



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Oct. 22nd 2024
6:30 - 7:30pm
Multipurpose Room

Materials: Sep 11th PAC Meeting Minutes, Financial Report etc.

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	3 mins
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes - Sep 11 th 2024 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	10 mins
5. Treasurer's Report	Vivian	Y	5 mins
6. Updates: - Budget committee (budget approval) - Hot Lunch Program - Fundraisers (stationary sale and craft fair)	Vivian Gail Iris	Y N N	30 mins
7. Donation Drive (Vote on the name: cash, tech or playground)	CC	N	5 mins
8. Other business (Further discussion on the validity of motion and voting result on Adoption of Amended HA PAC Constitution and By-laws)	All	N	5 mins
9. Adjournment		N	

Next Meeting: Nov 12th 2024

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes
Tuesday, October 22nd 2024 – 6:30pm-8:50pm



Attendees: Chris D. (Principal), Colin C. (Vice-Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Gail L., Iris W. (Fundraising Lead), Baren T. (Communications Lead), Mary H., Karina N., Shirley S., Tom P., Loretta T., Steffi Z., Vikram S. (Fruit and Veggie Lead), Shalini M.

Documents posted on Anderson PAC website for discussions:

- 2024 10 22 HA PAC Meeting - Agenda.pdf
- 2024 09 11 Anderson PAC- Minutes (draft).pdf
- 2024 -2025 PAC Funds Summary and 224 Sep Financial Statement

1. Welcome

- a. Vice-chair welcomed everyone, chaired and started the meeting due to Chair's late arrival.

2. Adoption of Agenda

- a. Vice-chair motioned to adopt the agenda.
 - i. Shirley moved and Tom seconded.
 - ii. All voted in favor.
 - iii. Motion passed.

3. Approval of Previous Meeting's Minutes – September 11th, 2024

- a. Business arises from last meeting (the highlighted area were minutes from Sep 11th 2024 meeting)

"Amended Constitution Bylaws was posted on the PAC website June 24th, 2024. Link to amended Constitution Bylaws and voting date of September 11th provided to all parents via the Anderson newsletter that was emailed out June 21st and 28th, 2024.

On SEPT 11: Those new to Anderson or anyone else who did not have a chance to review the amended Constitution did not need to vote."

Due to recommendation above, a lengthy and heated discussion were carried on, questioning the validity of the following motion "adopt the amended Constitution Bylaws" and ultimate the voting results. This issue was tabled for further discussion in agenda item 8 "Other business".

(SEPT 11: Erin motioned to adopt the amended Constitution Bylaws; Veronica seconded; 11 voted in favor; 1 abstained; 0 against; Motion passed. Erin motioned to approve the June 18th, 2024 meeting minutes.

- i. Suellen seconded.
- ii. All voted in favor.
- iii. Motion passed.)

- b. Tom motioned to approve the rest of the minutes from last meeting; Suellen seconded. All voted in favor and motion passed.

4. Principal's Report

- a. Sep 30th. Indigenous reconciliation.
- b. Classroom Updates and Hiring

- i. Two classes from French immersion are still short of teachers, but have two reliable and caring resource teachers stepping in while positions are being filled.
- c. Provincial Pro-D Day – Oct 25th when teachers participant in math conference, curriculum updates etc.
- d. Teacher- parents conference is going on Oct 23rd when early dismissal occurs. Great opportunity for parents getting to know kids’ school life.
- e. Gaga Ball Court: court has been put into use for intermediate students with schedule M, W and F for Grade 4/5; T and Th for Grade 6/7.
- f. Volleyball season for Grade 6/7, 60 students participating and 1st home game on Oct 31st. Big thanks to coach volunteers.
- g. K-Pop dance classes in December: English classes (Dec 2nd -6th, performance on Friday Dec 6th) and French immersion classes (Dec 9th – 13th and performance on Friday Dec 13th).
- h. Staff Wish List (haven’t priorities yet)
 - i. Sound system \$7500;
 - ii. List from learning and resource teachers needs a further discussion and so far, no \$ number come up yet;
 - iii. Proposal for a 2nd playground, such as location, cost, etc. lots for consideration
 - iv. Technology updates: the lease for a cart of iPad (30 iPads) is almost the end of term and renew for another lease of 4 years costs up to \$7800, which needs to be addressed soon. The school is also looking for a long-term plan of purchase a few laptops (\$2k per laptop) from school district (with better coverage policy every year and build up a cart of inventory over 2 -3 years. Admins will look at the ratio of technology/ students (since Anderson is a big school) and propose to school district for possible tech aids.
- i. Halloween day: costume is optional and need to be appropriate. Halloween is not a school wide event.
- j. Pumpkin Patch will be scheduled on Tuesday Oct 29th. It is for all Anderson kids. Call for volunteer.
- k. Costume donation bin: out of size costume can be donated to school and be reused by students needed. Stay tuned for updates from school newsletter.

5. Treasurer’s Report (refer to Appendix A)

- a. The balance sheet regarding Anderson PAC accounts are updated to Oct 22nd 2024. Hot lunch sales are for Term 1 (Sep to Dec) only. Additional lunch order may come in later this term.
- b. The estimated cost of stationery (PAC fundraising) \$2k hasn’t been keyed into system.
- c. PAC VanCity Special Projects Account (playground funds) with a balance of \$25,961.81 is currently parked in cash account. An investment account such as a term GIC can generate more interest over the years.

Action Item: Vivian will look into the possibility of term GIC for such an account.

6. Updates

- a. Budget committee (refer to Proposed Budget Summary)
 - i. **Oct 22nd:** Tom motioned to pass the first page of the budget summary including **REVENUE** and **EXPENSES**; Vikram seconded; 14 voted in favor; 0 abstained; 0 against; Motion passed.

Discussions:

One parent brought up the concerns of the cost and would like to increase Grade 7 luncheon to \$20/ pp. The budge for Gr-7 lunch allocated per person was adopted two years ago and with the current budget \$15/ pp, it is way enough to cover the cost (last year food truck). Also, the lunch budget in some industry such as bank, college currently is below \$20/ pp. \$15/ pp is a very generous and reasonable budget. However, PAC agreed to look into the budget again after March budget committee meeting with a more update number.

Alumni scholarships is a recognition and Anderson PAC can set-up the parameters or criteria. \$500 scholarships can go through operation account, not gaming funds.

Oct 22nd: Suellen motioned to pass **TEACHERS WISH LIST** from the second page of the budget summary; Vikram seconded; 13 voted in favor; 0 abstained; 0 against; Motion passed (voting member down to 13 due to one parent’s early leave).

Discussions:

There was a discussion on the budget for field trip \$15/pp vs \$10/pp. \$5 difference per person sounds small but would be quite significant once applied to the whole school 651 students (\$3255), which can help funding the tech updates (\$7800 for lease renewal). A voting was cast for the field trip budget with 2 parents favoring \$15/pp and 10 parents favoring \$10/pp.

Field trip budget has been adjusted to \$10/pp.

b. Hot Lunch Program

- i. Sushi lover will increase the price due to the cost and our listing prices will be changed accordingly. However, the menu price hasn’t been finalized yet.
- ii. Profit report for the first three hot lunch dates

Date	Vendor	Revenue	Cost	Profit
Sep 18	Pizza/ Pasta	\$2400	\$1523.05	\$876.95
Oct 2	Pizza/ Pasta	\$2905.25	\$1841.12	\$1064.13
Oct 16	Taiwanese	\$3322	\$2584.81	\$737.19

- iii. Extra hot lunch days are possible if waste generated could be minimized especially for younger kids’ classes. Hot lunch volunteers are recommended to stay longer and help younger kids with waste disposal.
- iv. Potential food vendors: school can facilitate with parents online polling on hot lunch potential cuisine options. However, the final voting needs to be conducted in person during PAC meetings with the opportunity for related discussions.

c. Fundraising

- i. Stationary sale will continue this week if weather allows.
- ii. 1st. Anderson School Craft Fair (before Christmas) is under discussion with the intention to bring school, community, families together and fundraising for school. Stay tuned for updates.
- iii. Nov 12-15th is scheduled for scholastic bookfair in the library with set-up on Nov 8th. Volunteers are needed.
- iv. Art Created for Kids will come out next week.
- v. Purdy’s chocolate will be launched soon. Order online until the end of November and delivery in the first week of December.

7. Donation Drive

- a. Parents’ direct donation to PAC is another way of fundraising. Last year, it brought a total of \$1100. However, with a specific name on the donation drive can be beneficial. A discussion was carried on with the donation drive’s name (cash, tech or playground) and ceiling (or not). Parents of younger kids would prefer playground to technology updates. Also, due to the potential fundraising fatigue, it is not recommended to have all 3 donation drives. Vote was casted with the following results:

Name	Results
Technology	no ceiling 1
Technology with a ceiling (9 favors)	Ceiling of \$10 K 4
	Ceiling of \$20K 7
Cash, Technology and Playground	3

Parents approved a focused fundraising campaign for technology, setting a goal of \$20,000. Any donations received beyond this target will be allocated to the playground or other initiatives run by the PAC. Vikram has volunteered to lead this fundraising effort.

8. Other business

- a. Discussion continued regarding the validity of the motion and voting results on the amended Constitution Bylaws from the previous meeting. The adoption of these bylaws has been a topic on the agenda since April 2024 but was not adequately addressed until the meeting on September 11. Most PAC members present emphasized the importance of finalizing this agenda item. Of the 9 parents of new Anderson students who believed their presence impacted the previous voting results, 4 attended today's meeting and agreed to re-vote on the adoption of the amended Constitution Bylaws.

On Oct 22nd, Shirley moved to adopt the **amended Henry Anderson Parent Advisory Council Constitution and By-laws** (see Supporting Document), which was seconded by Suellen. The vote resulted in 12 in favor, 0 abstained and 1 against, thereby passing the motion.

9. Adjournment

- a. Next meeting: November 12th 2024

Approved

Balance Sheet

Henry Anderson PAC

As of Oct 22, 2024

ACCOUNTS

Oct 22, 2024

Assets		
Cash and Bank		
PAC VanCity Fundraising Account	EMT from stationery / logo wear fundraisers	\$198.00
PAC VanCity Gaming Account	\$12,220 grant rec'd	\$12,666.96
PAC VanCity General Account		\$31,424.05
PAC VanCity Shares		\$5.93
PAC VanCity Special Projects Account	playground funds	\$25,961.81
Total Cash and Bank		\$70,256.75
Other Current Assets		
Total Other Current Assets		\$0.00
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$70,256.75
Liabilities		
Current Liabilities		
School Funds Held by PAC	EMT rec'd for yearbook	\$50.00
Total Current Liabilities		\$50.00
Long-term Liabilities		
Total Long-term Liabilities		\$0.00
Total Liabilities		\$50.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2024 to Oct 22, 2024

Date Range 2: Jul 01, 2024 to Sep 30, 2024

ACCOUNTS	Jul 01, 2024 to Oct 22, 2024	Jul 01, 2024 to Sep 30, 2024	Change	
Income				
Fundraising Revenue - Stationery + Logo Wear	\$4,228.05	\$4,080.05	\$148.00	3.63%
Gaming Grant Revenue py \$12,160	\$12,220.00	\$0.00	\$12,220.00	0.00%
Hot Lunch Sales	\$18,291.15	\$16,984.25	\$1,306.90	7.69%
Total Income	\$34,739.20	\$21,064.30	\$13,674.90	64.92%
Cost of Goods Sold				
General - Hot Lunch Expense	\$6,017.57	\$1,520.11	\$4,497.46	295.86%
General - Hot Lunch Supplies	\$352.80	\$336.00	\$16.80	5.00%
Total Cost of Goods Sold	\$6,370.37	\$1,856.11	\$4,514.26	243.21%
Est stationery inventory cost \$2,000				
Gross Profit As a percentage of Total Income	\$28,368.83 81.66%	\$19,208.19 91.19%	\$9,160.64	47.69%
Operating Expenses				
General - PAC expenses welcome table	\$100.00	\$100.00	\$0.00	0.00%
Total Operating Expenses	\$100.00	\$100.00	\$0.00	0.00%
Net Profit As a percentage of Total Income	\$28,268.83 81.37%	\$19,108.19 90.71%	\$9,160.64	47.94%

HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

PROPOSED BUDGET SUMMARY

REVENUE	2025	2024
Gaming Grant	\$ 12,220	\$ 12,160
Hot Lunch	\$ 16,200 (net)	\$ 12,485 (net)
Art Created by Kids	\$ 1,000	\$ 1,041
Purdy's Chocolates	\$ 300	\$ 336
Direct donations	\$ 1,000	\$ 1,195
Stationery/ Clothing	\$ 2,000	\$ -
TOTAL	\$ 32,720	\$ 27,217

EXPENSES	2025	2024
Grade 7 luncheon	\$ 1,290	\$ 1,005
Scholarships - alumni	\$ 500	\$ 750
PAC office supplies	\$ 200	\$ 100
Admin appreciation	\$ 150	\$ 150
Staff appreciation	\$ 500	\$ 500
Child minders - PAC meetings	\$ 250	\$ 130
Food Safety course	\$ 100	\$ -
PAC meeting snacks	\$ 180	\$ 80
PAC welcome table 2025	\$ 100	\$ -

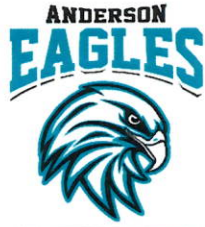
ACTION: vote to pass

TEACHERS WISH LIST	2025	2024
Field trips	\$ 9,765 (\$15 per 651 student)	\$ 8,710
Classroom supplies	\$ 7,000 (\$250 per div)	\$ 6,089
Resource supplies	\$ 2,000 (\$200 for 10 teachers)	\$ 1,700
Sand play areas	\$ 4,000	\$ 4,000 (still to fund)
Gaga ball court	\$ 4,300	\$ 1,700 (not complete)
KPop / Hip hop dance	\$ 2,500 (½ of cost)	\$ 2,730
Pumpkin patch	\$ 2,000 (\$3 ea)	\$ 1,500
PE + Outdoor equipment	\$ 1,500	\$ 1,500
TO CARRY FORWARD	FUNDS AVAILABLE TO ALLOCATE \$5,500	
Tech update	\$ 4,000	\$ -
Other	\$ 1,500	\$ -
Portable canopies		\$ 1,110

Not funded from prior year:

- Portable sound system \$6,000

ACTION: vote to pass Field Trips through to Outdoor equipment



HENRY ANDERSON PARENT ADVISORY COUNCIL

CONSTITUTION AND BY-LAWS

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 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 By-laws, 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.

HENRY ANDERSON PARENT ADVISORY COUNCIL BY-LAWS

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 By-law 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 By-laws

5. Every member will uphold the Constitution and comply with these By-laws.

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 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, Vice-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 1st to June 30th 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 andersonpacgeneral@gmail.com 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

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 7 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 Chair 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 considered a neutral party with respect to voting, and shall not submit a vote
exception: Chair may submit a vote for any candidate during an Anderson PAC election
- i) be a signing officer
- j) submit an annual report (optional)

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*

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 By-laws, and make copies available to members upon request
- e) prepare and maintain 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) be a signing officer if necessary
- j) submit an annual report (optional)

D. The Treasurer will:

- a) be a signing officer (*if there are co-treasurers, only one treasurer 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) draft an annual budget with the assistance of the executive
- 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. The 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

H. Co-Positions will:

- a) exist for all positions except the Chair and Vice-Chair
- b) be appointed where authorized by the council members at the time of election and at other times as the council requires
- c) share the duties and responsibilities of the position they are supporting
- d) be a signing officer if necessary

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 year after consultation with the members and principal and or vice-principal in attendance. Registration should be set 10 minutes prior to the meeting to adhere to the start time.
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 conflict with those procedures and guidelines existing in the current Anderson PAC Constitution and By-laws.
5. Extraordinary Meetings (non-general meetings) may be called by a member with a minimum 7 days' notice.
6. If any of the executive members are unable to attend a scheduled 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 days' notice to changes or additions of general meetings.
10. Notice of meetings can be sent in various ways – by flyer, 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 By-laws, 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 By-laws, 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 for 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, nominations, 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 committee leads 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 Nomination Committee lead will present a proposed slate of candidates for the following term of one year for executive 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 Chair may deem the position to be elected by acclamation.

Exception: Chair and Vice-Chair may not be elected by acclamation if they have reached the end of the 2-year rule.

6. In the event there are insufficient candidates willing to serve as Chair, Vice-Chair, 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 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 submissions 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.
12. A final vote on wish list items will be made at the November general meeting.

The Constitution and By-laws of the Henry Anderson Parent Advisory Council shall be filed with the Board of School Trustees of School District No. 38.

Adopted by Henry Anderson Parent Advisory Council in Richmond, British Columbia, on

_____ (date).

X 
Henry Anderson PAC Chair | Signature

CECILIA LEUNG
Henry Anderson PAC Chair | Print Name

OCT. 22, 2024
Date

X 
Henry Anderson PAC Executive | Signature

VIVIAN KO, TREASURER
Henry Anderson PAC Executive | Print Name + Title

OCT. 22, 2024
Date

SECTION 11 - CONSTITUTION AND BY-LAW 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 By-laws.
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 Chair 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 Chair, Vice-Chair, 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.

CODE OF ETHICS

A parent who accepts a position on the Henry Anderson Parent Advisory Council as an Executive Member, Committee Member, or Representative will:

1. Uphold the Constitution and By-laws, policies, and procedures of the electing body.
2. Perform his or her duties with honesty and integrity and in the interests of the Council.
3. Work to ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the membership and executive.
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward.
7. Work to ensure that issues are resolved through due process.
8. Strive to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Support public education.

Statement of Understanding

I, the undersigned, in accepting a position on the Henry Anderson Parent Advisory Council have read, understood, and agreed to abide by the 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.

X

Signature

PAC Position

Print Name

Phone Number

Date

Email Address

