

KPAC Constitution and Bylaws 2022-23 Budget

A summary review – November 2022



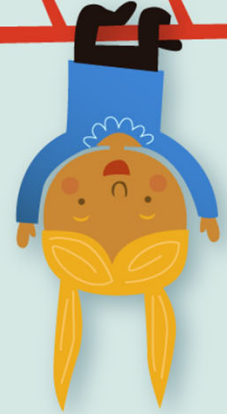
Excerpted from KPAC C+B and Annual Budget

- Objectives of the PAC
- Executive Officers
- Finances, Committees, and Fundraising
- 2022/23 School Year Budget
- Meeting Procedures



Objectives of the PAC

- To support, encourage, and improve the quality of education and the wellbeing of students at École Kilmer Elementary School.
- 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.



Executive Officers

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.



Executive Officers

PRESIDENT

- 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 be the official spokesperson and representative for the PAC



Executive Officers

VICE - PRESIDENT

- shall assume the responsibilities of the President, in the President's absence or upon request
- shall assist the President in the performance of his/her duties
- may organize volunteer committees



Finances

- A proposed budget should be drawn up by the President/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.
- 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.

2022/23 School Year Budget was approved at
KPAC meeting on October 3, 2022 and
available on the PAC section of the school website.



Finances

- All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt.
 - Including expenses incurred by Committee members, and teacher support programs.
- 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 10% of the budgeted amount or \$200 dollars, whichever is lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
- Proposed expenditures can be submitted for the next meeting agenda and must be approved at the next general meeting.



Committees

- 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.
- Committees are fully responsible to the Executive and membership.



Committee Positions – Fundraising Team

- 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



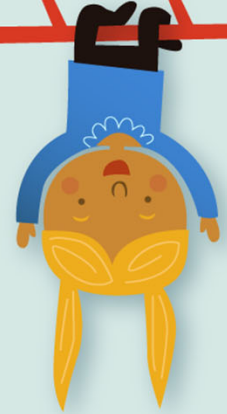
Committee Positions – Hot Lunch Team

- plans and organize hot lunches on a monthly basis
- organizes the ordering process and deposits funds raised into bank in a timely manner
- shops, prepare orders, and distribute lunches on hot lunch days along with other volunteers to each classroom



Fundraising

- 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.
- Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
- Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.



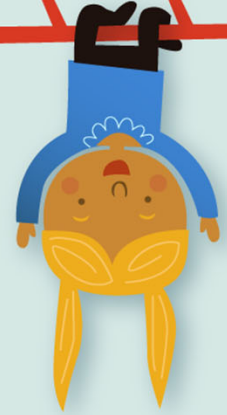
The reason KPAC engages in Fundraising:

To provide annual support of
OVER \$20,000!!

to teachers and students to enrich their school
experience



2022/23 School Year Budget
at a Glance



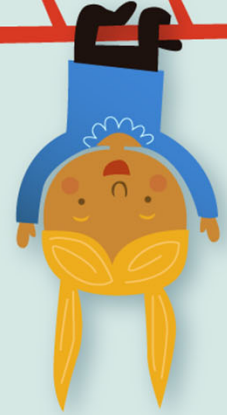
Student Experiences

- \$2100 for 2 in-school performances
- \$4200 to support in-class and external field trips (\$15 per student)
- \$1500 to support Grade 5 year-end field trip
- \$5000 for field trip bus rental



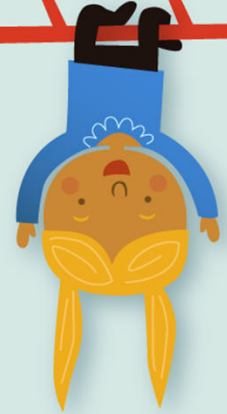
Student Active Lifestyle

- \$1000 to support Kilometer Club
- \$800 for track and field bus



Teacher and Staff Support

- \$2500 for teacher incentive program (\$10 per student, spent at teacher's discretion)
- \$1600 for programs and resource teachers
- \$500 for school office support
- \$600 for staff appreciation lunch



Community Support

- \$1500 for Christmas Hampers



AND \$\$\$ for long-term goals!!!



Revenue

- \$5300 from Gaming Grant
- \$16500 from Fundraising
 - Treat days
 - Sports day concession
 - Lunchbox Theatre
 - Parent donations
 - Halloween Dance
 - Purdy's Chocolates
 - Hot Lunch
 - Other miscellaneous fundraising



Meeting Procedures

- 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 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.
- 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.



Meeting Procedures

- 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.
- 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.



Please join us for
our regular monthly KPAC meetings:

First Monday of Each Month
6:30-8:00pm
in the School Library

