



DALLAS ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION & BYLAWS

ADOPTED
FEBRUARY 17, 2015

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CONSTITUTION

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SECTION I NAME

The name of the Association shall be the DALLAS ELEMENTARY PARENT ADVISORY COUNCIL, School District #73, (Kamloops/Thompson) commonly known as Dallas PAC.

Dallas PAC will operate as a non-profit organization with no personal financial benefit to members and shall conduct business without bias towards race, religion, gender, politics, sexual orientation, and physical or mental ability.

Dallas PAC has been established with the authority granted in Bill 67 – 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act – 2002.

SECTION II MISSION STATEMENT

Dallas Elementary School PAC mission is to advocate for excellence in education, the safety and well being of our students and for the effective and meaningful involvement of parents as partners in education.

SECTION III OBJECTIVES OF THE PAC

1. To support, encourage and improve the quality of education and the well-being of students in Dallas Elementary School.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, School Planning Council or other associated organizations of any recommendations.
4. To promote effective communication and cooperation between the home and school in providing for the education of children.
5. To contribute to a sense of community within the school and between the school, home and neighbourhood.
6. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels.
7. To organize and support activities for students and parents and provide financial support for the goals of the PAC, as determined by the membership.
8. To initiate fundraising activities only when there is a clearly identified need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
9. To affiliate with the District 73 Parent Advisory Council (DPAC).

SECTION IV INTERPRETATION OF TERMS

“district” – School District #73 (Kamloops/Thompson).

“DPAC” or “district parent advisory council” – the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District #73 (Kamloops/Thompson).

“officer” – an elected member of the PAC Executive. The terms “Executive officer” or “Executive member” can be used interchangeably.

“PAC” or “parent advisory council” – the parents organized according to the School Act and operating as a parent advisory council in Dallas Elementary School.

“parent” – 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 purpose of these bylaws, means the parent or guardian of a child or children enrolled in School District #73 (Kamloops/Thompson).

“school” – any public elementary or secondary educational institution as defined in the School Act and operating within School District #73 (Kamloops-Thompson).

“SD” – School District #73 (Kamloops-Thompson).

“SPC” – School Planning Council.

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SECTION I MEMBERSHIP

1. All parents and legal guardians of students registered at Dallas Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section IV, 9). Regular attendance at meetings is encouraged to ensure an informed opinion for making decisions and to aid in the expediency of meetings.
2. Administration, staff (teaching and non-teaching) and students of Dallas Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. At no time shall the PAC have more non-voting members than voting members.
4. All members will uphold the PAC Constitution, comply with these Bylaws and must operate within the limitations as outlined in the Code of Conduct.

SECTION II DISSOLUTION

1. In the event of dissolution or winding up of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. Then, any remaining funds and assets of the PAC shall be kept in the account for a period of two (2) years. If, during this 2-year period a PAC should start up again, the monies will go to the PAC. If, after this period, there is no PAC, the monies will be transferred to the account of Dallas Elementary School. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District #73, (Kamloops/Thompson), in the person of the Principal of the school.

SECTION III MEETINGS

1. General meetings shall be held as often as necessary, preferably every month, but no less than eight (8) times per school year.
2. One general meeting will be named the Annual General Meeting (AGM) and may be held in either March, April or May for the election of the PAC Executive Officers and School Planning Council (SPC) representatives for the next school year. If vacancies remain, a supplementary election should be held by September 30 of that school year.
3. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the PAC Constitution under Objectives of the PAC, (Section III, page 3). A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

4. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the PAC Executive members, can participate.
5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Where possible, advance notice of the meeting date and the agenda item will be provided to parents via email and posted at the school. Where an immediate decision on an urgent matter must be made between meetings, the Chairperson may contact the attendees from the last general meeting via email to poll their opinions regarding the matter to be decided. **The question(s) being considered and the decision of the vote taken will be provided at the next general meeting and copies of all emails from the members polled will be copied and filed in the PAC file cabinet with the Agendas and Minutes.
6. Executive meetings shall be held as often as needed during the school year to conduct operational business between meetings and to provide input for general meeting agendas. Minutes of Executive meetings will be made available to members upon request and/or kept on file in the PAC File Cabinet.
7. The PAC Secretary, in consultation with the Chairperson, Vice Chairperson or Chair designate, will prepare meeting agendas with input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the parents prior to a general meeting.
8. Any PAC member wishing to place an item on the agenda of a general meeting shall contact the PAC Chairperson or Chair Designate. The member or their designate is then required to attend the general meeting to present their item to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
9. Each member entering a meeting shall sign the attendance sheet so that a quorum and eligibility to vote may be determined and recorded for any audits of PAC records.
10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chairperson and its members at all meetings.
12. Guests may be invited to any meeting at the discretion of the PAC Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are

in conflict with the rules in this Constitution and Bylaws. DPAC and/or BCCPAC may be contacted for clarification and advice.

SECTION IV VOTING AND QUORUM

1. The voting members present at any general or special meeting shall constitute a quorum.
2. A quorum must be achieved before conducting any business or making decisions. In the absence of a quorum, any business, if transacted, will be null and void.
3. For the purposes of PAC Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.
4. At the discretion of the meeting Chair, or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room for closed discussion and voting on any issue, to a limit of 10 minutes or the topic will be tabled to the end of that meeting or until the next meeting. This is essential to the free expression of the voting membership.
5. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
6. The PAC Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
7. In the case of a tie, the motion is defeated.
8. Members must vote personally on all matters. Voting by proxy shall not be permitted.
9. Each family is allowed one consensus vote at PAC meetings. In case of a dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
10. Voting shall be done by a show of hands, except when a secret ballot is ruled by the Chair or requested by any member at a general meeting. No member shall be required to justify his or her voting position. **Election of the PAC Executive members may be done by secret ballot.** A vote shall be taken to destroy the ballots after the election.
11. When a secret ballot is requested, one blank ballot will be given to each eligible voting member present. The Chair can vote by ballot. If voting on an issue, a “yes” or “no” must be clearly written on the ballot. If voting for a PAC Executive member, the candidates name must be clearly written on the ballot. A blank ballot, while allowed, will not be considered in the final tally of votes. Illegible ballots, or where the intention of the voter is unclear, will be considered spoiled and will not be counted.
12. The election of representatives to the DPAC and School Planning Council must be made by secret ballot, as mandated by the School Act.

SECTION V EXECUTIVE OFFICERS

1. The business affairs of the PAC shall be managed by a board of elected officers and the immediate Past Chairperson whose titles and duties may be determined by the needs of the PAC.
2. The PAC Executive Officers may be elected as follows with the Chairperson, Treasurer and Secretary being deemed Core positions (refer to item 3 below):
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. Past Chairperson
3. The positions of Chairperson, Treasurer and Secretary are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive Officer positions. These positions are termed as Core Positions.
4. No PAC Executive Officer may hold more than one (1) elected position at any given time.
5. All parents and legal guardians of students in attendance at Dallas Elementary School are eligible to serve as Executive Officers on the PAC **provided they have not previously been removed from office**; one position per family only. Executive positions cannot be shared by members of the same family. (Refer to Section I, Membership).
6. To avoid the perception of any conflict of interest, not more than one (1) Executive position can be held by members of the same family living in the same household.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

1. Executive officers shall be elected from the voting members at the Annual General meeting (AGM). No employee or elected official of a School District or Ministry of Education shall hold an Executive position.
2. A Call for Nominations shall be made before the AGM by notice(s) in the school newsletter, by written notice posted on the PAC boards in the school and/or either of the following methods:
 - Via email notices to parents who have consented to receive emails from the PAC.
 - Via notices posted on the PAC Facebook page and/or blog.
3. In the event that a position on the Executive is vacated during the year, the Executive shall appoint a new officer (an individual who has been nominated by a PAC) at the next general meeting. The new officer will hold that office until the next AGM.

4. No person shall hold more than one (1) Executive position. If a volunteer does not come forward for a vacant Executive position, no other Executive already elected shall assume the duties of that position in addition to their current duties on the Executive. The position of Vice-Chairperson may remain vacant until filled as long as the Core positions of Chairperson, Treasurer and Secretary are filled.
5. Elections shall be conducted by the Elections Chairperson, who may be the current Past Chairperson or be nominated and elected by the membership at the general meeting prior to the Annual General meeting. Where there is no Elections Chairperson, the Principal shall conduct the elections.
6. Where more than one (1) candidate is nominated for any one Executive position, voting shall be done by secret ballot.
7. Election of one (1) DPAC Representative and three (3) SPC Representatives, (one SPC Rep must be a PAC Executive Officer) shall be elected annually from parents of students enrolled in the school who are not employees of any school district. **These positions must always be elected by secret ballot, as mandated by the School Act.**
8. The Elections Chairperson shall tally the votes and announce the decision of all elections. All election duties must be carried out in full view of the meeting assembly.
9. A vote shall be taken to destroy any written ballots after the election results are confirmed.

SECTION VII DUTIES OF EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC goals are achieved.
2. All Executive members are expected to attend all executive, general and special meetings, to be familiar with the PAC Constitution and Bylaws, to carry out their duties as described (see Appendix A & B), and to follow the PAC Code of Conduct (see Section X).
3. If an Executive officer is unable to attend any meeting(s), they must inform the Secretary prior to the meeting.
4. Failure to attend PAC meetings and/or carry out their assigned duties will result in the removal of an Executive member.
5. Each Executive position shall have and maintain electronic files and must regularly forward these files to the PAC Gmail account so that they may be copied and filed in the PAC file cabinet for future reference. These official records include, but are not limited to, information relating to the position held, communications throughout the year, all financial information and any other records relating to PAC activities. These records/materials must be delivered to their successors or the PAC Chairperson within 30 days following the date at which their successors assume their duties. PAC records may also be delivered to the School Principal, who will turn them over to the PAC Chairperson.

6. Refer to Appendix A for Core Executive Officer positions and a list of responsibilities of individuals filling those roles.
7. Refer to Appendix B for non-Core Executive Officer positions and a list of responsibilities of individuals filling those roles.

SECTION VIII EXECUTIVE TERMS OF OFFICE

1. The term of office for each Executive officer shall commence immediately following election at the AGM and shall be for one (1) year, or until their successor is elected, whichever is sooner.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any Core Executive position (see Appendix A) for more than two (2) consecutive years. The term for Core Executive Officers may be extended by one (1) additional year in situations where a qualified candidate is not found, subject to a vote by members. For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since being elected is considered to have served a full term in that position.
3. No person may hold more than one (1) elected executive position at any one time.
4. The Past Chairperson shall hold that office for one (1) year.
5. The term of office for School Planning Council representative shall be one (1) year. Three (3) SPC representatives must be elected, one of which must be a current Executive member.

6. Removal of an Executive or Committee Member

The Executive members may remove an executive or committee member before expiration of his/her term of office, and may appoint a successor to complete the term.

7. Grounds for Termination

- Is absent from three (3) consecutive meetings without a reason acceptable to the Executive.
 - Failure to perform the duties and meet the obligations of their position, as set out by the PAC. ** It is expected that an Executive member should resign their position if they are unable to perform the duties and meet the obligations of their position for any reason, including work and personal obligations.
 - Failure to observe the PAC Constitution and Bylaws, purposes and policies of the PAC.
 - Failure to abide by the PAC Code of Conduct.
 - Is convicted of a criminal or other serious offence.
8. Termination of an Executive or Committee member would be done as a motion to **rescind** their election and it may be carried out by:
 - a) A majority of votes cast by secret ballot of the PAC Executive at an Executive meeting attended by all Executive members, but excluding the Executive or

Committee member in question. The Executive or Committee member in question shall receive seven (7) days written notice of the motion prior to the meeting.

OR

- b) A majority of votes cast by secret ballot of the voting members at a duly called special or general meeting, where the notice of the intent of the motion has been presented in the agenda.

Where the election of the Executive or Committee member was rescinded at a meeting of the Executive, the Executive or Committee member may appeal this action at the next general meeting where the majority of those in attendance have participated in the previous general meetings. To carry the appeal, a majority vote of 2/3 of voting members present must be achieved.

- 9. Any Executive or Committee member who has been terminated must turn over any documents (paper or electronic format) and/or any assets in their possession belonging to the PAC **within 10 days** of receiving a written notice of termination.
- 10. Any Executive or Committee member who has been terminated will no longer be eligible to hold an Executive or Committee position at Dallas Elementary School.

SECTION IX PAC REPRESENTATION TO THE SCHOOL PLANNING COUNCIL

- 1. Three (3) parent representatives, one (1) of which must be an elected officer of the Dallas PAC, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school. Employees of any school district are ineligible. The term of office shall be one (1) year.
- 2. To avoid the perception of any conflict of interest, no more than one (1) School Planning Council position can be held by members of the same family living in the same household.
- 3. The election of representatives to the School Planning Council is mandated by the School Act to always be by secret ballot. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
- 4. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination should be aware of the expected duties and conduct of the position.
- 5. The SPC representatives will represent and speak on behalf of the PAC at SPC meetings, take direction from PAC members via decisions made at PAC meetings and will report back to the PAC at general meetings after each SPC meeting.

SECTION X CODE OF CONDUCT

- 1. The Dallas Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the

school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.

2. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent or guardian who accepts a position as a PAC Executive Member or any position representing the PAC:
 - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC.
 - b) Performs their duties with honesty and integrity and meets agreed upon deadlines on projects.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from members, ensuring that representation processes are in place.
 - f) Encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf.
 - g) Works to ensure that issues are resolved through the appropriate process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.
4. Breaching the Code of Conduct may be cause for removal of an Executive or Committee member.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Executive, have read, understood, and agree to abide by the Code of Conduct set out in this document. 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: _____

Signature: _____

Date: _____ Email: _____

Phone Number: _____

Note: This page can be photocopied and used yearly for the New Executive to sign

SECTION XI COMMITTEES

1. The Executive may appoint Standing and Ad Hoc Committees when necessary.
2. The Executive may appoint members to committees annually.

3. Each committee will have a Chair; the Chair may be referred to as the Coordinator of a particular committee i.e. Hot Lunch Coordinator, Craft Fair Coordinator.
4. A Nominations Committee shall be appointed annually before the AGM.
5. Individuals who are appointed to committees are bound by the Code of Conduct and are fully responsible to the PAC Executive and membership.
6. Committees must operate within the budget designated for that committee, as approved at a PAC general meeting. In addition, expenditures made by a committee must be approved at a PAC general meeting.
7. The PAC may create or disband a standing committee at any time, once this has been approved at a general meeting.
8. Committees must submit a final report at the AGM or after their task is completed, whichever is soonest.

(An Ad Hoc Committee is a committee that is formed for a specific task and would be dissolved once that task is completed. A Nominations Committee is a standing committee, as it is required every year).

SECTION XII FINANCES

1. The financial records of the PAC include the general operating account and gaming account (collectively known as the “Accounts.”)
2. For the gaming account, the PAC must comply with British Columbia’s Gaming Control Act and regulations, all other applicable federal, provincial and municipal laws, and relevant conditions, standard procedures, policies, and orders issued by the Gaming Policy and Enforcement Branch.
3. A proposed detailed budget for the Accounts must be drawn up by the Treasurer in consultation with the Chairperson/President and be modified and approved by the membership at the first general meeting of the school year. Further modifications during the year, as necessary, shall be approved by the members at meetings.
4. All PAC funds, which include the Accounts, will be on deposit in a bank or financial institution registered under the Bank Act in appropriate accounts for Dallas Elementary School Parent Advisory Council (PAC). In addition, any funds temporarily collected in an electronic payment account (i.e. PayPal or similar) must be transferred to the PAC general bank account on a regular and continuous basis.
5. The general account balance should be monitored throughout the year. Where practicable, account balances in excess of \$10,000 that are not expected to be dispersed within the fiscal year, may be placed in a cashable interest bearing term deposit that is redeemable without penalty.
6. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies collected by the PAC shall primarily be in electronic form deposited in the PAC PayPal account. In extenuating

circumstances, cheques payable to Dallas PAC may be accepted. **NSF cheques will be collected on and a fee in the amount of \$25 per cheque** will be charged over and above the amount of the cheque. Any parent having an NSF cheque will be required to make future payments to PAC via PayPal only. Monies collected in cash are not encouraged. Refer to Appendix C Financial Control Procedures.

7. Two members (one shall be an Executive) must verify and account for ALL non-electronic monies collected from events or fundraising. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained; and, where possible, **bank deposits will be made by a member of the PAC executive, independent of the treasurer.** Refer to Appendix C Financial Control Procedures.
8. There shall be a minimum of three (3) but no more than four (4) signing officers for banking documents and legal documents. These shall include the PAC Chairperson, Vice-Chairperson, Treasurer and Secretary.
9. The Treasurer must prepare monthly bank reconciliations for the Accounts, which are to be reviewed by an Executive member on a monthly basis and presented at each general meeting for review of the membership.
10. All money paid out from the Accounts will be as a cheque on receipt of a completed reimbursement voucher along with supporting invoice(s) or receipt(s). Two (2) days notice must be given for all cheque requests. **Signing officers must NEVER sign a cheque where the “payee” is left blank.** All issued cheques must bear the signatures of two (2) of the authorized signatories.
11. The general membership must approve all expenditures by Executive or Committee members over their budget. Preferably, this should occur at a general meeting if one is held prior to that expenditure being made. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
12. Expenditures for operations of the PAC may be approved at Executive meetings, subject to the guidelines set out in this section.
13. All proposed expenditures on capital, school events, programs or items/services for the school and not included in the budget must be first detailed to the Executive in writing, and then must be presented and approved by a majority vote at a future general meeting. All proposed expenditures may be brought directly to a general meeting for presentation and approval.
14. The Treasurer will submit written financial reports for the Accounts at each general meeting. These financial reports will include information as recommended in the BCCPAC guidelines. Treasurer will submit complete annual statements for the Accounts at the first general meeting after the end of the PAC's fiscal year (June 30). The Treasurer will submit and complete all mandatory government reports.
15. Committee Coordinators must submit written financial reports to the Treasurer outlining the revenue and expenses for all events. Reports should be submitted at minimum, every three (3) months, namely Dec, March, with a final report by June 15 of each school year.

16. A review or audit of the Accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year. The review or audit procedures should follow the guidelines as set out by the BCCPAC. The PAC Executive shall approve the choice of auditor or reviewer. The Auditor or reviewer must complete a Report for Review of Financial Records for the Accounts as outlined in Appendix e.
17. All financial records are the legal property of the PAC and must be kept on file at the school for a minimum of seven (7) years. Financial records may be removed from the school for the purpose of preparing reports, but must be returned to the school as soon as such work is completed or within 48 hours of receiving a request from the Executive or the Principal. Any PAC member may request to view financial records at the school within 48 hours of making such a request as long as an Executive member is present at the time of the viewing.
18. A contingency fund shall be set up in the general account and maintained for the administration of PAC activities. The amount shall be one thousand dollars (\$1000). This amount must be carried forward to each new term.

SECTION XIII PAC FACEBOOK PAGE/WEBSITE & EMAIL

PAC FACEBOOK/WEBSITE

1. The PAC shall have and maintain a Facebook Group page/website (referred to as PAC FB page) at: <https://www.facebook.com/groups/DallasPACkamloops/> that is to be used solely for PAC related information and activities. Information of interest to PAC members as a community but not directly related to the school MAY also be posted on the PAC FB page at the administrators' discretion.
2. The PAC FB page must be maintained on a regular and continuous basis by a member(s) of the PAC Executive or a PAC member appointed by the Executive to maintain the PAC FB page. These positions are referred to as Administrators or "Admins". Passwords **MUST** be changed when new Admins are assigned. Refer to Appendix B for duties.
3. All new postings on the PAC FB page will require approval by the Admins. Commenting on an existing post does not require approval, however, the PAC reserves the right to delete posts deemed inappropriate or upon request of the Principal of the school. Spamming or flaming posts will be removed and the member will be deleted from the group.

PAC EMAIL

4. The PAC Executive will have and maintain an email account at dallasschoolpac@gmail.com (for general correspondence) and dallashotlunch@gmail.com (for hot lunch coordinator).
5. The Chairperson, Vice-Chairperson, Secretary will have access to all Gmail accounts and will keep a record of all the passwords to access these accounts.
6. The Hot Lunch Coordinator will have access to dallashotlunch@gmail.com.

7. Passwords **MUST** be changed whenever new Executive members are elected and/or if there is a concern regarding unauthorized access.
8. The Chairperson, Vice-Chairperson and Secretary will be responsible to check the dallasschoolpac@gmail.com account and/or dallashotlunch@gmail.com on a regular basis for any correspondence sent to the PAC. All emails from the PAC to the PAC email list (parents who have consented to receive PAC emails) **MUST** be sent via the Gmail account as BCC (blind carbon copy) so recipients' names/email addresses are not disclosed.
9. Emails regarding the hot lunch program will be sent via dallashotlunch@gmail.com.
10. The Hot Lunch Coordinator will check emails sent to dallashotlunch@gmail.com on a regular basis and respond to enquiries via that email address if possible.
11. All email correspondence pertinent to PAC business sent or received via a PAC members personal email address should be forwarded to dallasschoolpac@gmail.com or copies made and filed in the PAC file cabinet for future reference.

SECTION XIV PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence or other papers or electronic documents or emails kept by a member, executive officer or committee member in connection with the PAC shall be turned over to the chairperson when the member, executive officer or committee member ceases to perform the task to which the paperwork relates to.
2. The PAC has a Gmail account dallasschoolpac@gmail.com which also has document storage, so that all correspondence can be stored electronically, along with all PAC executives and PAC Parent contact lists. The password for this Gmail account is to be known by the Chairperson, the Vice-Chair and Secretary. When Executive terms have expired, they must give the new Executive members the password and an orientation of how the documents are stored and how they can be retrieved before the passwords are updated.
3. The PAC Hot Lunch Coordinator has a Gmail account dallashotlunch@gmail.com. This email address also has all PAC Executives and PAC parents contacts lists. The password for this Gmail account is to be known by the Chairperson, Vice-Chair, Secretary and Hot Lunch Coordinator. When the Executive and/or Hot Lunch Coordinator terms have expired, they must give the new Executive members and Hot Lunch Coordinator the password before the passwords are updated.

SECTION XV CONSTITUTION AND BYLAW AMENDMENTS

1. The Constitution and Bylaws of Dallas Elementary School Parent Advisory Council should be reviewed, at minimum every three (3) three years, and amendments may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.

2. Written notice of proposed amendments must be given to all members of the PAC at least seven (7) days prior to the presentation at a meeting.
3. A simple majority of votes by eligible voting members present at a general or special meeting is required to amend the Constitution and/or Bylaws.

Adopted by the Membership at a Special Meeting held at Kamloops, BC on February 17, 2015.

PAC Chairperson

PAC Secretary

APPENDIX A CORE EXECUTIVE OFFICER POSITIONS

CHAIRPERSON shall:

- Convene and preside at all executive, general and special meetings
- Be familiar with and follow the Constitution and Bylaws and PAC Code of Conduct
- Ensure that an agenda is prepared and distributed
- Know where to find resources to assist members
- Appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- Be an official spokesperson and representative for the PAC
- Consult PAC members regularly and always act on behalf of the majority of members and not personally
- Be responsible for receiving, reviewing and managing confidential material
- Be a signing officer
- Submit an annual report
- Could on occasion, delegate the responsibility of chairing a meeting or other duties

TREASURER shall:

- Have a demonstrated ability and/or understanding of bookkeeping/accounting procedures and practices
- Maintain an accurate and current record of all receipts, income and expenditures of the PAC bank accounts
- Reconcile bank statements for the PAC bank accounts each month and prepare a monthly report - to include all deposits, receipts, invoices and expenditures - to members at all general meetings
- Assess all financial undertakings to ensure they are within the annual budget
- Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices and ensure that expenditures are disbursed from the correct account, as per Gaming regulations.

- Prepare a written financial report following BCCPAC guidelines for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- Deposits - Refer to Section XIII Finances, 7. “where possible, bank deposits will be made by a member of the PAC Executive, independent of the Treasurer.”
- Keep all financial records stored at the school in the PAC file cabinet unless the treasurer is preparing monthly reports. In this case, the treasurer may remove PAC documents from the school temporarily, but must make all financial records available for viewing by members within 48 hours of receiving a request. Members may view PAC financial records at the school when accompanied by the treasurer and/or a designated executive member.
- Have the PAC financial records ready for inspection or audit annually ***a review or audit must be done each time a new treasurer is elected.*
- With the assistance of the Executive, draft a budget and tentative plan of expenditures annually.
- Ensure another signing officer has access to any financial records in their possession in the event of his/her absence.
- Submit an annual financial statement at the AGM
- Be a signing officer

SECRETARY shall:

- Ensure that members are notified of meetings
- Record the minutes of general, special, and executive meetings
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- Submit updated copies of the Constitution and Bylaws to the School Board Office
- Issue and receive correspondence on behalf of the organization under the direction of the Chairperson
- Safely keep all records of the PAC (Financial records should be kept for seven years. Decisions on other documents should be based on their value or precedent setting nature. Minutes can be a valuable history of the PAC).
- Keep a complete and current inventory, including location, of all PAC assets
- Keep an up-to-date copy of all PAC passwords, access codes and account numbers and ensure that passwords are changed/information is updated when new Executive members are elected
- Ensure signing authority is kept current and updated at the financial institution used by the PAC
- Submit an annual report
- Be a signing officer

DPAC REPRESENTATIVE shall:

- Attend PAC and DPAC meetings.
- Seek and give input on behalf of the PAC to the DPAC.
- Report back to the PAC regarding issues discussed
- Submit an annual report to the PAC, if requested by the executive.

APPENDIX B Non-Core Executive Officer Positions

VICE-CHAIRPERSON shall:

- Assume the responsibilities of the Chairperson in their absence or upon request
- Assist the Chairperson in the performance of his/her duties
- Accept extra duties as required
- Be a signing officer

PAST CHAIRPERSON shall:

- Help smooth the transition between Chairpersons
- Assist, advise and support the PAC
- Provide information about resources, contacts and other essential information to the PAC
- Act as a consultant for the Chairperson
- Chair the nominating committee

SCHOOL PLANNING COUNCIL (SPC) REPRESENTATIVE shall:

- Be one of three (3) elected SPC representatives, one of which **MUST** be an elected officer of the PAC (refer to section 8.1 of the School Act)
- Represent and speak on behalf of the PAC at SPC meetings
- Take direction from members at general PAC meetings
- Report back to the PAC at general meetings
- Term of office must not be more than one (1) year (refer to section 8.1 (6) of the School Act)

PARENT CLASS REP COORDINATOR shall:

- Coordinate the recruiting of a volunteer (parent rep) from each classroom
- Provide a list of class reps to the PAC Chairperson
- Orient and oversee the class reps as to their duties and responsibilities as the representative of their class
- Issue a standardized request for parental consent to share contact information
- Facilitate communication between the PAC executive and the parent body as a whole through the class reps
- Liaise with the school administration and the class reps
- Assist with recruiting volunteers for programs and events within the school
- Other duties as assigned

PAC HOT LUNCH COORDINATOR shall:

- Possess a Food Safe Level 1 Certificate of Completion and ensure all food safety guidelines are followed

- Coordinate with the Principal as to convenient dates to offer hot lunch services to students and staff
- Coordinate the ordering and delivery or preparation of any food
- Ensure hot lunch events are self-supporting
- Administer and maintain the PAC Munchalunch online ordering program
- Follow the cash control procedures, as applicable
- Generate financial reports for hot lunch events and submit to the Treasurer for presentation at general meetings
- Follow financial control procedures with respect to monies in carrying out duties
- Other duties as assigned

MEMBER AT LARGE shall:

- Accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require
- General duties of the Executive and Code of Conduct shall also apply to the Member at Large
- Other duties as assigned
- Positions that are considered to be a Member at Large are: Craft Fair Coordinator, Facebook/Website Coordinator, Fundraising Coordinator

APPENDIX C FINANCIAL CONTROL PROCEDURES

The following are control procedures that must be implemented for PAC related fundraising events that collect monies in non-electronic form:

Note: Gaming events are subject to additional control requirements

Cash Handling

- Cash is never left unattended.
- Cash receipts are always counted by two (2) individuals and recorded on an *Event Tally Sheet*. A separate deposit slip should be completed for EACH EVENT i.e. Hot Lunch deposit, Craft Fair deposit. The *Event Tally Sheet* will be attached to the deposit slip and form part of the monthly financial report.
- Cash receipts are deposited intact NO disbursements are made from cash receipts (i.e. for purchases or reimbursements)
- Cash awaiting deposit is locked in the PAC lockbox inside the PAC safe or submitted to the school office for safekeeping until ready for deposit. Arrangements are to be made with a designated PAC Executive for monies to be deposited from an event that is held outside of school office hours.
- Access to the PAC lockbox and safe is restricted to no more than four (4) PAC Executive/members, namely the Chairperson, Vice-Chairperson, Secretary and Hot Lunch Coordinator (for cash received at the school in the PAC drop box).
- The Hot Lunch Coordinator shall check the PAC drop box regularly and record all monies received on the *Cash Control Sheet* inside the lock box before leaving money in the lock box. This money will be recounted by two (2) Executive members when prepared for deposit into the PAC bank account and the *Cash Control Sheet* will be attached to the deposit slip and form part of the monthly financial report.
- Bank deposits are made by a PAC Executive member who has signing authority at the bank, other than the Treasurer, if at all possible. It is preferable that monies be

deposited by someone other than the member who prepared the deposit, to minimize the risk of loss.

- Money received must be documented separately for each activity.

Fundraising/Hot Lunch Events

- Fundraising records are to be retained with accounting records. i.e. ticket stubs, copies of order forms, if applicable and other sales records.
- A *Cash Float Request Form* is to be completed for all events requiring a cash float for sales. In addition, once the cash float is prepared for the event, a *Cash Control Sheet* must also be completed. A separate *Event Tally Sheet* is prepared for the cash float reimbursement and includes the signature of the person responsible for requesting the float.
- At events, always have two (2) people selling tickets and verify/documents opening ticket and ending ticket numbers.
- Cash stations are not to have greater than \$100 (in bills) at any given time. If so, periodic sweeping of these floats are to be done. The cash is counted by the person responsible for the float as well as the Coordinator(s) responsible for the event and signed off by both on the *Cash Control Sheet*. A *Cash Control Sheet* is to be completed for every sweep of cash. These funds are to be placed under lock and key until the end of the event when all funds are counted.

Money received via PayPal

- Money collected via the PAC PayPal account (for Munchalunch orders and Craft Fair table bookings) must be regularly transferred to the PAC General Bank Account and these transactions recorded in the Treasurer’s monthly financial report.

APPENDIX D REPORT FOR REVIEW OF FINANCIAL RECORDS

Upon completion of a review of the financial books and records of the PAC, the following report must be completed for the Accounts by the reviewer and presented to Council:

We have examined the books and records of Dallas Elementary School Parent Advisory Council for the year ended June 30, 20____. As a result of our examination, we feel that the financial statements fairly present the financial position at June 30, 20____, and the revenue and expenditures for the year then ended.

Signature

Date

Name (print)

APPENDIX E Personal Information Protection Act (PIPA)

The *Personal Information Protection Act (PIPA)* came into effect in BC on January 1, 2004 and applies to the PAC to regulate the way personal information is collected, used, kept secure, and disclosed. The Act ensures that all private sector organization that hold information about individuals handle that personal information responsibly. It also gives individuals control over the way information about them is handled, and a right to request access to, and correction of, their personal information.

What is “personal information”?

Personal information is defined as “information about an identifiable individual”. It means

- Information that *can identify* an individual, for example, name, home address, home phone number, and ID number
- Information *about an identifiable* individual, for example, physical description, education, religion, employment, marital status, and blood type.

Personal information includes *employee personal information*, but does *not* include “business contact information: or “work product information”:

- *Business contact information* is the kind of information you would find on a business card or letterhead – name, position or title, business phone number, address, email, and fax number. You do not need consent to collect, use, or disclose this information.
- *Work product information* is anything prepared or collected as part of a person’s business or employment – for example, letters, reports, or research. Employees do not have a right of access to everything they prepare as part of their employment.

With limited exceptions, all other information collect on an identifiable individual is protected under the Act.

PAC Implications

The Act creates “common sense” rules for collecting, using, and sharing personal information. These rules will apply if and when the PAC collects personal information for

- Contact lists that use *home* phone numbers, addresses, or personal email rather than business addresses
- Volunteer or committee lists
- Donor lists
- Awards or prizes

The personal information might include photographs and video tapes as well as electronic or paper records.

The common sense rules are:

- *Identify the purpose* for which the personal information is needed. Is the purpose reasonable?
- *Limit the collection* of personal information. Is the information necessary for the purpose?

- *Disclose the purpose* to the individuals before or at the time the information is collected, *and* when a new use for the information is proposed.
- *Limit the use, disclosure, and retention* of information to the purpose for which it was collected, unless the individuals consent to a new purpose. Get rid of the information (or render it anonymous) as soon as it no longer serves the purpose.
- *Be accurate and complete* in the information you collect.
- *Safeguard personal information* from unauthorized access, collection, use, disclosure, modification, or disposal by people within and outside the PAC.
- *Be open* about your practices with respect to personal information. Identify who is accountable for the information collected, who can answer question, and how a person can gain access to his or her personal information.
- *Give people access* to their personal information. Explain how it has been or is being used. Tell them who it has been given to. Correct it if it is inaccurate or incomplete.
- *Provide recourse* if someone complains, investigate complaints, deal with them openly, and resolve them.

Giving consent

A person can consent to the collection, use, and disclosure of personal information *explicitly* in writing or verbally, or *implicitly*, called “deemed consent”. Consent is *deemed* to be given when

- The purpose of the information would be considered obvious to a reasonable person, ***and***
- The person voluntarily gives the information for that purpose.

Responsibility for volunteers

Responsibility for personal information lies with your PAC, not with the individual volunteers who collected, used, or shared the information. The PAC is responsible for the methods volunteers use to collect information and the manner in which it is handled.