

Constitution and Bylaws of Mountain View Elementary School Parent Advisory Council

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Section I - Name

The name of the Association shall be the Mountain View Elementary School 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 and shall conduct business without bias towards race, religion, gender, or politics.

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 Mountain View Elementary School PAC is a provincial organization, dedicated to the education and well-being of the child. The Mountain View Elementary School PAC's primary mandate is to promote effective communication between the home and the school. The Mountain View Elementary School PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

Section III - Objectives of the PAC

1. To support, encourage, and improve the quality of education and the well-being of students in Mountain View Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
3. To promote effective communication and cooperation between the home and school in providing for the education of children.
4. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels.
5. To initiate fundraising activities when there is clearly identified need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC) where applicable.

Section IV - Membership

1. All parents and guardians of students in attendance at Mountain View Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family. (See Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid in the expediency of meetings.

2. Administration, staff (teaching and non-teaching), and students of Mountain View Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be (is) a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of Mountain View Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC President a list of names of parents/guardians of students and staff if /when it is necessary to decide if a member is eligible to vote.

Section V - Dissolution

1. In the event of the dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another organization having similar objectives or purposes, such as to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, but must be a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC.
2. In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam.

Section VI - Meetings

1. General meetings shall be held as often as necessary, preferably every month, but with a minimum of six meetings during the academic year. Dates for these general meetings are ideally determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible.
2. One general meeting will be named the Annual General Meeting and will be held in May for the election of the PAC officers for the next year. If vacancies remain, a supplementary election should be held in June or September.
3. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a forum for the discussion of individual school personnel, students, or other individual members of the school community.
4. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the Executive officers, can participate.
5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.

6. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members on the Mountainview School website and/or distributed via PAC email mailing list.
7. The President or Chair 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 parents as least seven days prior to a general meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate. The member or their designate is then required to attend the general meeting to present their 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.
9. Each member entering an in person meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records. In the case of a virtual meeting, each member shall sign into the meeting with their name which will be considered as the attendance record.
10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The principal's role is 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 Chair and its members at all meetings.
12. Guests may be invited to any meetings at the discretion of the Executive to provide information or address agenda items. The guest's speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in the Constitution and Bylaws. DPAC may be contacted for clarification and advice.
14. Meetings may be held in person, virtually, or in a hybrid format, using secure and accessible online platforms. Members attending virtually are considered present and may vote as if attending in person. The Executive must ensure that the platform allows for confidential voting when required.

Section VII - Voting and Quorum

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.
2. At any duly called general or special meeting, the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.

3. If the agenda has been provided with less than on weeks' notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of five members.
4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.
5. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
7. The PAC Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
8. In case of a tie vote, the motion shall be lost.
9. Voting by members on all matters must be given in person, i.e. voting by proxy shall not be permitted.
10. Each family is allowed one consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
11. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting.
12. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A "yes" or "no" must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted.
13. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

Section VIII - Executive Officers

1. The affairs of the PAC shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the PAC.
2. The composition of the Executive must include:
 - a. President
 - b. Vice President

- c. Treasurer
 - d. Secretary
 - e. DPAC Representative
3. Other voting and/or committee position but non-essential positions are:
 - a. Volunteer Coordinator
 - b. Fundraising Coordinator
 - c. Communication Coordinator
 - d. Parent Education Coordinator
 - e. Parent Education Coordinator
 - f. Emergency Preparedness Coordinator/Committee
 - g. Hot Lunch Coordinator
 - h. Social Media Coordinator
 - i. Recycling Program Coordinator
 - j. Members at Large
 4. The positions of President, Vice President, 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 positions.

Section IX - Election of Executive Officers

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of School District 43 shall hold an Executive position.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. (Refer Section IV Membership).
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must, however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
6. Any executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. The election of contested Executive positions shall be done by secret ballot. Election of a DPAC Representative must always be by secret ballot. The Chair shall tally the votes and

announce the decision. All election duties must be carried out in full view of the meeting assembly.

8. All ballots will be destroyed.

Section X - Duties of the Executive Officers

1. DUTIES OF ALL EXECUTIVE OFFICERS

- a. 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.
- b. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section XIII).
- c. If an Executive member is unable to attend, they should inform the President and Secretary prior to the meeting.
- d. Each Executive position shall have a designated folder in the PAC Cloud Storage (ie: a folder in Google Drive, OneDrive, Dropbox, etc) where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 14 days following the date at which their successor will assume their duties. Access shall be limited to the Executives only, unless otherwise required for a non-executive to have access to a particular folder for event planning or other purposes.

2. PAC PRESIDENT

- a. Shall convene and preside at all executive, general and special meetings or notify the Vice President to assume this duty as necessary.
- b. Shall be familiar with and follow the Constitution and Bylaws.
- c. Shall ensure that an agenda is prepared and distributed for all meetings.
- d. Shall ensure a quorum is present before calling a meeting to order.
- e. Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except a Nominating Committee.
- f. Shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally.
- g. Shall be one of the three signing officers. In the event the position is co-chaired, both may be a signing officer, but at least one must be one of the three signing officers.
- h. Prepares a summary of the year's activities for the membership and/or for the PAC newsletter.
- i. Receives and announces all information and correspondence and distributes to the appropriate people.
- j. Organizes a presentation to introduce the PAC for Kindergarten Orientation and/or the annual open house.

- k. Communicates all important dates to the school office for inclusion on the school website and calendar.
- l. Shall oversee the notices posted on the school website unless otherwise delegated.
- n. Shall manage the PAC Cloud Storage Account (ie: Gmail/Google Drive, Hotmail/OneDrive, iCloud, Dropbox, etc). Change the password and distribute the new password to the new Executive.

3. VICE PRESIDENT

- a. Support the President.
- b. Assume the duties of the President in the President's absence or upon request.
- c. Assist the President in the performance of his/her duties.
- d. Accept extra duties as required.
- e. May be a signing officer. In the event the position is co-chaired, both may be a signing officer.
- f. Inform executive members of all upcoming meetings if required.

4. TREASURER

- a. Shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- b. Shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and will be made available for review at all meetings or as requested.
- c. Shall assess all financial undertakings to ensure they are within the annual budget. Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- d. Shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- e. Shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XIV, Finances.
- f. Shall be one of the three PAC signing officers. In the event the position is co-chaired, both may be a signing officer, but at least one must be one of the three signing officers.
- g. Shall ensure all bills are paid promptly.
- h. Shall draft an annual budget prior to Annual General Meeting with the assistance of the PAC President.
- i. Shall maintain all financial records in an orderly fashion as stipulated by the BCCPAC.
- j. Responsible for receipt and storage of all donations and purchases for fundraising events; financial records should be kept for seven years.

5. SECRETARY

- a. Shall record the minutes of all executive, general and special meetings and have them prepared within two weeks of any meeting.

- b. Shall ensure the minutes are distributed via PAC email mailing list, file the original copy in the official PAC Cloud Storage, and post on the school website.
- c. Shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference.
- d. Shall ensure safe keeping of all records of the PAC.
- e. Shall keep a complete and current inventory, including location of all PAC assets.
- f. May be a signing officer.

6. DPAC REPRESENTATIVE

- a. Represent the PAC at all District PAC (DPAC) meeting
- b. Speak on behalf of the PAC and bring forward the view, concerns, and questions of the PAC to the DPAC
- c. Report regularly to the PAC on matters discussed at DPAC.
- d. Act as a liaison between the PAC and DPAC to ensure the interests of the school community are represented at the district level.

7. VOLUNTEER COORDINATOR

- a. Shall coordinate and schedule a list of volunteers and assign them their duties at all special events.
- b. Shall submit their volunteer needs to the President for inclusion in the newsletter.

8. FUNDRAISING COORDINATOR

- a. Shall present a variety of fundraising suggestions at the June/September meetings.
- b. Organizes the delegation of duties at fundraising events with the volunteer coordinator.
- c. Is responsible for maintaining a file on fundraising suggestions to include in the PAC Cloud Storage.
- d. Submits an annual statement for the following year's executive.
- e. Shall submit all fundraising information to the President for inclusion in the newsletter.

9. COMMUNICATION COORDINATOR

- a. Manage PAC communication channels (email list, newsletters, PAC website, bulletin boards, etc)
- b. Ensure parents are informed of PAC meeting, events, fundraisers and volunteer opportunities.
- c. Work with the Secretary and Chair to distribute meeting agendas, minutes and notices.
- d. Promote PAC initiatives and events to maximize parent and community involvement.
- e. Prepare posters, flyers, and digital content to advertise PAC activities.
- f. Maintain archives of PAC communications (newsletters, announcements, etc) on the PAC Cloud Storage

10. PARENT EDUCATION COORDINATOR

- a. Identify parent education needs and interests through consultation with parents, PAC members, and school staff.
- b. Research and recommend workshops, guest speakers, webinars, and resources that benefit parents and guardians.
- c. Plan, organize and oversee parent education events such as workshops, seminars or information sessions.
- d. Promote parent education opportunities through newsletters, posters, PAC website, etc.

11. PARENT LIBRARY COORDINATOR

- a. Maintain and organize the PAC's parent resource library (books, magazines, guides, and other educational materials.)
- b. Develop and update a catalog of available resources for parents.
- c. Ensure resources are stored in an accessible and orderly location within the school.
- d. Establish and oversee a simple check-in/check-out system for borrowed resources.
- e. Track and maintain a record of borrowed resources.
- f. Identify and recommend new materials for purchase, in consultation with the PAC executive.
- g. Work with the Treasurer to budget for library acquisitions.
- h. Promote the library to parents through newsletters, PAC meetings, social media, and school events.

12. EMERGENCY PREPAREDNESS COORDINATOR/COMMITTEE

- a. Work with the school administration and staff to support the school's emergency preparedness plan.
- b. Help ensure that emergency supplies and equipment are maintained, replenished and accessible.
- c. Assist in updating and reviewing the school's emergency plan annually, providing a parent perspective.
- d. Oversee PAC-funded emergency preparedness supplies (ie: classroom kits, water, food, blankets, first aid materials, etc).
- e. Track expiration dates and coordinate replacement of perishable or outdated items.
- f. Organize and label classroom emergency kits and central supply bins.
- g. Assist with organizing or supporting school-wide drills (earthquake, fire, lockdown, reunification, etc)
- h. Help coordinate parent volunteers if needed for drills or emergency events.
- i. Keep inventory record of PAC emergency supplies and budgets.

13. MEMBERS AT LARGE

- a. Assist the PAC Executive with tasks, projects and events as needed.
- b. Take on responsibilities that do not fall under the duties of other executive officers.
- c. Step into other executive duties on a temporary basis if a position is vacant or if another officer is absent.

14. HOT LUNCH COORDINATOR

- a. Plan and oversee the hot lunch program in consultation with the PAC executive and school administration.
- b. Develop menus and schedules, ensuring a variety of healthy, affordable and appealing options.
- c. Coordinate with approved vendors, caterers, or restaurants, ensuring compliance with school and district policies.
- d. Manage the ordering process, including setting up order forms (paper and/or online ordering system).
- e. Collect and organize payment from parents (directly, email transfer, or a third party payment processing system), working closely with the Treasurer to track fund and deposits.
- f. Recruit, schedule, and supervise parent volunteers for food preparation, sorting and distribution.
- g. Provide training and clear instructions for volunteers to ensure efficiency and food safety.
- h. Ensure adequate volunteer coverage for each hot lunch day.
- i. Organize the delivery, storage, and distribution of lunches to classrooms or designated areas.
- j. Ensure all students receive the correct orders in a timely manner.
- k. Handle special requests or accommodations (ie: allergies, dietary restrictions) in cooperation with parents and vendors.
- l. Provide clear information to parents about menus, ordering deadlines, prices, and procedures.
- m. Maintain accurate records of orders, payments, volunteers schedules, and vendor contacts.

15. SOCIAL MEDIA COORDINATOR

- a. Manage and maintain the PAC's official social media accounts (ie: Facebook, Instagram, school website, Linktree, etc)
- b. Ensure accounts are updated regularly and reflect the PAC's values and goals.
- c. Moderate comments, questions, and messages to maintain a respectful and safe online environment.
- d. Create and post timely updates about PAC meeting, fundraisers, events, and initiatives.
- e. Share photos, videos, and stories (with appropriate permissions) to showcase school and PAC activities
- f. Develop engaging content that encourages parent participation and builds community spirit.
- g. Work with the Communication Coordinator to align messaging across newsletters, email, posters, and social media.
- h. Use social media to promote PAC initiatives and increase awareness of volunteer opportunities.
- i. Protect account access with secure passwords and share login credentials only with authorized PAC executives.
- j. Track engagement metrics (followers, reach, interactions, etc) and report trends to the PAC.

16. RECYCLING PROGRAM COORDINATOR

- a. Plan, organize and oversee the school's recycling program in collaboration with school staff, custodians, and administration.
- b. Ensure the program aligns with district guidelines and local recycling regulations.

- c. Identify opportunities to expand or improve recycling efforts at the school.
- d. Coordinate the collection and sorting of recyclable materials (ie: bottles, cans, paper, cardboard, electronics, etc)
- e. Arrange for pick-up, drop-off or depot delivery of recyclables as needed.
- f. Recruit, train, and schedule parent and/or students volunteers to support the program.
- g. Promote recycling and environmental awareness among students, parents, and staff
- h. Provide information session, posters or announcements to encourage proper recycling habits.
- i. Manage bottle drives or deposit-return programs as a PAC fundraiser.
- j. Keep accurate records of collected funds and submit to the PAC treasurer.

Section XI - Executive Terms of Office

- 1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until the successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
- 2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but it is recommended they not hold any one position for more than two consecutive years.
- 3. The following are grounds for termination of the office of any Executive member:
 - a. Is absent from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive.
 - b. Is convicted of a criminal or other serious offence.
 - c. Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC.
 - d. Failure to abide by the PAC Code of Conduct.

Section XII - Code of Conduct

- 1. The Mountain View Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
- 2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
- 3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- 4. A parent or guardian who accepts a position as a PAC Executive Member or as a SPC Representative:
 - a. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
 - b. Performs duties with honesty and integrity and meets agreed upon deadline on projects.
 - c. Works to ensure that the well-being of students is the primary focus of all decisions
 - d. Respects the rights of all individuals

- e. Takes direction from the members, ensuring that representation processes are in place.
 - f. Encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf.
 - g. Works to ensure that issues are resolved through the appropriate process.
 - h. Strives to be informed and only passes on information that is reliable and correct.
 - i. Respects all confidential information.
 - j. Supports public education.
5. Breaching the Code of Conduct or Section XI, Part 3 may be cause for removal of any Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
- a. A two-thirds vote of the PAC executive attended by $\frac{3}{4}$ of the Executive (excluding the executive member in question). The executive member in question shall receive 7 days written notice of the motion prior to the meeting.
- OR**
- b. A majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda. c.

Section XIII - Committees

1. Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Recommended that a Conflict and Bias Committee be convened at the beginning of the term, ready to be called on when necessary,
 - a. Conflict and Bias Committee
 - i. Shall meet as needed to review circumstances where a member or Executive officer is questioned regarding their involvement on an issue being in a conflict of interest, a possible position of bias or a breach of the Code of Conduct.
 - ii. Shall rule if the member of Executive officer must refrain from participation on the issue as per the Bylaws, the ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association, employment or conduct.
 - iii. Shall be comprised of three members, who are not employed or elected officials of any School District or the Ministry of Education, and by association or employment are clearly free of conflict of interest or perceived bias in relation to the issue of contention.
3. An ad hoc Nominating Committee may be appointed annually before the Annual General Meeting in preparation for the election of the new Executive.
4. Committees are fully responsible to the Executive and membership.
5. Other committees may be struck.

Section XIV - Finances

1. A proposed budget should be drawn up by the President and executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
2. All funds of the organization (all committees) will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Mountain View Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in form of cheques made out to the "Mountain View Elementary PAC", or email transfer to the PAC email account linked to the PAC account. Two members (one shall be Executive) must verify and account for monies collected from events or fundraising. All monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained; and, where possible, bank deposits will be made by a member of the PAC executive, independent of the Treasurer.
4. There shall be three signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and one other Executive officer as decided by the Executive. The bank statements and related cheques are to be independently reviewed by someone on the PAC, other than the Treasurer on a yearly basis. The account must require two signing offers for all withdrawals and payments, regardless of payment method.
5. Payment Methods
 - a. Payments may be made by cheque, electronic funds transfer (e.g., Interac e-Transfer), or petty cash (for small, pre-approved expenditures).
 - b. All cheques must bear the signatures of two authorized signing officers.

- c. All electronic transfers must be approved by two signing officers—one to initiate and one to verify and approve the transaction in writing (email approval is acceptable for record-keeping).
 - d. Petty cash must be held securely by the Treasurer, President or VP, and limited to an amount approved by the membership (e.g., \$100 maximum). Receipts must be provided for all petty cash expenses, and replenishment must be approved at a General, Executive or Special Meeting.
 - e. Physical receipts or emailed scanned/photo of the receipt are acceptable.
- 6. The general membership must approve all expenditures by Executive or Committee Members over their budget. Preferably this should occur at a general meeting, and if not possible, the Any non-budgeted expenditure exceeding a set limit of \$200 will require approval by the membership at a General Meeting. The Executive may approve non-budgeted expenditure up to the set limit without prior membership approval, provided they are reported at the next General Meeting.
- 7. Expenditures for operations of the PAC may be approved at the Executive meetings. All proposed expenditures on capital, school events, or items / services for the school will be first presented to the Executive and then must be approved by a majority at a general meeting.
- 8. The Treasurer will submit a written financial report as detailed in Section X, Part 4 (Treasurer), at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (August 31st).
- 9. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.
- 10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven 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.
- 11. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$1,000.00 dollars. This amount must be carried forward to each new term.
- 12. Must ensure current regulations for use of gaming funds are met.

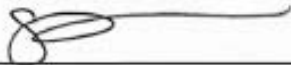
Section XV - Fundraising

- 1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
- 2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
- 3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
- 4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
- 5. No member or their family shall benefit financially from fundraising at the school unless there has been full disclosure to the PAC executive prior to the fundraiser starting.

Section XVI - Constitution and Bylaw Amendments

1. Amendments to the Constitution and Bylaws of Mountain View Elementary School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
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.
4. A two thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws.
5. A three-quarters (3/4) majority be eligible voting members is required to amend any part of the Constitution.

Adopted by the Membership at the General Meeting held October 2025.



PAC President: Shirley Low



PAC Vice-President: John Park



PAC Secretary: Chelsea Dente

NOVEMBER 4, 2025

Date