be given 7 day notice to changes or additions of general meetings.
10. Notice of meetings can be sent in various ways – by flyers, e-mail, newsletter or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

SECTION 7 – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings or extraordinary meetings shall be defined as a minimum of five Anderson PAC members, two of whom shall be Members of the Anderson PAC executive.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated or tabled.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.
8. All votes must be recorded in the minutes.

SECTION 8 – COMMITTEES

1. The membership may appoint committees through motions and votes to further the Council's purposes and carry on its affairs.
2. Committee members may be appointed to committees by the membership through motions and votes.
3. The terms of reference of each committee will be specified by the membership at the time the committee is established, or by the committee at its first meeting, as the membership decides.
4. Committees will report to the membership and executive as required.
5. A Nominating Committee will be appointed annually by members before the annual general meeting.

** A standing committee exists every year examples are budget, nominating, hot lunch, special events, and fundraising. An ad hoc committee is created to do a specific task within a certain time period.*

SECTION 9 – NOMINATIONS

1. An initial letter of “Notice for Nominations” for the Executive positions and MAL for the following school year will be distributed to the entire membership by April 30th of the current school year.
2. Nominations for candidates for the Executive positions may be received up to the end of May 31st at 11:59pm and nominations shall then be declared closed by the Lead of the Nomination Committee.
3. The Nomination Committee shall be responsible for determining that all election candidates are legitimate members and that their nominations as candidates follow all appropriate and applicable By-laws, such as election candidate nomination deadlines.
4. The nomination committee shall contact all eligible candidates to advise them of the Code of Ethics and the duties of the role they have been nominated for.
5. At the AGM, the Lead of the Nomination Committee will present a proposed slate of candidates for the following term of one year for Executive officers and MAL positions, if applicable. Each elected position will be voted on with a simple majority vote required to determine the successful candidate for the given elected position. Exception: if the elected position has only one candidate, the Chairperson may deem the position to be elected by acclamation. Exception: Chairperson and Vice-Chairperson may not be elected by acclamation if they have reached the end of the 2 year rule.
6. In the event there are insufficient parents willing to serve as Chairperson, Vice Chairperson, Secretary and Treasurer, through motions and votes, the PAC members may elect to table the remaining roles to be elected at the first meeting held in September of the following school year.

SECTION 10 – FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st to June 30th.

Power to Raise Money

2. The Council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. 10% of the operating budget for the current year, will be reserved for the following school year.

Auditor

7. Members at a general meeting may appoint an auditor at any given time in the year.
8. Council funds can only be spent if authorized by a motion passed at a general meeting.

Finances

9. A budget and a tentative plan of any/all expenditures, (also referred to as the Preliminary Wish List) for the immediately upcoming school year, shall be drawn up by all members which will be further defined as any/all eligible members and School Staff.
10. The wish list submission shall be presented at the October general meeting of the current school year.
11. Executives shall then hold an Extraordinary Meeting (non-general meeting), which shall also be open to any/all members. This meeting shall be held prior to the November general meeting of the current school year. Discussions and debates of all Wish list requests shall be entertained and subsequent funding recommendations brought to the November meeting.

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

SECTION 11 - CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast of those who are present at a general meeting, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 10 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. Amendments are recommended to be made for the next school year however, through motions and votes if clarification is needed for proposed amendment(s) not exceeding one page, Anderson PAC members may recommend changes during the current year.

SECTION 12 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION 13 - DISSOLUTION

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 Chairperson, Secretary and Treasurer.
1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 38 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Henry Anderson Elementary School.

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.

Adopted by Henry Anderson Elementary Parent Advisory Council at Richmond, British Columbia,

on _____ (date).

X

Henry Anderson PAC Chair | Signature

X

Henry Anderson PAC Executive | Signature

Henry Anderson PAC Chair | Print Name

Henry Anderson PAC Executive | Print Name + Title

Date

Date

DRAFT

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or Representative:

1. Upholds the constitution and bylaws, policies, and procedures of the electing body.
2. Performs his or her duties with honesty and integrity and in the interests of the Council.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Henry Anderson Elementary Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

Email _____