

# School District 43 (Coquitlam)

## Aspenwood Elementary School PAC Constitution & Bylaws

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# ASPENWOOD ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION

## SECTION I – ASSOCIATION NAME

The name of the Association shall be the ASPENWOOD ELEMENTARY PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the PAC.

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members. The business of the PAC will be unbiased towards race, religion, gender, politics, financial status, sexual orientation, and physical or mental ability.

The 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

The Aspenwood Elementary School PAC is a provincial organization dedicated to the education and wellbeing of the child. The primary mandate of the Aspenwood Elementary School PAC is to promote effective communication between home and school and advocate for excellence in education, safety and student well-being. The Aspenwood Elementary School PAC shall encourage parents and guardians to participate in meaningful educational activities and decision-making, strengthen the roles of families in education, and foster meaningful parent participation. The Aspenwood Elementary School PAC will provide support for teachers and staff to meet student's educational needs.

## Section III – PURPOSE OF THE PAC

- 3.1 The purposes of the PAC are:
- a. To support, encourage and improve the quality of education and well-being of students of Aspenwood Elementary School;
  - b. To provide a forum for the discussion of educational issues and matters related to the school (e.g., programs, policies, plans, and activities) and to advise the principal, staff or other associated organizations of any recommendations;
  - c. To provide parents with information on how to effectively communicate within the education system and advocate on behalf of their children at both School and District levels;
  - d. To provide parents with education and professional development suggestions;
  - e. To organize PAC activities, events and fundraisers;
  - f. Fund special events, projects, activities, materials, etc. that directly improve the well-being of the Aspenwood community, as outlined in the PAC budget;
  - g. To promote the involvement of parents and other community members in PAC activities and events;
  - h. To prepare an annual operating budget and manage all PAC funds in accordance with the budget and constitution;
  - i. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;

- j. To affiliate with District 43 Parent Advisory Council (DPAC) and British Columbia Confederation of Parent Advisory Councils (BCCPAC).

## Section IV – MEMBERSHIP

- 4.1 All parents and guardians of students registered at Aspenwood Elementary School have the right to participate at PAC meetings as voting members (with the exception described in [Section VI](#)). There is one (1) vote allowed per family, irrespective of the number of children enrolled at Aspenwood (See Voting, [Section VI](#)). Parents of students who are registered to enter Kindergarten for the following school year are deemed to be members for the purpose of voting at the Annual General Meeting at the end of the current school year.
- 4.2 Administration, staff (teaching and non-teaching) and students of Aspenwood Elementary may be invited to PAC meetings as non-voting attendees or speakers. A staff member with a child enrolled at Aspenwood Elementary is eligible to be a voting member of the PAC providing the item being voted on does not pose a conflict of interest to their role at Aspenwood.
- 4.3 Every member will uphold this constitution, follow these bylaws and adhere to the Code of Conduct.

## Section V – MEETINGS

- 5.1 Meetings will be conducted efficiently with fairness to all members, in accordance with the PAC Code of Conduct ([Section XVI](#)). 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 may be adjourned.
- 5.2 Generally speaking, meetings will be run using Robert’s Rules of Order. Nevertheless, procedural rules in this document will supersede Robert’s Rules of Order. Additionally, the DPAC may be contacted for clarification and advice for situations in which there is conflicting direction or no clear procedure.
- 5.3 General Meetings shall be held as often as necessary, preferably every month school is in session, dates for these General Meetings are ideally determined at the beginning of the year with times and locations made available to all members. Nevertheless, the PAC Executive has unilateral authority to change these dates, as appropriate.
- 5.4 General Meetings, Special Meetings and Annual General Meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Purposes of the PAC, ([Section III](#)).
- 5.5 One (1) General Meeting shall be designated as the Annual General Meeting and shall be held in May or June. The purpose of this meeting shall be to receive the Reports of the Executive, receive year-to-date financial statements, receive other reports and statements, elect Executive Officers for the next year, and conduct other business of the PAC as needed. If, after the election, Executive Officer positions remain vacant, a supplementary election shall be held in September.
- 5.6 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. Special Meetings may be called at the request of the Executive, or at the request of 20% or more of the voting members. Maximum possible written notice of the meeting date and the agenda item(s) should be provided to the parents.
- 5.7 An Executive Meeting is a meeting held by the Executive Officers only to conduct operational business and provide input for General Meeting agendas. The Executive will determine a

schedule for Executive Meetings. Executive Meetings shall be held as often as needed during the school year. Typically, the Executive will hold an Executive meeting prior to any General, Special or Annual General Meeting. General members and/or special guests may be invited to Executive Meetings as needed. Executive Meetings do not require an advance agenda, but the Executive should be given as much notice as possible when a meeting has been scheduled to facilitate attendance.

- 5.8 The Chairperson or Chairperson Designate will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the members at least seven (7) days prior to a meeting. Agendas will be posted on the PAC webpage and may also be distributed via email through the School Office. Meeting notices will specify the place, the date and time of the meeting and will include the agenda and the text of all Special Resolutions to be tabled at that meeting.
- 5.9 Any member wishing to place an item on the agenda of a meeting shall contact the Chairperson or Chairperson Designate at least 10 days prior to the meeting, when possible. The member or their designate is then required to attend the General Meeting to present the rationale of that issue 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.
- 5.10 During necessitating circumstance and subject to technical availability, the Executive has the discretion to conduct meetings using internet-based applications. Parents shall be notified seven (7) days in advance and efforts made to use a widely accessible platform for attendance. The Executive shall take reasonable steps to ensure that all participants are able to adequately join, participate and vote in the meeting. The application chosen should allow members to participate in a manner comparable to in-person meetings.
- 5.11 The principal and staff members of the school are encouraged to attend and report at all types of membership meetings, as requested by the PAC. The principal's role is as a 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 during all meetings.
- 5.12 At the discretion of the Executive, guests may be invited meetings to provide information or address agenda items. Guests should be made aware of the Code of Conduct and paragraph 1 of this section.
- 5.13 To honour and pay respect to the Indigenous Peoples on whose lands Aspenwood Elementary School is situated, the PAC shall make acknowledgements to the host Nations and their traditional lands at the beginning of each meeting. It is recommended to use the most recent version available from the Kwikwetlem First Nation or the most recent recommended version from School District 43 (See [Attachment 2](#)).
- 5.14 Each voting member entering a meeting shall sign the attendance record (See [Attachment 3](#)) so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records. For the purposes of voting, members should indicate on the attendance sheet if they are from the same family and who will be the voting member ([Section VI](#)).
- 5.15 Minutes must be taken at all General, Special and Annual General Meetings. Minutes of all meetings shall be posted on the PAC website. Minutes should focus primarily on the collective decisions, rather than on actions or words of individuals. In some cases, rationale for decisions may be important and should be captured but identities are not necessary and should be limited to initials, at most. Minutes shall provide members and other interested parties with:
  - a. a clear and objective summary of the group's activities;
  - b. the wording and results of any motion raised or decision made in the meeting;
  - c. a record of the members present (used to verify if there is a quorum or not);
  - d. a way of updating members who were unable to attend a meeting.

## Section VI – QUORUM, VOTING AND SECRET BALLOTS

- 6.1 Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
- 6.2 If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 6.3 At any duly called General, Special or Annual General Meeting, 80% of voting members present when the meeting is called to order, but no less than 7, shall be quorum.
- 6.4 For the purposes of Executive Meetings and resolutions of the Executive, the quorum shall be two-thirds (2/3) of the voting positions filled on the Executive.
- 6.5 At the discretion of the meeting Chairperson or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room for closed discussions and voting. This is to facilitate free expression and protect the privacy of the voting members.
- 6.6 Except as noted below in 6.7, unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members voting. As a minimum this will be fifty percent (50%) plus one (1) of votes. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks, spoiled votes or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as they indicate the voter has no opinion.
- 6.7 The following matters will require a two-thirds (2/3) majority vote:
  - a. Amendments to the Constitution and Bylaws;
  - b. Approval of the Annual Budget;
  - c. Removal of an Executive Member.
- 6.8 The PAC Chairperson protects their impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
- 6.9 In the case of a tie vote occurring during a secret ballot in which the PAC Chairperson or Chairperson Designate has voted (thus leaving no tie-breaker process), a secondary vote will be conducted. In the event of a second tie, the motion shall be lost.
- 6.10 Voting by members on all matters must be given “in person” through physical presence or remote presence. Voting by proxy is not considered “in person” and shall not be permitted.
- 6.11 Each family is allowed one (1) consensus vote at PAC meetings. In case of a dispute for the family vote, that right shall go to the primary caregiver.
- 6.12 Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any voting member. Ballot voting is the surest way to allow for the free expression of the will of the membership. Any voting member may request a secret ballot for any vote, at any time, for any reason.
- 6.13 When a secret ballot is requested during a Special or General Meeting, one (1) blank ballot will be given to each eligible voting member. The Chairperson or Chairperson Designate can vote by ballot. The issue(s) or possible choices shall be written by each member onto their own ballot. If an issue or possible choice is incorrectly written, it shall still be counted if the voter's intention is clear. The member must clearly write a “yes” or “no” beside each issue or choice on the ballot. A blank beside the issue indicates an abstention and is therefore not counted within the vote tally. A secret ballot may also be held via electronic means. The internet application must allow for anonymity and prohibit members from voting more than once.
- 6.14 When the ballots are counted, two (2) or more filled-out ballots folded together are recorded as illegal votes. A marked ballot will be counted if folded with a blank ballot.
- 6.15 In a secret ballot, the Chairperson or Chairperson Designate shall tally the votes and report the outcome in this format:
  - a. Number of votes cast – x
  - b. Necessary for motion to pass – x
  - c. Votes received for Issue A – x

- d. Votes received against Issue A – x
  - e. Illegal/Spoiled votes – x
  - f. Ballots containing two votes for/against Issue A folded together, rejected – x
- 6.16 All voting and tallying duties must be carried out in full view of the meeting assembly, whether during an in-person meeting or an internet-based remote meeting.

## Section VII – PAC EXECUTIVE

- 7.1 The affairs of the PAC shall be managed by a board of elected officers (i.e., the Executive Committee) whose titles and duties may be determined by the needs of the PAC.
- 7.2 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 purposes are achieved.
- 7.3 The Executive is accountable to the membership. They owe a duty of trust to students in the school, the PAC membership, each other as Executive Officers and anyone who may be affected by the Executive’s actions or decisions. The Executive has a duty to put the PAC’s interests ahead of their individual interests.
- 7.4 Executive Officers are obligated to uphold the decisions of the Executive and membership. If an Executive Officer cannot in conscience uphold a decision, they must resign from the Executive. They are entitled to try to persuade others to change views, decisions or policies but outside the Executive they must act and speak in accordance with the Executive’s and membership’s decisions.
- 7.5 The PAC shall elect the Executive members from the voting members for each school year. The number and position of Executive members should be determined by local organizational needs. At a minimum, composition of the Executive must include:
- a. Chairperson;
  - b. Treasurer;
  - c. Secretary;
  - d. District Parent Advisory Council (DPAC) Representative;
  - e. Other Executive positions may be utilized as required. Refer to [Appendix A](#) for optional Executive positions.
- 7.6 The positions of Chairperson, Treasurer, Secretary and DPAC Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions. The membership shall decide at the Annual General Meeting by majority vote which, if any, other Executive positions shall be required for the coming year.
- 7.7 No Executive Officer may be remunerated for serving on the Executive but may be reimbursed or given an honorarium for expenses reasonably and necessarily incurred while engaged in PAC’s affairs.
- 7.8 A conflict of interest arises when an Executive Officer could benefit financially from a decision of the PAC that they can influence or vote on. The Executive Officer has a duty to report the conflict promptly to the Executive and membership, and refrain from using their position to personal advantage. Failure to report is a breach of duty to the PAC and may lead to personal liability for any loss to the PAC, as well as removal from the Executive.
- 7.9 Executive Officers should plan to attend all Executive, General, Special and Annual General Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties ([Appendix A](#)), and to follow the Code of Conduct ([Section XVI](#)).
- 7.10 If an Executive Officer is unable to attend a meeting, they shall inform the Secretary prior to the meeting.
- 7.11 All documents, records, minutes, correspondence, or other papers kept by a member, Executive Officer, representative, or committee member in connection with the PAC shall be deemed to be

property of the PAC and shall be saved to the PAC Google Drive and/or turned over to the Chairperson when the member, Executive Officer, representative, or committee member ceases to perform the task to which the documents relate.

## Section VIII – ELECTION OF THE EXECUTIVE

- 8.1 The Executive shall be elected from the voting members at the Annual General Meeting held in May or June.
- 8.2 A letter of notice for nominations should be advertised to all families in the school at least thirty (30) days prior to the Annual General Meeting. Notwithstanding, nominations may be received up to and during the Annual General Meeting, until declared closed by the Chair or Chairperson Designate. Any voting member may nominate a voting member for these positions (Refer to [Section IV](#)).
- 8.3 An absent member can be nominated during a meeting where elections are held if there are justifiable circumstances for the absence. They must, however, send written acceptance of nomination for a position to the Chairperson for reference during the meeting.
- 8.4 Members accepting nomination will have previously reviewed the expected duties of the position and the Code of Conduct (See [Appendix A](#) and [Section XVI](#)).
- 8.5 Every Executive position must be open for election at the end of its term.
- 8.6 No person shall hold more than one (1) position on the Executive at any given time.
- 8.7 Only one (1) member of a family group with students attending Aspenwood Elementary may be on the Executive Committee at any given time.
- 8.8 The length of term for members holding Executive positions shall be limited to two (2) consecutive years for any one office. After any elected member of the PAC has served in the same Executive position for two (2) terms, they are ineligible to hold that same position for the following one (1) term. They may hold other positions on the Executive during that time, if elected. In the interest of continuity of the elected PAC Executive officers, if there are no nominations for a required Executive position as specified in [Section VII](#) then the PAC may extend the term of the outgoing officer by one (1) year by a majority vote. For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since elected is considered to have served a full term in that position.
- 8.9 If any officer resigns during a term of office the PAC Executive may appoint someone to fill the vacancy until the next meeting, wherein a vote for any nominees must be made to fill the vacant position. Appointment to vacant positions may occur at a later date at the discretion of the PAC Executive. If a volunteer for temporary appointment does not come forward for a vacant Executive position deemed essential, no other officer shall assume the duties of that position. Instead, the essential duties of that position will be shared by the existing Executive Officers in the most equitable way possible.
- 8.10 The Chairperson and Treasurer Executive positions may be co-chaired, or shared, with the agreement of the two (2) parties and with the requirement that the two (2) people share one (1) consensus vote at Executive Meetings. If the co-chairs cannot agree on a way to vote, they shall abstain from voting.
- 8.11 If the optional Elections Chairperson position is filled, elections shall be conducted by the Elections Chairperson (see [Appendix B](#) for details). To avoid a conflict of interest, the Elections Chairperson should not be a candidate for an Executive position. If the Elections Chairperson position is not filled, the PAC Chairperson will either select a PAC Member (who is not an Executive candidate) or the principal to conduct the election.
- 8.12 During the election of next year's Executive Officers held at the Annual General Meeting, only those parents and guardians who will have students registered at Aspenwood Elementary School



- the next year will be eligible to vote (if students should transfer unexpectedly after the results of the vote, the parent/guardian's original vote shall not be contested). Parents and guardians without students registered at Aspenwood Elementary School the next year are ineligible to vote as they will no longer have a vested interest in the Aspenwood Elementary School community.
- 8.13 When holding elections, nominations for each office are immediately followed by the election for that office. This allows members to consider the election results of one (1) office before proceeding to the election of another office. Nominations are taken from the floor for one (1) office, and when no further nominations are forthcoming, the voting for that office proceeds. The order in which each election occurs is the order in which the offices are listed in the bylaws (see [Appendix A](#)).
- 8.14 The election of Executive Officers shall be done by secret ballot. The Elections Chairperson shall tally the votes and announce the decision.
- 8.15 When a secret ballot is held for an Executive election, one (1) blank ballot will be given to each eligible voting member per position to be voted upon. The Chairperson can vote by ballot, and nominated members can vote for themselves. The name(s) of the candidate(s) voted for shall be written by each member onto their own ballot along with a corresponding "yes" or "no" beside the candidate's name. If a name is incorrectly written, it shall still be counted if the voter's intention is clear. A secret ballot may also be held via electronic means. The internet-based application must allow for anonymity and prohibit members from voting more than once.
- 8.16 The Elections Chairperson shall ask for nominees three (3) times to ensure that all potential nominees have an opportunity to announce themselves or be identified. If no nominee comes forward after the three (3) calls, the office shall remain vacant until the first General Meeting in September, whereupon a new election for the position shall be held. If no nominee comes forward at this meeting, an open call for nominations shall be announced in all meeting agendas and minutes until the position is filled. While the office is vacant, the essential duties of that position shall be shared by the existing Executive Officers in the most equitable way possible. (see [Appendix A](#)).
- 8.17 A position is never filled until a candidate receives the threshold number of votes required for election. Blanks and abstentions do not contribute to the total of votes cast. The candidate who receives a plurality (polls the most votes) is elected.
- 8.18 If there is a tie after the vote, then the election has failed and the Elections Officer announces, "No election." The voting is repeated until one (1) candidate receives a plurality. Prior to each voting round, nominees may voluntarily withdraw. A candidate has no obligation to withdraw just because they poll low numbers.
- 8.19 When the ballots are counted, two (2) or more filled-out ballots folded together are recorded as illegal votes. A marked ballot will be counted if folded with a blank ballot.
- 8.20 The Elections Officer shall tally the votes and report the outcome in this format:
- a. Number of votes cast – x
  - b. Necessary for election – x
  - c. Candidate A received – x
  - d. Candidate B received – x
  - e. Candidate C received – x (etc., as required)
  - f. Illegal votes:
    - i. List all rejected/void votes and reason for rejection.
      1. Example – One ballot containing two for Candidate C folded together – rejected.
- 8.21 All election duties must be carried out in full view of the meeting assembly. During internet-based remote meetings, reasonable effort must be made to conduct such duties in view of the camera and with the microphone on.
- 8.22 Newly elected members term of office shall take effect July 1<sup>st</sup> and end as of June 30<sup>th</sup>.

## Section IX – COMMITTEES

- 9.1 Committees are fully responsible to the Executive and PAC membership and shall promptly report to these parties as required.
- 9.2 Standing and ad hoc committees shall be formed or dissolved as necessary by the Executive to further the PAC’s purposes and to carry on its affairs.
- 9.3 Committees are always open to new members.
- 9.4 Committee member positions will open for volunteers at the first General Meeting after the AGM. If there are too many volunteers for any given committee a vote by the members will decide which members will sit on that committee. The voting shall be held in accordance with [Section VI](#). Committee positions unfilled after the first General Meeting after the AGM may be filled at the discretion of the Executive at a later date and as new volunteers present themselves.
- 9.5 The terms of reference for each committee will be specified by the Executive at the time the committee is established, or by the committee at its first meeting.
- 9.6 The Executive may select the committee Chairperson. Robert’s Rules of Order shall govern the committee’s procedures.
- 9.7 A member may sit on a given committee for multiple consecutive terms; however, the PAC is encouraged to consider long-term continuity in the selection of committee members. Ideally, “seasoned” members should be partnered with “new” members.
- 9.8 Committees shall conform to the PAC Code of Conduct ([Section XVI](#)) and sign the Statement of Understanding document ([Attachment 1](#)).
- 9.9 A member can sit on any number of PAC committees; however, the PAC is encouraged to spread the workload among many parents.
- 9.10 The committee members shall regularly attend and participate during committee meetings and other related activities of the committee.
- 9.11 Committee members must return or save to the PAC Google Drive all PAC documents to the school upon leaving the committee.

## Section X – REMOVAL OF AN EXECUTIVE MEMBER, REPRESENTATIVE OR COMMITTEE MEMBER

- 10.1 Breaching the Code of Conduct ([Section XVI](#)) may be cause for removal from an Executive position or committee.
- 10.2 The removal of an Executive member shall be done via a motion to rescind their election and it must be carried out by either of the following methods:
  - a. A two-thirds majority vote during a PAC Executive meeting attended by three-quarters of the Executive (excluding the Executive member in question). The Executive member in question shall receive seven (7) days written notice of the motion prior to the meeting;
  - b. A majority vote of voting members at a duly called General Meeting or Special Meeting, where the notice of the motion’s intent has been presented in the agenda.
- 10.3 The removal of a PAC committee member can be done through a majority vote by the PAC Executive.

## Section XI – DISSOLUTION OF THE PAC

- 11.1 In the event of the PAC’s dissolution (i.e., school closure), the PAC shall:

- a. Pay all outstanding debts plus any costs of dissolution;
- b. Transfer any remaining funds and assets to another organization with similar goals and objectives. Options include other Parent Advisory Council(s) within School District 43 (Coquitlam), the District 43 (Coquitlam) DPAC or a charitable organization(s) within British Columbia having similar objectives or purposes and registered under the provisions of the Income Tax Act (Canada). This organization(s) shall be determined by the membership at the final General Meeting of the PAC;
- c. Treat the redistribution PAC general funds and gaming accounts individually. However, should the PAC not decide where to allocate the gaming funds at the final General Meeting and there is no recipient noted in the minutes, the gaming funds shall be returned to the Government of British Columbia;
- d. Place all records of the organization under the jurisdiction of the District Parent Advisory Council, School District 43 (Coquitlam).

## Section XII – SPLITTING THE PAC INTO TWO OR MORE PACS

- 12.1 In the event the school divides and/or the PAC is forced to divide into two or more PACs, and no other agreement that has been arranged by the voting members at the time of the split, the following shall apply:
  - a. Any administrative costs to set-up the new PAC (e.g., banking fees) shall be financed from the original PAC account;
  - b. All PAC funds remaining at the time of split shall be divided in proportion to the number of students remaining at the school versus the number of students relocating to the new school (i.e., if 40% of the student population moves to the new school, then 40% of the remaining PAC funds will be transferred to the new PAC);
  - c. The division of remaining PAC general funds and gaming funds must be maintained during the transfer process. This is to allow gaming funds tracking to ensure compliance with their associated restrictions and time constraints.

## Section XIII – FINANCES

- 13.1 The fiscal year of the PAC shall be the twelve (12) month period from September 1st to August 31st.
- 13.2 All funds of the organization belong to the PAC membership and not to the Executive, school, or school district.
- 13.3 All funds of the organization will be held in a bank or financial institution registered under the Bank Act, Financial Institutions Act, or Credit Union Incorporation Act. The accounts shall be in the name of Aspenwood Elementary PAC. The PAC shall maintain a minimum of two (2) bank accounts in its name — one (1) for general operating funds and one (1) for gaming funds.
- 13.4 A contingency reserve fund shall be set up and maintained for the administration of PAC activities. The amount shall be a minimum of \$1500 CAD. This amount must be carried forward to each new fiscal year.
- 13.5 There shall be three (3) signing officers for banking and legal documents. These shall be the PAC Chairperson, the Treasurer and one other Executive Officer as decided by the Executive at the first Executive Meeting after the AGM.
- 13.6 After the final General Meeting of the school year in June, the three (3) new signing officers shall bring a copy of the AGM minutes and the June General Meeting minutes to the financial institution to have the previous three (3) signers removed and the three (3) new signers installed.

This should take place no earlier than July 1<sup>st</sup>. At the June General Meeting, separate motions must be executed to:

- a. Remove the expiring signing authorities;
  - b. Add the new signing authorities.
- 13.7 Someone on the PAC, other than the Treasurer, should review all bank statements and related disbursements at the end of each school term.
  - 13.8 Passwords for on-line access should be changed annually or anytime there is a change in a signatory.
  - 13.9 The Executive officers shall not have any powers to borrow monies in the name of the PAC from banks or other financial institutions.
  - 13.10 A budget and tentative plan of expenditure shall be created by the Chairperson and the Treasurer. The budget process involves determining spending priorities, estimating expenses and revenue, gaining consensus, and passing the budget via motion at a General Meeting. After agreement with the Executive, will be presented for member feedback and approval at the first General Meeting of the upcoming school year.
  - 13.11 All money from the PAC will be paid out by cheque or Interac e-Transfer after submission of a Reimbursement Request form ([Attachment 4](#)) with any corresponding detailed invoices, or receipts. Signing officers must NEVER sign a cheque where the “payee” is left blank. All issued cheques must bear the signatures of two (2) authorized signatories.
  - 13.12 The Treasurer is authorized to collect and disburse monies as directed by the membership as expressed at Executive, Special, General and Annual General Meetings. Monies submitted in the form of cheques shall be made payable to “Aspenwood Elementary PAC.”
  - 13.13 Two (2) members (one shall be from the Executive) must verify and account for monies collected from events or fundraising. Monies are to be counted at the beginning of an event and at the end of the event. Monies raised by the PAC must be promptly deposited in a PAC account before being disbursed so that proper records are maintained. Bank deposits should be made by the Treasurer.
  - 13.14 Each PAC Committee must submit a “mini budget” to the Executive of how they intend to raise and spend PAC funds. This must be approved by the Executive prior to any expenses incurred by that committee. This includes, but is not limited to, the Grade 5 leaving committee.
  - 13.15 PAC committee members are responsible for ensuring that they only spend funds within their allotted budget. Costs that are more than this amount may not be reimbursed unless the excess is pre-approved by the Executive or if the expenditure was the result of an emergency. All expenditures by Executive or Committee members that are over their budget must be approved by the general membership. Preferably this should occur at a General Meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to 10% of the budgeted amount or \$500 CAD, whichever is lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
  - 13.16 All financial records are the legal property of the PAC and must be kept for a minimum period of seven (7) years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
  - 13.17 A review or audit of the accounts by two members of the PAC (excluding the Treasurer or any other person with signing authority on the account) must be done at the end of each fiscal year. A review or audit is also mandatory at the change of a Treasurer. “Audit” for this purpose refers to an independent review and verification of all records during the period under review, i.e., budget year.
  - 13.18 The Treasurer must ensure Gaming funds are spent according to the conditions as described in the most current Gaming Grants Program Guidelines.

## Section XIV – FUNDRAISING

- 14.1 Fundraising activities will be undertaken only when there is a clearly defined need agreed upon by the PAC. Funds raised should provide the greatest, and most lasting, benefit for the greatest number of students.
- 14.2 It should be stated to the membership how the proceeds of any fundraiser intend to be directed. It may be towards a specific project or item or to build contingency for future needs.
- 14.3 Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the PAC Executive.
- 14.4 Fundraising should consider the fundraising of other groups within the community and the resources of the PAC's own parent community.
- 14.5 No member or their family shall benefit financially from fundraising at the school unless there has been full disclosure to, and approval by, the PAC Executive prior to fundraiser starting (an example of an acceptable financial benefit would occur when a member of the PAC runs a duly purchased table for their own business at a PAC-sponsored craft fair).

## Section XV – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- 15.1 The Constitution and Bylaws of Aspenwood Elementary School Parent Advisory Council may not be rescinded, altered, or added to, except by special resolution. Amendments may be made at any General, Special or Annual General Meeting of the PAC with a proper quorum, notification, and voting majority.
- 15.2 Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
- 15.3 Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.
- 15.4 A two-thirds (2/3) majority vote by eligible voting members present at the meeting is required to amend the Constitution and Bylaws.
- 15.5 The Constitution and Bylaws of Aspenwood Elementary School Parent Advisory Council shall be reviewed by at least four (4) members of the PAC at a frequency of no greater than every five (5) years, beginning in 2028 (2033, 2038, etc.), or sooner if deemed necessary.
- 15.6 Upon election to the Executive, each Executive Officer shall be given a copy of the Constitution and Bylaws of the Aspenwood Elementary School PAC.

## Section XVI – CODE OF CONDUCT

- 16.1 PAC members are expected to abide by the Aspenwood Elementary PAC Constitution & Bylaws as outlined in this document.
- 16.2 The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability.
- 16.3 The Aspenwood 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. This shall be observed at all meetings, on PAC social media sites and at PAC-sponsored events.
- 16.4 All members must fully disclose any personal or family ties to any financial matter under discussion and refrain from discussing, influencing, and voting upon any matter before the PAC in which they or their families have a financial interest and therefore have a conflict of interest.

A conflict of interest or perceived bias concern raised by any member regarding another member(s) shall be referred to the Executive for a ruling should the member in question not voluntarily step aside.

- 16.5 An Executive member or committee member is in a privileged position when approached with a concern relating to an individual and must treat such discussion with discretion, protecting the confidentiality of the person(s) involved. Any information received by an Executive or committee member from school personnel, students, parents, or other members of the school community shall be considered confidential and must not be divulged without permission of the person giving the information. Said information should be divulged to the relevant authorities if it concerns the safety of the individual in question or others.
- 16.6 In 2014, the Canadian Government enacted the Canadian Anti-Spam Legislation (CASL). To ensure compliance, the PAC shall send all broadcast communications via the school.
- 16.7 A person who accepts a position as a PAC representative, committee member or Executive member shall:
  - a. Uphold the Constitution and Bylaws, policies and procedures of the PAC;
  - b. Perform duties with honesty and integrity and meet agreed upon deadlines on projects;
  - c. Act in the interests of the PAC;
  - d. Work to ensure that the well-being of students is the primary focus of all decisions;
  - e. Speak and acts towards all members with respect and dignity, mindful of other members' rights and sensibilities;
  - f. Refrain from engaging in any behaviour that could be constituted as harassment or bullying, which is defined as any spoken and/or written words or actions by a person towards another (either isolated or repeated behaviour) that the person knew, or reasonably ought to have known would cause the other to feel humiliated, intimidated, isolated, degraded, or powerless;
  - g. Consult with and take direction from the membership and Executive;
  - h. Encourage and support parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward;
  - i. Work to ensure that issues are resolved through the appropriate processes;
  - j. Strive to be informed and only passes on information that is reliable and correct;
  - k. Support public education.
- 16.8 Upon election, each Executive Officer, committee member and representative must sign and agree to abide by the Aspenwood PAC Statement of Understanding (See [Attachment 1](#)).

Adopted by the Aspenwood PAC Membership in attendance at the General Meeting of

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Name: Jessica Suryavanshi

Name: Geoff Lewis

Executive Position: PAC Chairperson

Executive Position: DPAC Rep

Date: 17 MAY 2023

Date: 17 MAY 2023

Signature: 

Signature: 

## APPENDIX A – EXECUTIVE (ELECTED) POSITIONS

- A.1 Note: The responsibilities listed below are the minimum responsibilities of each Executive position. The Executive may assign additional duties to any position or committee.
- A.2 The Chairperson (mandatory position) shall:
- a. Convene and preside at all Executive, General, Special and Annual General Meetings or notify the Chairperson Designate to assume this duty as necessary;
  - b. Be familiar with and follow the Constitution and Bylaws;
  - c. Ensure that an agenda is prepared and distributed;
  - d. Ensure members are notified of all meetings;
  - e. Ensure a quorum is present before calling a meeting to order;
  - f. 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;
  - g. When required, act as a liaison between the school and parent community;
  - h. Be the official spokesperson and representative for the PAC, always acting in the best interests of the majority of members;
  - i. Ensure that the PAC is represented at school and district activities;
  - j. Coordinate PAC related activities with the school's administration;
  - k. Ensure that PAC activities are aimed at achieving the purposes set out in the Constitution;
  - l. Be one of the three (3) signing officers;
  - m. Work with the Treasurer to prepare and update the PAC Budget;
  - n. Report on the year's proceedings to the membership at the Annual General Meeting.
- A.3 The Treasurer (mandatory position) shall:
- a. Have experience with bookkeeping procedures;
  - b. Be one of the three (3) signing officers;
  - c. Prepare, distribute and reconcile PAC disbursements;
  - d. Draft an annual budget with the assistance of the PAC Chair and Executive;
  - e. Ensure expenditures are within the scope of the budget. Monitor PAC funds and assess if projected revenue will cover expenses;
  - f. Maintain orderly financial records as stipulated by BCCPAC and make available, if requested. Keep an accurate and current record of all receipts, expenditures and disbursements of the PAC. Reconcile bank statements with expense logs monthly;
  - g. Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices, and pay, by cheque or e-transfer, all bills and accounts which have been approved by the PAC or Executive, ensuring that all bills are paid promptly;
  - h. Present a written financial report at each General Meeting or Annual General Meeting. This shall include:
    - i. the total balance in all accounts at the beginning of the period covered by the report;
    - ii. all credits to and disbursements from the accounts;
    - iii. total balance of funds in all accounts at the end of the period;
    - iv. outstanding accounts receivable and payable;
    - v. the net surplus or deficit.
  - i. Ensure another financial signing officer has access to the books and financial records in the case that the Treasurer is unavailable;

- j. Be responsible for issuing receipts and prompt deposit of all monies paid to the PAC;
- k. Be responsible for applying for any Gaming Licenses that may be required for PAC fundraising activities;
- l. With the assistance of the Chairperson, complete all paperwork required by funding organizations (e.g., BC Government's Community Gaming Grants Program) to ensure the PAC remains in good standing and eligible for future funding opportunities;
- m. Work with the DPAC Representative to submit the annual membership application to the BCCPAC, including the related membership fees;
- n. Make arrangements for the year-end financial statements review (July);
- o. Present a reviewed annual report and budget for the upcoming school year at the first General Meeting of the fiscal year (September);
- p. present an annual financial statement at the Annual General Meeting;
- q. Apply for the annual gaming grant;
- r. Keep copies of all gaming applications;
- s. Manage gaming funds/accounts separate from other PAC expenses (separate fin. statements);
- t. Monitor the PAC box in the school office and ensure incoming mail is distributed appropriately and promptly;
- u. Recommend investment options for excess PAC funds.

A.4 The Secretary (mandatory position) shall:

- a. Record the minutes of all General, Special and Annual General Meetings;
- b. Prepare and distribute complete minutes of any meeting;
- c. Issue, receive, and distribute correspondence on behalf of the PAC;
- d. Maintain an updated list of names and contact information of Executive members, committee members and volunteers;
- e. Keep an accurate and current copy of the Constitution and Bylaws and Code of Conduct and ensure they are posted on the PAC webpage and are available to any member upon request;
- f. Ensure safe keeping of all records of the PAC;
- g. Ensure incoming Executive members have access to PAC records;
- h. May be one of the three (3) signing officers;
- i. Ensure all documents are saved to the PAC Google Drive or received back from committee coordinators at school year end and filed in the PAC kitchen in preparation for new school year;
- j. Purge all unnecessary paperwork and documents from the PAC kitchen or electronic storage.

A.5 The District Parent Advisory Council (DPAC) Representative (mandatory position) shall:

- a. Keep the SD43 DPAC updated with Aspenwood Elementary's Chairperson's and DPAC representative's contact information;
- b. Complete any actions required to maintain membership with SD43 DPAC;
- c. Work with the Treasurer to submit the annual membership application to the BCCPAC, including the related membership fees;
- d. Attend DPAC meetings or designate another PAC member to attend on their behalf;
- e. Seek input from the PAC for presentation at DPAC meetings;
- f. Based on the PAC's wishes, represent, speak, give input and vote on behalf of the PAC at DPAC and BCCPAC meetings;
- g. Report regularly to the membership and Executive on all matters relating to the DPAC and BCCPAC;
- h. Receive and act on all other communications from the DPAC and BCCPAC;



- i. Submit the most recent Constitution and Bylaws to DPAC for safekeeping and reference;
  - j. Liaise with other parents and DPAC representatives;
  - k. Act as the liaison between the PAC and BCCPAC;
  - l. May be one of the three (3) signing officers;
  - m. Share DPAC meeting minutes and materials provided from DPAC, BCCPAC, and the Ministry of Education;
  - n. Receive, circulate, and post DPAC and BCCPAC newsletters, brochures, and announcements.
- A.6 The Past Chairperson (optional position) shall:
- a. Act as a consultant to the PAC Chair, Executive and committees for the smooth transition between years;
  - b. Assist the Chairperson in the performance of their duties;
  - c. Accept extra duties, as needed;
  - d. Assist and advise the Executive and PAC;
  - e. Chair the Nominations Committee, if formed.
- A.7 The Vice Chairperson (optional position) shall:
- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
  - b. Assist the Chairperson in the performance of their duties;
  - c. Accept extra duties, as needed;
  - d. May be one of the three (3) signing officers.
- A.8 The Member at Large (MAL) (an optional position) shall:
- a. Convene and act as a chairperson for one (or more) of the following committees:
    - i. Kindy Parent Tea;
    - ii. Welcome BBQ;
    - iii. Family Dance;
    - iv. Staff Appreciation;
    - v. Pancake Breakfast;
    - vi. Movie Night;
    - vii. Others as deemed necessary by the Executive or membership.
  - b. Assist with other events and activities as needed;
  - c. Propose and submit event and activity plans to the Executive for approval, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This involves creating an outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - d. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - e. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - f. Report on the status of events and activities at General Meetings;
  - g. Serve in a capacity to be determined by PAC and Executive requirements.
- A.9 The Munchalunch Coordinator (optional position) shall:
- a. Manage and load events and activities into the MunchaLunch platform (e.g., hot lunch menus, movie night tickets, spirit wear, etc.).

- b. Refund, credit and monitor parent Munchalunch accounts;
  - c. With Executive support, monitor the PAC Gmail account and answer hot lunch inquiries from parents;
  - d. Work with the Hot Lunch Lead, Executive and Principal to determine vendors, menus, dates and cost for hot lunch program.
- A.10 The Chairperson Designate (non-elected, temporary position assigned by the Chairperson) shall:
- a. Temporarily assume some or all duties of the Chairperson, as specified by the Chairperson;
  - b. Vote in accordance with the rules governing voting for the Chairperson. When the Chairperson Designate is acting as Chair during any PAC meeting, the Elected Chairperson may vote as a normal PAC member would;
  - c. Be chosen by the Chairperson from the Executive membership;
  - d. Upon request of the Chairperson or upon completion of their assigned Chairperson duties, relinquish their Chairperson Designate role.

## APPENDIX B – OPTIONAL VOLUNTEER (NON-ELECTED) POSITIONS

This list is not exhaustive, nor are volunteer roles mandatory or required to last for the duration of the PAC term. Volunteer roles may be formed and dissolved as needed by the PAC.

- B.1 The Communications Officer shall:
- a. At the direction of the Executive, post information relevant to the Aspenwood Elementary community on the PAC Facebook page and any other social media the PAC may have;
  - b. Create and/or post fliers around the school for any PAC events; update and maintain the PAC sandwich board;
  - c. Create planner strips and email reminders;
  - d. Share news and updates with the Division Representatives.
- B.2 The Fundraising Coordinator shall:
- a. Coordinate all non-event fundraising activities (e.g., Purdys, Art Cards, freezie sales, etc.);
  - b. Propose and submit fundraising proposals at the request of the PAC Executive. This involves creating an outline of the activity, estimating expected revenue and determining the number and type of volunteers and/or other resources required.
  - c. Convene, and act as Chair of a Fundraising Committee, if needed;
  - d. Act as a liaison between the committee (if convened) and the PAC Executive;
  - e. Work with the Treasurer to remit and accurately record revenues;
  - f. Report on the status of fundraising activities at General Meetings;
  - g. Maintain a record of fundraising activities on the PAC Google Drive, including suggestions for improvements and ideas for future activities;
  - h. Check-in periodically with the vendors (e.g., Cobs Suter Brooke, Mabel's Labels, Port Moody Liquor Store) who provide a sales commission for Aspenwood identified customers to collect commissions generated and remit these to the Treasurer for deposit;
  - i. Develop communications plans and materials for distribution by the Communications Coordinator.
- B.3 The Division Representatives shall:
- a. Be drawn from available parent/guardian volunteers from each classroom division;
  - b. Ensure that any questions and concerns from their division are addressed at General Meetings;
  - c. Communicate PAC news and information to parent/guardians from their classroom division.
- B.4 The Elections Chairperson shall:
- a. Be nominated and elected from the membership by the PAC one (1) month before each Annual General Meeting;
  - b. To avoid a conflict of interest, the Elections Chairperson shall not be eligible for election for an Executive position;
  - c. The duties of the Elections Chairperson include:
    - i. Ensuring they are familiar with the Constitution and Bylaws;

- ii. Ensuring they are versed in the election procedures described in [Section VI](#) and [Section VIII](#) as well as in the most recent edition of Robert's Rules of Order (Newly Revised);
  - iii. Ensuring they are knowledgeable and prepared to conduct the election;
  - iv. Preparing the necessary materials to conduct the election by secret ballot, whether the election is conducted in-person or electronically;
  - v. Conducting the election at the Annual General Meeting;
  - vi. Tallying votes and announcing results in accordance with [Section VI](#) and [Section VIII](#).
- B.5 The Emergency Preparedness Coordinator shall:
- a. Send representatives to any School Emergency Preparedness Committee meetings;
  - b. At the request of the principal, assist with tasks that help the school meet District 43's Emergency Preparedness recommendations;
  - c. Convene and act as Chairperson of a PAC Emergency Preparedness Committee, if needed;
  - d. Act as a liaison between the committee (if convened) and the PAC Executive.
- B.6 The Hot Lunch Lead shall:
- a. Coordinate with the Executive and Principal to determine vendors, menus, dates, and cost for hot lunch program;
  - b. Coordinate the ordering, delivery, and/or preparation of hot lunch food;
  - c. Work with the Volunteer Coordinator to organize team of volunteers to sort lunches and facilitate delivery;
  - d. Secure back-up volunteers when a volunteer can't make their shift;
  - e. Train hot lunch coordinators on how to use MunchaLunch;
  - f. Maintain a record of supplier contacts in the PAC Google Drive;
  - g. Post contact information in the PAC kitchen for use by volunteers as needed;
  - h. Convene and act as Chairperson of a Hot Lunch Committee, if desired;
  - i. Act as a liaison between the committee (if convened) and the PAC Executive;
  - j. Submit all necessary information to the MunchaLunch Coordinator for posting to Munchalunch;
  - k. Work with the Communications Coordinator and Newsletter Editor to ensure the hot lunch schedule is posted to Facebook, the school website, the school newsletter and the PAC newsletter each session (e.g., fall, winter, spring).
- B.7 The Hot Lunch Coordinator Shall:
- a. Determine how far in advance each vendor needs orders;
  - b. Confirm that food order can be delivered to school for 11:25am;
  - c. Verify if there is a delivery fee;
  - d. Submit the order to the vendor and re-confirm delivery;
  - e. Send distribution reports from MunchaLunch to the school Secretary for print for use by volunteers;
  - f. Obtain an invoice from the vendor and request payment from the Treasurer then remit payment to vendor (usually by leaving the cheque with the Secretary);
  - g. Keep records of orders.
- B.8 The Volunteer Coordinator Shall:
- a. Assist with recruiting volunteers by managing the PAC's SignUp.com account;
  - b. Create new events on Signup.com as requested by other volunteers, committees or the Executive team;

- c. Committees are responsible for defining their volunteer requirements (e.g., number of volunteers and their duties) and submitting to the Volunteer Coordinator to create a Signup.com link to be used to recruit volunteers.
- B.9 The Food Safety Coordinator Shall:
- a. Obtain and maintain FoodSafe designation, or equivalent. (Costs to be covered by the PAC);
  - b. Advise the PAC on how to safely handle and serve food;
  - c. Attend school events, as needed, to ensure food safety standards are met.
- B.10 The Childcare Coordinator Shall:
- a. Contact the Chairperson to obtain a list of PAC meeting dates for the year;
  - b. Source and schedule childminding for PAC meetings;
  - c. Prior to each meeting, confirm with the Chairperson that there have been no changes to the date/time of the meeting;
  - d. Coordinate with the Treasurer to pay childminders using PAC funds;
  - e. Update box of childcare supplies when needed.
- B.11 The Newsletter Editor shall:
- a. Collect news and updates from PAC meetings, committees, volunteers and the Executive, and submit pertinent information to the school principal for inclusion in the weekly newsletter;
  - b. Prepare a quarterly PAC newsletter highlighting upcoming events, themes, fundraising goals, etc. and work with the principal to distribute the newsletter via school email and PAC sections of the school's website;
  - c. Share news and updates with the Division Representatives;
  - d. Work with the Executive and school administration and to update the PAC section of Aspenwood's website;
  - e. Maintain a digital archive of PAC newsletters and make it accessible to members upon request;
  - f. Convene and act as Chairperson of a Newsletter Committee, if convened;
  - g. Act as a liaison between the committee (if convened) and the PAC Executive.
- B.12 The Parent Education Coordinator shall:
- a. Inform members at General Meetings of any speakers, workshops, or conferences which may be of interest to parents;
  - b. Suggest topics and guest speakers for assemblies, where a parent education component is desired;
  - c. Coordinate speakers for PAC meetings and arrange information sessions/workshops for parent education activities;
  - d. Provide a list of speakers, their topics, handouts and associated costs to the Executive upon request;
  - e. Convene and act as Chairperson of a Parent Education Committee, if needed;
  - f. Act as a liaison between the committee (if convened) and the PAC Executive.
- B.13 The Community and Multicultural Liaison shall:
- a. Facilitate the welcoming of families new to Aspenwood Elementary School that have backgrounds in other cultures;
  - b. Encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system;
  - c. Maintain a record of events or initiatives and provide suggestions for future efforts;

- d. Convene and act as Chairperson of a Community and Multicultural Committee, if desired;
  - e. Act as a liaison between the committee (if convened) and the PAC Executive.
- B.14 The Purchasing Officer shall:
- a. Purchase PAC supplies at the direction of the Executive;
  - b. Submit detailed invoices and receipts for reimbursement.
- B.15 The Traffic Coordinator shall:
- a. Monitor traffic in the school parking lot, drop-off area and neighbouring streets, identify problem areas and work with school administration to implement improvements to safety and traffic flow;
  - b. Under the direction of the membership, liaise with school administration, civic officials, police, ICBC, DPAC, etc.
- B.16 Grade Five Leaving Coordinator:
- a. Chair the Grade 5 Leaving Committee, if convened;
  - b. Act as a liaison between the committee (if convened) and the PAC Executive;
  - c. Research and present to the PAC various parent education opportunities regarding student transition to Middle School;
  - d. Organize, promote and host parent education events;
  - e. Manage event registration and fee collection, if applicable;
  - f. Coordinate with the Treasurer on any expenses or honorariums.

## APPENDIX C – COMMITTEE OPTIONS

- C.1 This list is not exhaustive, nor are committees mandatory or required to last for the duration of the PAC term. Committees may be formed and dissolved as needed by the PAC.
- C.2 The Grade 5 Leaving Committee shall:
- a. Encourage interested parents to meet and form the Grade 5 Leaving Committee and select the Committee Coordinator;
  - b. Plan, organize and arrange funding for Grade 5 Leaving function(s);
  - c. As soon as practical, create a budget and fundraising plan and present it to the PAC at a General Meeting;
  - d. Plan, design and organize the funding and ordering for the Grade 5 spirit wear;
  - e. Organize a Grade 5 slide show to be shown at the Leaving Ceremony;
  - f. Provide updates at regular PAC meeting;
  - g. Coordinate with the PAC Executive and Administration regarding the above events and fundraising.
- C.3 The Movie Night Committee Shall:
- a. Encourage interested parents to meet and form the Movie Night Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses, revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.4 The Pancake Breakfast Committee Shall:
- a. Encourage interested parents to meet and form the Pancake Breakfast Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.

- C.5 The Playground Enhancement Committee Shall:
- a. Encourage interested parents to meet and form the Playground Enhancement Committee and select the Committee Coordinator;
  - b. Determine what, if any, enhancements are needed;
  - c. Identify and consult with all stakeholders to discuss and plan any needed enhancements, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating a concept outline and project timeline, requesting quotes and estimating costs, establishing a fundraising plan, researching grants, developing a communications plan and materials, etc.;
  - d. Maintain accurate records, ensuring all documentation is saved to the PAC Google Drive to ensure project continuity;
  - e. Provide status updates at General Meetings.
- C.6 The Staff Appreciation Committee Shall:
- a. Encourage interested parents to meet and form the Staff Appreciation Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.7 The Family Dance Committee Shall:
- a. Encourage interested parents to meet and form the Family Dance Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.8 The Kindergarten (Kindy) Parent Welcome Tea Committee Shall:
- a. Encourage interested parents to meet and form the Kindy Parent Welcome Tea Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;



- c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.9 The Welcome BBQ Committee Shall:
- a. Encourage interested parents to meet and form the Welcome BBQ Committee and select the Committee Coordinator;
  - b. Plan, organize and run Movie Night(s), ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses/revenues, determining the number and types of volunteers and supplies required, determining if a gaming license is required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses and revenues, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.10 The Volunteer Appreciation Committee shall:
- a. Encourage interested parents to meet and form the Volunteer Appreciation Committee and select the Committee Coordinator;
  - b. Plan, organize and run a volunteer appreciation event in recognition of the countless hours put in by PAC volunteers, committees and Executive, ensuring they meet the guidelines established in the Constitution and Bylaws and Code of Conduct. This may involve creating an event outline, estimating expected expenses, determining the number and types of volunteers and supplies required, developing a communications plan and materials, etc.;
  - c. Maintain event and activity plans and checklists, suggestions for improvements and ideas for future events, etc., ensuring all documentation is saved to the PAC Google Drive;
  - d. Work with the Treasurer to accurately record expenses, and claim expenses incurred;
  - e. Provide status updates at General Meetings.
- C.11 The Grounds Committee shall:
- a. Be responsible for picking up trash on school grounds during designated before or after school hours;
  - b. Plan and coordinate school beautification projects.
- C.12 The Historical Committee shall:
- a. Collect and act as custodian of all materials (such as photos, memorabilia, and records of events and people of Aspenwood Elementary School and PAC);
  - b. Document the history, activity and accomplishments of the students, school and PAC;
  - c. Keep these materials safe and orderly and ready for use for external reviews or school event use.

## C.13 Privacy Officer:

- a. Be familiar with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA);
- b. Ensure the PAC conducts its business in compliance with FIPPA.

## C.14 The Nominations Committee shall:

- a. Be formed by the Executive at least two (2) months before each Annual General Meeting. The Nominations Committee Chairperson shall be the Past Chairperson Executive Member, if this position is filled. If the Past Chairperson Executive position is not filled, the Nominations Committee Chairperson shall be selected by the Executive. The Executive Chairperson may not be a member of this committee;
- b. The Chairperson of the Nominations Committee shall not be eligible for election to any Executive position;
- c. The duties of the Nominations Committee include:
  - i. Submitting the PAC Elections Notice, including the required and optional Executive Officer positions, for distribution to the membership no later than 30 days before the election;
  - ii. Soliciting volunteers for positions before Election Night;
  - iii. Providing a clear outline of the duties and time commitment of each position to prospective volunteers;
  - iv. Inviting prospective volunteers to a General or Executive Meeting to observe the PAC proceedings first-hand.

## C.15 The Recycling Committee shall:

- a. Coordinate with the school staff about recycling pick-up, collect recyclable items with a deposit from the school, sort them, and transport them to the Return-it Depot where the PAC has an account;
- b. Create posters to hang above the recycling and compost bins to provide information to students about how to sort their waste.

## ATTACHMENT 1 – ASPENWOOD PAC STATEMENT OF UNDERSTANDING

A person who accepts a position as an Executive member, representative member or committee member lead shall:

1. Uphold the Constitution and Bylaws, policies and procedures of the PAC;
2. Adhere to the Code of Conduct;
3. Act in the interests of the PAC and work cooperatively to fulfil its goals;
4. Consult with, and takes direction from, the membership and Executive;
5. Support Executive decisions despite personal concerns or reservations;
6. Perform duties with honesty and integrity and meet agreed upon deadlines on projects;
7. Be considerate of differing opinions or operating styles of various PAC members;
8. Speak and act toward all members with respect and dignity and be mindful of other members' rights and sensibilities;
9. Refrain from engaging in any behaviour that could be constituted as harassment or bullying, which is defined as any spoken and/or written words or actions by a person towards another (either isolated or repeated behaviour) that the person knew, or reasonably ought to have known would cause the other to feel humiliated, intimidated, isolated, degraded, or powerless;
10. Direct any criticism of the actions of another Executive Officer to that member first, and then if necessary, may express the criticism in confidence to the Chairperson;
11. Respect the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual;
12. Strive to be informed and only pass on information that is reliable and correct;
13. Work to ensure that the well-being of students is the primary focus of all decisions;
14. Assist parents in obtaining information about self-advocating about concerns;
15. Work to ensure that issues are resolved through the appropriate processes and channels;
16. Express concerns about proposed actions while they are under consideration, so that these may be considered before a decision is made;
17. Stay within the approved budget unless prior approval has been given by the Executive/PAC;
18. Abide by the accounting regulations as set forth by the Treasurer, including utilizing appropriate forms as necessary.

I, the undersigned, in accepting the position of \_\_\_\_\_ for Aspenwood Elementary PAC have read, understood and agreed to abide by the Statement of Understanding outlined above. I understand that failure to comply with the above or participate in any dispute resolution process that has been agreed upon by the electing body regarding my performance or behaviour may require my resignation from this position.

\_\_\_\_\_  
Name of Executive Member, Committee Member or Representative

\_\_\_\_\_  
Signature of Executive Member, Committee Member or Representative

Date: \_\_\_\_\_

## ATTACHMENT 2 – TERRITORY ACKNOWLEDGEMENT

Suggest Territory Acknowledgement. Derived from School District No. 43's (Coquitlam) suggested Territory Acknowledgement.

“We acknowledge we carry out our business on the unceded traditional territory of Kwikwetlem First Nation, which lies in the shared territories of the Tsleil-Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto:lo Nations and extend appreciation for the opportunity to work and learn on this territory.”

## ATTACHMENT 3 – MEETING SIGN-IN SHEET

See next page for printable template.

# Meeting Sign-In

Type of Meeting:

Date:

Meeting Chair:

Time:

Place/Room:

Quorum #:

	Print Name	Aspenwood Children & Grade	Email	(For Exec Use)
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## ATTACHMENT 4 – REIMBURSEMENT REQUEST FORM

See next page for printable template.



