

**SULLIVAN ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL (PAC)**

**CONSTITUTION
&
BYLAWS**

Revised 31/05/2023

TABLE OF CONTENTS

- SECTION 1 – Name
- SECTION 2 – Mission Statement
- SECTION 3 – Purposes
- SECTION 4 – Interpretation of Terms
- SECTION 5 – Constitution and Bylaw Amendments
- SECTION 6 – Dissolution
- SECTION 7- Membership in a PAC
- SECTION 8 - Meetings
- SECTION 9 – Quorum and Voting
- SECTION 10 – Election of Executive Members
- SECTION 11 – Term of Office
- SECTION 12 – Executive Member Positions
- SECTION 13 – Duties of Executive Members
- SECTION 14 – Code of Ethics
- SECTION 15 – Committees
- SECTION 15A - Grade 7s Committee
- SECTION 16 – Finances
- SECTION 17 – Fundraising
- SECTION 18 - Removal of an Executive Member
- SECTION 19 – Property in Documents

APPENDICES

APPENDIX 1 – Cash Handling Procedures

APPENDIX 2 – Role of Committees

APPENDIX 3 – Executive/Committee Reports

APPENDIX 4 – Dispute Resolution Process

APPENDIX 5 – Sample Budget

APPENDIX 6 – Sample Call for Nominations

APPENDIX 7 – Sample Secret Ballot

APPENDIX 8 – Sample Written Notice of Meetings

APPENDIX 9 – Code of Ethics/Statement of Understanding

APPENDIX 10 – Communicating with your School

APPENDIX 11 - Gaming Report Worksheet

SECTION 1 – NAME

The name of this Parent Advisory Council shall be Sullivan Elementary School Parent Advisory Council (PAC).

The PAC will operate as a non-profit organization with no remuneration to Executive Members for serving on the PAC.

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

SECTION 2- MISSION STATEMENT

At Sullivan Elementary we are committed to creating an environment that promotes academic excellence, mutual respect, responsibility for learning and growing, and a sense of belonging.

We will strive to ensure a shared sense of mission and purpose among staff, parents and students.

We will strive to support our school mission “To provide a respectful, nurturing environment to foster life-long learning through the cooperation of school, home, community”.

SECTION 3 – PURPOSES

1. To actively promote, nurture, facility and support: public education in general, the students, the educators, and the parents in order to contribute to a sense of school community.
2. To encourage and support programs within the school which promote the involvement of parents.
3. In consultation with the principal and staff, to organize activities and programs where appropriate.
4. To raise funds and organize volunteers for these activities.
5. To provide a forum for discussion of programs and policies at the school level and educational issues at the district and provincial levels.
6. To assist parents in navigating the system at both school and district levels to address any concerns.
7. To advise the District Parent Advisory Council (DPAC) of member’s views on district and provincial policies, and to make recommendations where appropriate.
8. To provide leadership in the school community.

SECTION 4 – INTERPRETATION OF TERMS

“PAC” or “Parent Advisory Council” or “Council” means the parents organized according to the school Act and operating as a Parent Advisory Council in Sullivan Elementary.

“The Executive” or “Executive Members” means a group of elected parents that conduct the business of the PAC.

“Members” means all parents of students registered and attending Sullivan Elementary School.

“DPAC” or “District Parent Advisory Council” means the Parent Advisory Councils organized according to the School Act and operating as a District Parent Advisory Council in School District No. 36

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

- a. the legal guardian 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 legal guardian of a child or children enrolled in School District No. 36.

“School” means any public elementary or secondary educational institution as defined in the School Act operation within School District No. 36.

“District” means School District No. 36.

“Community Organizations” means groups that demonstrate an interest in education and are not already included in the scope of the PAC’s Constitution and bylaws.

“GM” or “General Meeting” means meetings held for all parents to inform them of the PACs’ business and to allow parents to bring up any school issues and/or concerns.

“AGM” or “Annual General Meeting” means an annual meeting held for all the parents to vote in the following year's Executive Team.

SECTION 5 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by majority of not less than 75% of the votes cast, amend the PACs’ Constitution and Bylaws.
2. Written Notice specifying the proposed amendments must be given to the members not less than 14 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 upon request.

SECTION 6 – DISSOLUTION

CIRCUMSTANCES OF DISSOLUTION

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the organization (PAC).
2. Written notice specifying the intention to propose the resolution to dissolve the PAC shall be given to the members not less than fourteen (14) days before the meeting.
3. The PAC shall dissolve on permanent closer of the school by the School District No. 36 Surrey or by the Province.

DISTRIBUTION OF ASSETS

1. On dissolution of the PAC by the members under Circumstances of Dissolution subsection (2) noted above, the assets of the PAC, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
2. On permanent closure of the school under Circumstances of Dissolution subsection (3) noted above, the assets of the PAC, after payment of all debt, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
3. Where not less than 25% of the students in the school are relocated to another school, a portion of assets, after payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council in the other school.

All provisions within SECTION 6 – DISSOLUTION shall be unalterable.

BYLAWS

SECTION 7 – MEMBERSHIP IN A PAC

All parents, including common-law spouses and guardians of students registered and attending Sullivan Elementary “the school” are members of the Parent Advisory Council (the PAC). All members shall uphold the constitution and comply with these bylaws.

SECTION 8 – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members.
2. Every member has the right to attend General Meetings (GM)
3. General meetings shall be held not less than four (4) times per year, one of those being the Annual General Meeting (AGM)
4. Notice of the General Meetings must be given at least one (1) week prior to the meeting. These notices shall be deemed to have been sufficiently given if handed to the students to take home and/or by electronic distribution (see APPENDIX 8)
5. At the discretion of the Executive, non-members may attend meetings but are not eligible to vote.
6. Executive Meetings shall be held at the call of the Chair (as deemed necessary. The purpose of the Executive Meetings is to carry on the business between General Meetings).
7. The inadvertent omission to give notice to an Executive member, or failure of an Executive member to receive notice, does not invalidate the proceedings at the meeting.
8. There shall be an AGM for the purpose of election of Executive members. This meeting must be held before the end of the school year with the elected holding the title of “Executive Elect”
 - a. The Executive Elect is required to commence attending all Executive Meetings to gain experience and knowledge of acquired positions commencing from the date of the AGM through to the end of the school year.
9. Notice of the AGM shall be given no less than thirty (30) days prior to the meeting.

10. Nominations may be received up to one (1) school day prior to the AGM and verbal nominations will be accepted from the floor of the AGM at which time the Chair declares nominations closed (see APPENDIX 6)
11. If unable to attend the AGM, nominees may submit a nomination by written notice to the Chair.
12. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
13. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION 9 – QUORUM AND VOTING

A) Voting

1. Voting members

- i. All parents, common-law spouses and guardians of students registered and attending Sullivan Elementary are voting members of the PAC.
 - ii. An administrator and/or staff at Sullivan Elementary is also a parent of students registered at the school (hereafter referred to as a Staff-Parent), will be expected to abstain from voting as a parent member of the PAC on any PAC issues in which they are in a position of conflict of interest which can be determined by the Chair (e.g. a vote on PAC financial issues pertaining to Gaming Funds or by individual choice.)
2. A simple majority of 50% plus 1 shall be the deciding vote at any GM.
 3. In the case of a tie vote in a GM the motion is defeated.
 4. Members must vote personally on all matters; voting by proxy shall not be permitted.
 5. Voting shall be done by a show of hands with the exception of all elections of Executive Members or for issues as deemed sensitive by the Chair which must be done by secret ballot (see APPENDIX 7). A vote shall be taken to destroy the ballots after each election.

B) Quorum

1. The voting members present at any GM shall constitute a quorum when Five (5) or more voting members are present, with a minimum of two (2) Executive Members for a total of Five (5) voting members.
2. Quorum at an Executive Meeting shall be a minimum of three (3) Executive Members.

SECTION 10 – ELECTION OF EXECUTIVE MEMBERS

1. The Executive will manage the PAC's business between General Meetings.
2. The Executive members shall be elected from the voting members at the AGM.
3. Any voting member of the PAC is eligible to serve on the executive.
4. If an Executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the Executive for any other reason, thirty (30) days notice shall be made to the General membership so that all eligible members have an opportunity to fill the vacancy.
5. No General member and no Executive member, shall be remunerated for serving on the PAC, but may be reimbursed for all expenses reasonably and necessarily incurred by him/her while engaged in the business of the PAC upon approval.
6. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.

SECTION 11 – TERM OF OFFICE

1. The term of office shall be August 1 through July 31. The current Executive members are encouraged to support and have the newly elected members (Executive Elect) follow alongside them during the transitional period, for the purposes of educating them in their new executive positions and in setting up the required documentation at the PAC's financial institution.
2. An Executive member so appointed holds office until the next AGM.
3. Any President may not hold the position during the year of their child's grade seven year, unless the term is approved by 75% majority vote by those members attending the AGM.

SECTION 12 – EXECUTIVE MEMBER POSITIONS

There shall be an Executive consisting of a President, Vice-President, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by one person who shall be known as Secretary Treasurer. Other positions may include District Parent Advisory Council Representative (DPAC Rep.), Communications Coordinator and a maximum of 4 Directors at Large

SECTION 13 – DUTIES OF EXECUTIVE MEMBERS

1. The President shall:
 - a. Be a parent and/or legal guardian of a child at Sullivan Elementary
 - b. Convene and preside at all General, Special and Executive meetings, unless notice is given to the Vice-President or other designate.
 - c. Know the Constitution and Bylaws of the PAC
 - d. Appoint committees where authorized to do so by the Executive or General membership
 - e. Consult PAC members regularly
 - f. Ensure that the PAC is represented in School and School District activities.
 - g. Ensure that the PAC activities are aimed at achieving the objectives and purpose of the PAC
 - h. Be the official spokesperson for the PAC
 - i. Be a signing officer
 - j. Submit an Annual Report (see APPENDIX 3)
 - k. Keep in contact with the principal regarding school needs and activities.
 - l. Along with the PAC Secretary, issue, receive and file correspondence on behalf of the PAC
 - m. Encourage attendance of both Executive and General membership at the School Board meetings.
 - n. Be an ex-officio member of all committees established by the PAC.
 - o. Report at staff meetings if invited.
2. The Vice-President shall:
 - a. Assume responsibilities of the President in the President's absence or upon request
 - b. Assist the President in the performance on his/her duties
 - c. Be a signing officer.
 - d. Know the constitution and Bylaws of the PAC
 - e. Act as President of the Dispute Resolution Process (see APPENDIX 4)

- f. Ensure that all Executive members and Committee Coordinator/Chair sign the Statement of Understanding (see APPENDIX 9)
 - g. Provide support and assistance to other Executive members and Committee Coordinators as necessary.
 - h. Maintain an up-to-date volunteer book/database and draw upon those volunteers among others, as needed for PAC functions and meetings.
3. The Secretary shall:
- a. Record the minutes of the General, Special and Executive Meetings.
 - b. Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for Executive members and General members upon request.
 - c. Know the Constitution and Bylaws.
 - d. Know Robert's Rules of Order
 - e. Along with the President, issue, receive, and file correspondence on behalf of the PAC.
 - f. Be the fourth signing officer, if possible.
 - g. Safely file all minutes/records of the PAC in the filing cabinet at the school, including submitted committee minutes. This can include electronic files.
 - h. Make copies of minutes/records available to all PAC members upon their request and/or post them on the school website once approved to make them accessible to all members.
4. The Treasurer shall:
- a. Be a signing officer.
 - b. Know the Constitution and Bylaws of the PAC.
 - c. Be familiar with, follow and encourage others to follow all Cash Handling Procedures (see APPENDIX 1)
 - d. Disperse funds authorized by the Executive or passed by a vote at a PAC General Meeting.
 - e. Maintain an accurate record of all expenditures of the PAC, as well as a year to year, Asset Accrual Statement (see APPENDIX 3)
 - f. Give report of receipts and expenditures at General Meetings when requested
 - g. Work with Event/Committee Chair to present final Annual Committee Reports
 - h. Ensure that all funds collected on behalf of the PAC are deposited in an account at a recognized financial institution approved by the PAC.
 - i. Make books available for viewing by all members upon request.
 - j. Have the books ready for inspection or audit annually.
 - k. With the assistance of the Executive, draft an Operating Budget and Tentative Plan of Expenditures as per Section 16 Finances.
 - l. Ensure that another signing officer has access to the books in the event of his/her absence
 - m. Arrange for the signing authorities to be added at the Bank level.
 - n. Submit a Year End Report (see APPENDIX 3)
5. The District Parent Advisory Council Representative (DPAC Rep.) shall:
- a. Know the Constitution and Bylaws of the PAC.
 - b. Be a strong advocate for meaningful parental involvement in the School and in the development of the School Plan.

- c. Request direction from the General PAC membership
 - d. Represent and speak on behalf of the PAC at DPAC meetings
 - e. Report back to the PAC at the General Meetings.
 - f. May appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.
6. Directors At Large shall:
- a. Know the Constitution and Bylaws of the PAC
 - b. Be willing and able to fulfill the duties of another executive position as needed.
 - c. Commit to attend General Meetings.
 - d. Aid the other Executive members in duties as requested.
7. Communications Coordinator
- a. Know the Constitution and Bylaws of the PAC
 - b. Administor PAC Facebook & Instagram pages.
 - c. Prepare messages for school SWAY/newsletter
 - d. Assist with incoming and outgoing correspondence with PAC

SECTION 14 – CODE OF ETHICS

A parent who accepts a position as a PAC Executive member or Committee Chair:

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
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 members, ensuring representation processes are in place
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns (see APPENDIX 10)
7. Work to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9)
13. Review and agree to the “Role of Committees” (see APPENDIX 2)

SECTION 15 – COMMITTEES

1. Shall be responsible to, and report to, the executive and PAC membership. All Committee Coordinators must sign the Statement of Understanding (see APPENDIX 9).
2. Standing and Ad Hoc Committees shall be formed when necessary, and can include but not be limited to Hot Lunch, Popcorn, Craft Fair, Spirit Night, Yearbook, Grade 7s.
3. When handling cash, must follow all established Cash Handling Procedures (see APPENDIX 1)
4. All parents, common-law spouses or legal guardians have the right to sit on any school-based committee.
5. Organize meeting times, dates and locations.
6. All committee members should review the “Role of Committees” (see APPENDIX 2).

SECTION 15.A - GRADE 7s COMMITTEE

1. If formed will function as a committee under general PAC and must follow the same guidelines under this Constitution & Bylaws
2. Voting for a Committee Chair (parent rep) to take place at the initial meeting of the Committee with school administrators
3. All fundraising proposals to be brought forward at a general PAC meeting for approval to coincide with other PAC fundraisers.
4. Role of the Committee chair is to bring forward ideas from the majority of the Grade 7 group and act as a liaison between PAC, School Administrators and the Grade 7 group.

SECTION 16 – FINANCES

1. The financial year shall be from August 1 through July 31 to reflect the term of office.
2. An operating budget and tentative plan for expenditures shall be drawn up by the newly elected Executives with the assistance of the past Executives and presented for approval by the General members (see APPENDIX 5) at the next general meeting
3. All funds of the PAC shall be deposited in a bank or financial institution registered under the Bank Act.
4. The President, Vice-President, Secretary (if possible) and Treasurer shall be the signing officers.
5. All new signing officers are required to do appropriate paperwork at the bank after elections or before commencement of their term.
6. All extraordinary expenditures (above and beyond budget) must be voted on by the General membership, if the amount exceeds \$200
7. All books must be up-to-date at year end.
8. A Treasurer Report shall be presented at each General Meeting.
9. Members at a GM may agree upon the appointment of an independent auditor.
10. All cash handling procedures must be adhered to (see APPENDIX 1)

SECTION 17 - FUNDRAISING

1. All new fundraising proposals must be presented at a general meeting and must be approved by the general membership.

2. All profits earned from fundraising activities shall be received by the Treasurer to be placed in the general account, and gaming funds to be placed in the gaming account. The disbursement of these funds shall be determined by a vote of the general membership.
3. All requests for support from donors to be approved by the President prior to soliciting
4. At the conclusion of any event where a gaming license is required, the gaming report must be submitted to the Gaming Policy & Enforcement Branch by the member listed on the license. The confirmation of the completed report must be submitted to the President (PACSullivanElementary@gmail.com) and Treasurer along with the Gaming Report Worksheet (see APPENDIX 11), and all receipts


SECTION 18 – REMOVAL OF EXECUTIVE MEMBER


1. Follow the Dispute Resolution Process (see APPENDIX 4)
2. The Members may, but a majority of not less than 75% of the votes cast, remove an Executive Member for their position before the expiration of his/her term of office, and may elect a successor to complete the term.


SECTION 19 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, an executive member, or committee coordinator in connection with Sullivan Elementary PAC, shall be deemed property of the PAC, and shall be turned over to the Chairperson when the member, executive member, or committee coordinator ceases to perform the task to which the documents relate.

SULLIVAN ELEMENTARY SCHOOL PARENT ADVISORY (PAC) CONSTITUTION/BYLAWS ADOPTED at Surrey, British Columbia, on May 31, 2023 BY SULLIVAN ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL.

Signature 
 President (print) Amy Lucrezi

Signature 
 Other Executive member (print) Stacy Blondheim

Signature 
 Principal (print) Rachel Der

APPENDIX 1 – CASH HANDLING PROCEDURES

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with the cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. All PAC cash and/or cheques handled by Sullivan Elementary parents must be double-custodial (handled by two parties)
2. The yellow cash-out tally slip must be initialled by both parties prior to leaving the School property. No uncounted funds are to leave the School
3. The returning deposit slip must be attached to the original cash tally sheet and filed in the financial books.
4. The PAC Treasurer or designate, is responsible for deposits.
5. At the end of an event day, anyone with cash and/or cheques to be deposited must provide confirmation to the PAC Treasurer or designate for tallying or deposit, or for tallying and storage in the PAC safe. The Administration (of Sullivan Elementary) must be notified if there is money in the PAC safe. Confirmation may be delivered via picture message, text, email or hand delivery.
6. Three (3) of the Executive officers with signing authority (all 4 if applicable), will have access to the PAC safe. Entry to the safe must be double-custodial, with at least one (1) being an executive with signing authority.
7. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC Executive for reimbursement by cheque. These expenses must be approved prior to the event whenever possible.
8. Under “Special Circumstances”, the event Coordinator or Committee Chair may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.
9. Funds collected from pre-orders must be counted and recorded. These funds may be kept in the safe until the event and used as float money. The amount used must be recorded and signed by an Executive and the Event Coordinator/Committee Chair. The float amounts must be subtracted before counting and recording event sales, even though both pre-sales and day of event sales are properly recorded for the Event Reports.

APPENDIX 2 – ROLE OF COMMITTEES

The “Role of Committees” in PAC

Effective Committees contribute greatly to the success of any volunteer organization. Committees have important advantages over meetings of the entire membership:

- Committees promote sharing of responsibility and allow more members to take on an active role. New and less experienced members gain valuable information and find support in other parents. Parents who are hesitant to take on a new volunteer task may be willing to offer time to a committee they are interested in.
- Meetings are smaller, more focused, and less formal. There is more time for discussion, and issues can be handled on short notice. Responsibilities can be broken down into more manageable proportions.
- Many tasks require special skills or interests. Committee members often volunteer or are chosen for their expertise or interests. These members are willing to carry the bulk of the workload on an issue, freeing other members to devote their time to other things.
- Complex or difficult issues can be researched and discussed thoroughly before recommendations are taken to the larger group, allowing for a more thoughtful and informed decision – making process.

Creating a Committee

Committees are appointed under the bylaws by membership or executive to perform a particular task. Committees are technically “Committees of the Executive” and are overseen by the Executive. The President is an ex-officio member of every committee, meaning a member “by virtue of his or her position”. The President does not have to attend every committee meeting, but is responsible for overseeing the committee via reports/minutes/attendance at committee meetings to ensure it is working effectively.

There are two types of committees:

Standing Committees

Exist every year and are usually described in the bylaws. Examples are hot lunch programs, special events, fundraising and grade 7s

Ad HOC Committees

Ad HOC Committees are created to do a specific task within a certain time period. Examples are policy and nominating.

Defining the Committees’ Role – Terms of Reference

To be effective, a committee must have well-defined terms of reference, for example:

- A small summary to submit for PAC meeting updates
- The committees’ mandate – a clear and limited purpose.
- Clearly defined tasks.

- A Committee Chair, responsible for the Committee. Additional volunteers can be invited either by the Committee Chair or the Executive.
- A plan and timeline.
- Directions on reporting – to whom, when, and in what form. Most committees report to the executive which then decides when the committee should report to the General Membership.
- Direction on filling Committee vacancies
- An Annual Committee Report shall be submitted. The meeting summaries shall serve as interim reports given at Executive and General Meetings.

Terms of reference should be specified by the Executive or membership at the time the Committee is appointed, and written into the meeting summary or attached as a separate document. Sometimes, the Committee itself is given authority to create its own terms of reference at its first meeting. These terms of reference should be reviewed and approved by the body that created the Committee.

All Committee members should have a copy of the terms of reference. A list of Committee members and the terms of reference should be available to any PAC member who requests them.

Limits of a Committee Authority

A Committee can do only what it is authorized to do in its terms of reference. In general, Committees make recommendations. They may be given authority to take certain action but they may not make decisions without approval.

The PAC Executive should take care to ensure that committees are reporting as required and are not taking action beyond their authority.

APPENDIX 3 – Executive/Committee Reports

The attached sample reports can both be copied and used as they are or they can be used as a guideline to create a report. If a report is created, it must contain the information used in the sample as it is information that is required for other informative documents.

**Sullivan Elementary PAC
Annual Committee Report**

Date:

Name of Committee:

Committee Chair:

Name(s) of Committee members:

Year-end Report (eg. Were goals achieved?)

Suggested Improvements:

Additional Comments:

Revenue/Expense Statement

Float:

Expenses:

Revenue (eg ticket sales):

Profit/Loss:

Sullivan Elementary PAC Annual Treasurer Report

2017/2018 annual expenses:		Actual expense per month										
Approved		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
BC CPAC membership												
PAC emergency fund												
Staff lunches												
Staff appreciation												
Social refreshments												
Music teacher												
French Teacher												
Total expenses	\$ -	Total actual money spent on annual operating expenses										\$ -

2018/2019 Expenses:		Actual money spent per month										
Approved		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Activity Fund(used for Grouse trip) GAMING												\$ -
Art Start x3 presentations												\$ -
EZ Software inc												\$ -
Field Trip \$15/student												\$ -
Grade 7's (\$20/student)												\$ -
Halloween Dance												\$ -
Hip Hop for School												\$ -
Stand by Me Program												\$ -
Ms. Nasimi Program												\$ -
New teachers												\$ -
Scholarship fund												\$ -
Symphony KG-5												\$ -
Teacher class supplies												\$ -
Teacher wishlist												\$ -
NSF Fees												\$ -
Total Approved Expense	\$ -	Total actual money spent on approved expenses:										\$ -

Actual monthly deposits and withdrawals												
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Gaming Grant	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Opening balance												\$ -
PAC Bank Account	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Opening balance												\$ -

Current PAC Bank Account Balance \$ -

2018/2019 Fundraising Events:		Previous Yr 2017/2018	2018 Actual received per month										
			Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Advertising	\$ -												\$ -
Art Program - Ms. Nasimi	\$ -												\$ -
Turkey Trot	\$ -												\$ -
Craft Fair 2018/19	\$ -												\$ -
Craft Fair 2018/19 Concession	\$ -												\$ -
Craft Fair 2018/2019 raffle ticket	\$ -												\$ -
Craft Fair 2019/20	\$ -												\$ -
Mini Photo Session (Sept)	\$ -												\$ -
Halloween dance	\$ -												\$ -
Hot Lunch	\$ -												\$ -
Spirit Wear	\$ -												\$ -
Movie Events	\$ -												\$ -
Newsletter advertising	\$ -												\$ -
Pancake breakfast Sep 2018	\$ -												\$ -
Photography	\$ -												\$ -
Popcorn/Twizzler Wednesdays	\$ -												\$ -
Pub Night	\$ -												\$ -
Purdy's Fundraiser	\$ -												\$ -
Spirit night	\$ -												\$ -
Silent Auction	\$ -												\$ -
Concession	\$ -												\$ -
50/50	\$ -												\$ -
Donation - Jenn & Colin	\$ -												\$ -
Misc (rentals, etc)	\$ -												\$ -
Hot Chocolate Day	\$ -												\$ -
Sports Equipment	\$ -												\$ -
Spring Fling Dance	\$ -												\$ -
Student Contributions (PAC fee)	\$ -												\$ -
Surrey School District	\$ -												\$ -
The Lunch Lady	\$ -												\$ -
Yearbook	\$ -												\$ -
PAC Fee	\$ -												\$ -
Domain Name	\$ -												\$ -
YE Ice Cream + Popcorn Sales	\$ -												\$ -
Grade 7 Lunch	\$ -												\$ -
Total of projected fundraising	\$ -	Total of actual fundraising money received										\$ -	

**Sullivan Elementary PAC
Annual President Report**

Date:

President:

Year-End Report (goals and achievements):

Suggested Improvements:

Additional Comments:

APPENDIX 4 – Dispute Resolution Process

Step 1:

Every concern brought forward is immediately funneled to the President. The President is responsible to gather any pertinent information. Every concern is documented and this log will remain with the President. It is recognized that sometimes a person needs only to receive some direction or information to resolve the situation. If it is deemed a “personality conflict”, the concerned bearer is encouraged to go back to the individual to work it through. This would also be the case if a second concerned bearer came forward with the same issue. In case of a third concerned bearer bringing forth the same issue, step 1 of the dispute resolution process is applied.

When there are three (3) grievances against the same PAC Executive member, brought forward by three (3) different members of the PAC, the President will use the Constitution/Bylaws, appropriate Policies, and be assisted by the Vice-President and Administration, who are responsible to research the issue as it pertains to the PAC. These two individuals (President and Vice-President) are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this point, although the Administration is to be fully informed.

If the grievances are against the President, the concern shall be taken to the Vice-President to seek a neutral Executive member to take the place of the Vice-President and the Vice-President shall act as the President in the resolution process.

Step 2:

If step 1 fails to resolve the issue, the concerned bearer is required to provide a written request for assistance. This is given to the Executive, where it will be addressed “In Camera”, and possible solutions to the concerned are offered. At this point, if deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concerned, the resolution, and the action taken by the person involved, are minuted. These minutes are kept separate from the regular executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to step 3.

Step 3:

A resolution is put forward to the PAC General Meeting stating the intention of removing (insert person’s name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is minuted in the regular PAC General minutes.

APPENDIX 5 – SAMPLE BUDGET

This sample can be used as a guideline to create the Annual Budget. One must be created for the Gaming Account and one for the General Account.

**Sullivan Elementary PAC
Proposed Operating Budget – General Account
Fiscal Year 2000 – 2001**

2017/2018 annual expenses:	Approved	Actual expense per month										
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
BC CPAC membership												
PAC emergency fund												
Staff lunches												
Staff appreciation												
Social refreshments												
Music teacher												
French Teacher												
Total expenses	\$ -											\$ -
Total actual money spent on annual operating expenses												
2018/2019 Expenses:	Approved	Actual money spent per month										
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Activity Fund(used for Grouse trip) GAMING												\$ -
Art Start x3 presentations												\$ -
EZ Software inc												\$ -
Field Trip \$15/student												\$ -
Grade 7's (\$20/student)												\$ -
Halloween Dance												\$ -
Hip Hop for School												\$ -
Stand by Me Program												\$ -
Ms. Nasimi Program												\$ -
New teachers												\$ -
Scholarship fund												\$ -
Symphony KG-5												\$ -
Teacher class supplies												\$ -
Teacher wishlist												\$ -
NSF Fees												\$ -
Total Approved Expenses	\$ -											\$ -
Total actual money spent on approved expenses:												
Actual monthly deposits and withdrawls												
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Gaming Grant	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Opening balance		0										\$ -
PAC Bank Account		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Opening balance												Current PAC Bank Account Balance \$ -
Mini Photo Session (Sept)		\$ -										\$ -
Halloween dance		\$ -										\$ -
Hot Lunch		\$ -										\$ -
Spirit Wear		\$ -										\$ -
Movie Events		\$ -										\$ -
Newsletter advertising		\$ -										\$ -
Pancake breakfast Sep 2018		\$ -										\$ -
Photography		\$ -										\$ -
Popcorn/Twizzler Wednesdays		\$ -										\$ -
Pub Night		\$ -										\$ -
Purdy's Fundraiser		\$ -										\$ -
Spirit night		\$ -										\$ -
Silent Auction		\$ -										\$ -
Concession		\$ -										\$ -
50/50		\$ -										\$ -
Donation - Jenn & Colin		\$ -										\$ -
Misc (rentals, etc)		\$ -										\$ -
Hot Chocolate Day		\$ -										\$ -
Sports Equipment		\$ -										\$ -
Spring Fling Dance		\$ -										\$ -
Student Contributions (PAC fee)		\$ -										\$ -
Surrey School District		\$ -										\$ -
The Lunch Lady		\$ -										\$ -
Yearbook		\$ -										\$ -
PAC Fee		\$ -										\$ -
Domain Name		\$ -										\$ -
YE Ice Cream + Popcorn Sales		\$ -										\$ -
Grade 7 Lunch		\$ -										\$ -
		\$ -										\$ -
Total of projected fundraising	\$ -											Total of actual fundraising money received \$ -

APPENDIX 6 – SAMPLE CALL FOR NOMINATIONS

Include this sample in the PAC Newsletter one month before elections:

PAC Executive Committee Nominations

The PAC Annual general Meeting will be held on Monday, June 10, 2019 at 8:00 pm in the library and we will vote on the 2019/2020 PAC Executive by secret ballot.

The following are the positions we need to fill to make the PAC Executive Committee.

- President
- Vice President
- Secretary
- Treasurer

Other positions may include:

- DPAC (District PAC) Representative
- Communications Coordinator
- Directors at Large (max 4)

The commitment is approximately 10 meetings per school year and assistance with special events that are organized throughout the school year. This is a great way to be involved with your child’s education – our kids need you!

If you are interested in joining us, please fill out this form and return it to the school marked “Attn: PAC President”.

PAC EXECUTIVE COMMITTEE NOMINATIONS

Position	Name	Contact Number

APPENDIX 7 – SAMPLE SECRET BALLOT

This sample can be copied and cut out for the use at the AGM

Position: President	Name:
---------------------	-------

Position: Vice-President	Name:
--------------------------	-------

Position: Secretary	Name:
---------------------	-------

Position: Treasurer	Name:
---------------------	-------

Position: DPAC Rep	Name:
--------------------	-------

Position: Director at Large	Name:
-----------------------------	-------

Position: Director at Large	Name:
-----------------------------	-------

Position: Director at Large	Name:
-----------------------------	-------

Position: Director at Large	Name:
-----------------------------	-------

Position: Communications Coordinator	Name:
--------------------------------------	-------

APPENDIX 8 – SAMPLE OF WRITTEN NOTICE OF

MEETING

Include this sample in the PAC Newsletter at the beginning of the month or on the Friday before the next general meeting.

Below is our Agenda for the upcoming meeting. Have a topic you would like to discuss? Please email us at PAC@SullivanPAC.ca

All parents are invited and children are welcome

Agenda for General Meeting January 1, 2000

1. Meeting start at 6:30 PM
2. Approval of agenda
3. Approval of minutes from last GM
4. Old Business
 - a. School Issues – repainting of lines in walkway
5. Executive Reports
 - a. Principal Report
 - b. Hot Lunch Report
 - c. Popcorn Report
 - d. Fundraiser Report
 - e. Treasurer Report
6. New Business
 - a. Freezie sales after school
7. Open Discussion
8. Meeting adjourned

APPENDIX 9 – CODE OF ETHICS

A parent who accepts a position as a PAC Executive member or Committee Chair:

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
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 members, ensuring representation processes are in place
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns (see APPENDIX 10)
7. Work to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9)
13. Review and agree to the "Role of Committees" (see APPENDIX 2)

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____ Elementary PAC, have read and understood, and agree to abide by the Co document. I also agree to participate in the Dispute Resolution process th the electing body, should there be any concerns about my work.

Name of Member: _____ Signature: _____

Date: _____ Phone # or email: _____



Tel: 604.596.7733
www.sd36.bc.ca

Communicating with your school

Staffs in our school are eager to address your questions or concerns. Education is shared between the home and the school and good communication is an excellent starting point for resolving an issue.

Parents and guardians are urged to contact the school if they have questions about an activity or issue. It is usually best to begin with the classroom or subject teacher. If a matter remains unresolved, then you may wish to contact the principal to request assistance in dealing with the matter.

Build a positive relationship with your school:

Be involved:

- understand the roles and responsibilities of the partners in education
- participate in the school's PAC
- Attend school events and activities
- Offer to help
- support your child's learning at home
- be informed of your child's progress in school

Communicate:

- take opportunities to get to know the people who work with your children.
- inform yourself about your child's classes and school activities.
- keep the school informed about issues that affect your child.

Resolving issues & concerns

1. Arrange an appointment so that your concerns can be heard without distraction.
2. Organize your thoughts before the meetings.
3. Keep focused on the issues.
4. Treat others with dignity and respect, and expect that in return.
5. Look at both sides of the issue and listen to everyone.
6. Give each of the steps a chance to correct the problem before you proceed to the next step.

Guidelines for parents and adult learners to follow when there is an issue or concern:

- STEP 1:** Start with the person(s) whose action has given rise to the issue or concern.
- STEP 2:** If the issue is not resolved, contact the principal.
- STEP 3:** If the issue is still not resolved, contact the Assistant Superintendent for your area at 604-596-7733.
- STEP 4:** If the issue is still not resolved you can contact the school, District Administration, or District Parent Advisory Council, for information on the appeals procedure.

In the case of issues involving student safety or other emergency situations, you may need to proceed directly to Step 2 or 3.

During Step 2 or Step 3 you may be referred to other departments in the District (e.g. Special Education, Student Services, Continuing Education, Transportation, etc.) to resolve the issue or concern.

The *Policy on Appeals Procedure (#9902)* and *Notice of Appeal* forms are available on the school district website under the *General Info* tab.

This information is a joint project of the Surrey Board of Education, Canadian Union of Public Employees, Surrey District Parent Advisory Council, Surrey Principals' & Vice Principals' Association and the Surrey Teachers' Association.

APPENDIX 11 - GAMING REPORT WORKSHEET

This worksheet is to be used to track the information required when submitting reports to the Gaming Policy & Enforcement Branch at the conclusion of a gaming (raffle) fundraiser. At the conclusion of the event this worksheet must be submitted to the Treasurer and President (PACSullivanElementary@gmail.com) along with the confirmation the report has been filed and all receipts.

Event:	
Date of Event:	
License Number:	
The event organizer:	
Member submitting the gaming report:	
Number of tickets available for sale:	
Price of tickets:	
Number of tickets sold:	
Revenue from tickets:	
Expenses for printing/purchasing tickets:	
Profit:	

More information regarding license class, applying for license and other common questions can be found on the Government of BC website here: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>

