



# Henry Anderson Elementary Parent Advisory Council (PAC)

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# CONSTITUTION AND BYLAWS

Adopted Circa 1996  
Amended June 2024

HENRY ANDERSON PARENT ADVISORY COUNCIL CONSITUTION

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### **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

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**SECTION 1 – MEMBERSHIP**

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***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**

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### ***Role of Executive***

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

### ***Executive Defined***

2. The executive will include the Chair, Vice-Chair, 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 July 1<sup>st</sup> to June 30<sup>th</sup> following the election.
7. No person may hold the same executive 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](mailto:andersonpacgeneral@gmail.com) email to confirm resignation of the executive member.

### ***Remuneration of Executive***

10. 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**

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### ***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**

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### ***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**

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### **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 (optional)
- 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 (optional)

### **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 (optional)

**D. The Treasurer will:**

- a. be a signing officer
  - i. If a co-treasurer is elected then only one of the treasurers will have signing authority
- 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. submit an annual report (if applicable)



**F. Committee Leads 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 Chair 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**

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***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**

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### ***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**

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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**

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1. An initial letter of “Notice for Nominations” for the Executive positions and Committee Leads for the following school year will be distributed to the entire membership by April 30<sup>th</sup> of the current school year.
2. Nominations for candidates for the Executive positions may be received up to the end of May 31<sup>st</sup> 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 officer and Committee Lead 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**

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### ***Financial Year***

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

### ***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**

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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**

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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 Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

**SECTION 13 - DISSOLUTION**

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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

\_\_\_\_\_  
Henry Anderson PAC Chair | Print Name

\_\_\_\_\_  
Date

**X**  
\_\_\_\_\_  
Henry Anderson PAC Executive | Signature

\_\_\_\_\_  
Henry Anderson PAC Executive | Print Name + Title

\_\_\_\_\_  
Date

**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 \_\_\_\_\_

## 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, renumbered the Constitution and By-Law Sections and revised the format of the complete document.	February 11, 2002
3	To specify in the Constitution; Section 4, paragraph 4.2 that the dissolution clause shall be unalterable.	February 26, 2002
4	To amend the Constitution; Section 4 and 5 to reflect the Ministry of Education legislation regarding (elections for) School Planning Councils.	June 9, 2003
5	To amend the By-Laws; Section 4 and 5 to reflect the Ministry of Education legislation regarding (election for) School Planning Councils.	June 12, 2004
6	To amend the By-Laws Section 10.3 to comply with the Gaming Enforcement Policy Branch condition of signing authorities for the Gaming bank account.	February 9, 2005
7	Major update and revision of the By-Law sections.	April 9, 2008
8	Major update and revision of the Constitution and By-Laws.	June 24, 2024