

MUNDY RD. ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL
CONSTITUTION

Effective
May 2005

CONSTITUTION and BYLAWS of the
MUNDY ROAD ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

TABLE of CONTENTS

SECTION I	Name
SECTION II	Mission Statement
SECTION III	Objectives of the PAC
SECTION IV	Membership
SECTION V	Dissolution
SECTION VI	Meetings
SECTION VII	Voting and Quorum
SECTION VIII	Executive Officers
SECTION IX	Election of Executive Officers
SECTION X	Duties of Executive Officers
SECTION XI	Executive Terms of Office
SECTION XII	PAC Representation to the School Planning Council
SECTION XIII	Code of Conduct
SECTION XIV	Committees
SECTION XV	Finances
SECTION XVI	Fundraising
SECTION XVII	Constitution and Bylaw Amendments
APPENDIX A	Other Possible Executive Positions
APPENDIX B	Other Possible Committees

CONSTITUTION OF THE MUNDY ROAD ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

SECTION I NAME

The name of the Association shall be the MUNDY ROAD 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 toward 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

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

SECTION III OBJECTIVES OF THE PAC

The objectives of the PAC are:

To support, encourage, and improve the quality of education and the well being of students in Mundy Rd. Elementary School.

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.

To promote effective communication and cooperation between the home and school in providing for the education of children.

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.

To initiate fundraising activities only when there is a clearly identified need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.

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

SECTION IV MEMBERSHIP

1. All parents and guardians of students in attendance at Mundy Road 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 the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of Mundy Road Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of Mundy Road 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 Chair 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 Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or 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 general meeting of the PAC. Remaining funds received via a direct grant will be transferred following the applications guidelines. This provision shall be unalterable.
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.

BYLAWS OF THE MUNDY RD. ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

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 be held in May for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in 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, parents, or other individual members of the school community.
4. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the 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 Parent Information bulletin board and/or in binders on PAC bookshelves.

SUGGESTED CHANGE VI-6: Minutes of Executive meetings will be made available to members on the Parent Information bulletin board and/or on the Mundy Road School website and/or distributed to Parents by the school administration. ~~in binders on PAC bookshelves.~~

7. The Chair 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 at least seven days prior to a general meeting.

SUGGESTED CHANGE VI - 7: A meeting is duly called when the agenda has been posted and distributed to the parents by any of the methods outlined in section VI - 6 above at 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 Chair or Chair Designate. 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.
9. Each member entering a 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.
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.

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11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The principal's role is as consultant on school policies and as a liaison between staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.
12. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.

13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.

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 one week's 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 seven members.
4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be a majority 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. Chair
 - B. Treasurer
 - C. Secretary
 - D. District Parent Advisory Council Representative or Designate Assigned
 - E. And as many other Executive positions as required. Refer to Appendix A.
3. The positions of Chair, Treasurer, Secretary, and District Parent Advisory Council Representative or Designate are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.

SECTION IX ELECTION OF EXECUTIVE OFFICERS

1. Any member standing for Executive office that is an employee of a school district or the Ministry of Education shall declare so before election. They must refrain from discussing, influencing or voting upon any matter before the Council in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the Council for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and Bias Committee for a ruling should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.
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.)
- 2- SUGGESTED CHANGE IX - 2: Nominations for the office of the Executive shall be submitted in writing, by text or by email to the Chair prior to the Annual General Meeting. Nominations may also be taken from the floor at the Annual General Meeting providing the nominee is present.
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.
- 3- SUGGESTED CHANGE IX - 3: They must however, send acceptance of the nomination for a position in writing, by text or by email to the Chair for reference during the meeting.
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 may accept nomination for more than one Executive position without approval of the membership, by a majority vote at a general meeting.
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. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
8. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot unless it is by acclamation. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out

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in full view of the meeting assembly.

9. A vote shall be taken to destroy any written ballots.

SECTION X DUTIES OF THE EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. 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).
3. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
4. The Executive shall elect a "Chair Designate" early in the term from the Executive officers. This person shall convene and preside at PAC meetings when requested to do so by the Chair. The "Chair Designate" must always be a voting member that meets Executive eligibility criteria.
5. **Each Executive position shall have a designated binder and files 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 Chair within 14 days following the date at which their successors assume their duties.**

SUGGESTED CHANGE X-5: Each Executive position shall have a designated binder and/or digital folder of files 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 Chair within 14 days following the date at which their successors assume their duties.

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- A. PAC CHAIR
- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
 - shall be familiar with and follow the Constitution and Bylaws
 - shall ensure that an agenda is prepared and distributed following the Bylaws
 - shall ensure a quorum is present before calling a meeting to order
 - shall 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
 - Shall liaise with the Principal (in partnership with the Vice-Chair) on parent / school issues
 - Shall take such actions or ensure such actions be taken by others to achieve the goals of the organization
 - shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
 - shall be one of the three signing officers
 - Shall draft an annual budget with the PAC Treasurer
 - shall submit a written annual report to the membership
- B. TREASURER
- shall have a demonstrated ability and/or understanding of bookkeeping procedures
 - shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
 - 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
 - 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
 - shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XV, Finances
 - shall be one of the three PAC signing officers
 - shall ensure all bills are paid promptly

- shall draft an annual budget with the assistance of the PAC Chair
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

- Shall ensure that another financial signing officer has access to the books in the event of his/her absence
- Shall submit an annual report at the last PAC meeting of the school year

C. SECRETARY

- shall record the minutes of all executive, general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
- shall file the original copy of the minutes in the official PAC record binder
- **Shall ensure that a copy of the most recent agenda and minutes are posted on the parent information board and/or the Mundy Road website and/or distributed to Parents by the School Administration.**
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets
- **shall ensure the binders and/or digital folders of the official materials are collected at the end of the term and appropriately redistributed in September**

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D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE Or DESIGNATE

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

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 their 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 may not hold any one position for more than two consecutive years without the consent of the majority at a general meeting. 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.
3. The following are grounds for termination of the office of any Executive member:
 - is absent from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive
 - is convicted of a criminal or other serious offence
 - failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
 - failure to abide by the PAC Code of Conduct

SECTION XII PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL
(PAC-SPC Rep.)

Elections:

1. Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.
2. One of the representatives must be an elected officer of the Mundy Rd. Parent Advisory Council.
3. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
4. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
5. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
6. An absent member can be nominated at the meeting when PAC-SPC Rep 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 submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
6. SUGGESTED CHANGE XII - 6: They must however, send acceptance of the nomination for a position in writing, by text or by email to the Chair for reference during the meeting.
7. The PAC will appoint two members, called "tellers" to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.
8. The election will require at least two ballots.
9. It is possible that a ballot may not elect any candidates, and further balloting is required.
10. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
11. When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.
12. When all balloting is completed, a motion will be made to destroy the ballots.

Voting:

1. One blank ballot will be given to each eligible voting member. The Chair can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be written by the member onto the ballot. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. The member will write a "yes" or "no" beside each of the candidate names on the ballot. A blank beside the name indicates an abstention and is therefore not counted within the vote tally.
4. When the tellers collect and count the ballots, two or more filled out ballots folded together are recorded as illegal votes. A filled out ballot will be counted if it is folded with a blank ballot.

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5. All candidates can be marked "no" and the ballot is still legal and shall be counted.

6. Only one "yes" can be recorded on the ballot for PAC Executive SPC representative. The rest of the candidates must be marked "no". More than one "yes" will make the ballot void.
7. On the ballot for the other two PAC-SPC representatives, only two "yes" votes can be written on any ballot, more than two "yes" votes will make that ballot void.
8. A simple majority of members actually voting is required for elections. 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.
9. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast .
10. If there is no majority of "yes" votes over "no" votes for any candidate, then the election has failed and the Chair announces "no election". New nominations are taken and another secret ballot held .
11. The Tellers' report should follow this form:

Tellers' Report	
Number of votes cast	17
Necessary for election (majority).....	9
Candidate A received	12
Candidate B received	11
Candidate C received.....	6, etc
Illegal Votes	
One ballot containing two for Candidate C folded together, rejected.....	1
One ballot containing two "yes" votes for Executive SPC, rejected	1

12. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC-SPC reps, the two highest majority numbers will be elected.

Terms of Office:

The term of office for PAC School Planning Council representatives shall be for one year or until their successor is elected.

Duties:

The PAC School Planning Council representatives shall:

1. strive to be informed about issues facing school planning councils.
2. take direction from the general PAC membership and act in the best interests of parents and students
3. attend all SPC meetings to represent and speak on behalf of the PAC .
4. report back to the PAC at general meetings, but not disclose information designated as confidential
5. communicate only reliable information.
6. conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chairperson.
7. work to ensure that issues are resolved by due process
8. be bound by the PAC Code of Conduct

SECTION XIII CODE OF CONDUCT

1. The Mundy Rd. 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 deadlines on projects
 - c) works to ensure that the well being of students is the primary focus of all decisions
 - d) respects the rights of all individuals
 - e) takes direction from 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 an Executive officer. This would be done as a motion to *rescind* their election and it may be carried out by:
 - a two-thirds vote of the PAC Executive attended by 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
 - 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.

SECTION XIV COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary by the Chair 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.

Conflict and Bias Committee

 - 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.
 - shall rule if the member or 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.
 - 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 shall be appointed annually before the Annual General Meeting in preparation for the election of a new Executive.
4. Committees are fully responsible to the Executive and membership.
5. Other committees may be struck. Please refer to Appendix B for other committee suggestions.

SECTION XV FINANCES

1. A proposed budget should be drawn up by the Chair / 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 will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Mundy Rd. 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 the form of cheques made out to Mundy Rd. Elementary PAC. 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 Chair, 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 regular basis.
5. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the "payee" is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.
6. The general membership must approve all expenditures by Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to \$75 dollars, can be approved by a majority of the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
7. Expenditures for operations of the PAC may be approved at 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 B, (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 (June 30).
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 \$3500 dollars. This amount must be carried forward to each new term.

SECTION XVI FUNDRAISING

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. 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. Any member or their family that shall benefit financially from fundraising at the school must disclose this prior to voting and should abstain from the vote.

SECTION XVII CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of MUNDY ROAD 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 by eligible voting members is required to amend any part of the Constitution.

Adopted by the Membership at the General Meeting held _____, 2003

PAC Chair

PAC Secretary

Date _____

APPENDIX A OTHER POSSIBLE EXECUTIVE POSITIONS

1. FUNDRAISING COORDINATOR

shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
shall maintain a record of fundraising projects, suggestions for improvement and future events preferably shall be available during school hours

2. HEALTH and SAFETY COORDINATOR

shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
shall sit on the school emergency preparedness committee or find other parents to attend
shall monitor medical room supplies and procedures
shall investigate and act on parent concerns regarding health issues and first aid procedures
establish and coordinate activities of parent committees for student safety or health enhancement projects
liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary
Attend block parent district meetings held once every 2 months.
Ideally have a flexible schedule to allow for some daytime meetings or safety presentations

2A. TRAFFIC COORDINATOR

shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and implement measures to improve safety
liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary

3. SPECIAL LUNCH COORDINATOR

shall coordinate with the Principal as to convenient dates to offer special lunch service to students and staff
shall coordinate the ordering and delivery or preparation of any food
shall ensure special lunch events are self supporting
maintain a record of supplier contacts and suggestions for the smooth operation of this task

4. PARENT COMMUNICATIONS COORDINATOR

shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
shall post and distribute meeting agendas and minutes as directed by the Executive
shall oversee the Parent Information Centre and Bulletin boards and post materials as directed

5. PARENT EDUCATION COORDINATOR

shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
arrange topics and guest speakers for assemblies where a parent ed component is desired
shall maintain a complete record of speakers, their topics, handouts and associated costs
shall collect potential speaker information and maintain a record of this information in the parent library
purchase parent education materials for the parent library with the approval of the membership
oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
shall maintain and post a master list of all available parent resource materials

6. PARENT VOLUNTEER COORDINATOR

shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC Chair
shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay PAC information
shall facilitate communication between the PAC Executive and the parent body as whole through these volunteers
shall coordinate any long term volunteer positions within the school, e.g. absentee phoning committees

7. SOCIAL CONVENOR

Shall purchase supplies and prepare refreshments for meetings and special events
Shall assist with concession activities
May coordinate volunteers and oversee planning of social events

8. MEMBER AT LARGE (2)

shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
all general duties of the Executive and Code of Conduct shall also apply to the Member at Large

Past Chair or Vice Chair - if they are assigned extra duties other than filling in for Chair

APPENDIX B OTHER POSSIBLE COMMITTEES

Historical Committee

shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of MUNDY ROAD School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC
shall keep these materials safe and orderly and ready for use for external reviews or school event use

Emergency Preparedness Committee

shall send representatives to all meetings of the School Emergency Preparedness Committee
shall assist the school to ensure all student identification and release forms are up to date and properly stored
shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classrooms lists are current.
shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

Fundraising Committee

Money Counter - shall oversee the counting, recording, and preparation of money for deposit by the Treasurer. This person shall act as an assistant and report to the PAC Treasurer

After-Grad Committee

Shall encourage interested parents to meet by October to select committee Coordinator(s) and establish sub-committees.
Shall meet as needed to democratically make plans to effect a successful After-Grad function
Shall determine a budget as soon as possible, to be presented to the PAC along with plans for fundraising events. Income from such events shall be used only for matters relating to the After-Grad function, and any credit shall be rolled over into the next year's After-Grad budget.
All funds raised shall be deposited to a PAC account and dispersed by cheque for the purpose of accountability.
Shall communicate with other groups in the school (such as student groups, teachers, and the Principal or his/her designate) to ensure a coordinated approach to graduation and After-Grad events.

MORE Committee possibilities:

Social committee, Phoning, Lost and Found, Grounds, Hot Lunch