

CLIFF DRIVE PAC CONSTITUTION & BYLAWS

Amended
June ___ 2017

Cliff Drive PAC Constitution and Bylaws

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**CLIFF DRIVE ELEMENTARY PARENT ADVISORY COUNCIL
CONSTITUTION AND BY-LAWS**

CONSTITUTION

SECTION I - NAME

1. The name of the organization shall be the “Cliff Drive Parent Advisory Council” (PAC), as per the Delta School Act

SECTION II - PURPOSE

1. to operate for the sole benefit of the school community at large and not for the benefit of individual groups or its members
2. to promote a learning environment that fosters the development of high standards, mutual respect and responsibility that is supported by both school and home
3. to advise the school board, principal, and staff on any matter relating to the school
4. to organize and support activities for students and parents/guardians, including parent education opportunities, while encouraging parent/guardian involvement
5. to support and promote effective communication between parents/guardians, students, school administration and school staff
6. to communicate to parents/guardians information relating to school activities, policies, programs, and PAC activities
7. to provide financial support for the goals of the Council, as determined by the membership

SECTION IV – INTERPRETATION OF TERMS

“district” means School District No. 37

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 37

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Cliff Drive Elementary

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“parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 37

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 37

BYLAWS

SECTION I - MEMBERSHIP

1. All parents and guardians of students registered at Cliff Drive Elementary are considered to be members at large of the PAC and voting members and hereafter referred to as members.
2. Officers of the PAC are to be elected at the Annual General Meeting (AGM) and hereafter referred to as the executive.
3. School Administration and School Staff (teaching and non-teaching) of the School are non-voting members of the Cliff Drive PAC with the exception of the School Administration and School Staff who have children attending the School in which case they will carry one vote each.
4. Every member of Cliff Drive PAC will uphold the constitution and comply with these bylaws.

SECTION II - EXECUTIVE

1. The executive will manage the Council's affairs between general meetings.
2. The PAC shall have a minimum of four (4) but no more than 20 executive members. At minimum, there will be a President, Vice- President, Treasurer, and Secretary. The DPAC Representative will also be considered part of the executive but will not be necessary for the running of the Cliff Drive PAC. Other executive positions may be created based on organizational needs.
3. The roles and responsibilities of each executive position are outlined in Appendix B.
4. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 37 or the Ministry of Education.
5. Executive members are elected each year at the AGM and shall not serve more than 3 consecutive years in the same position. If no volunteers step forward for the vacant position, the existing member may continue on for one extra year or until a replacement is found.
6. If an executive member resigns or ceases to hold office for any reason, the remaining Executive members may appoint or elect an eligible member of the Council to fill the position until the next Annual General Meeting.
7. Orientation of the newly elected executive members will be the responsibility

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- of the outgoing executive member. It will be the responsibility of the outgoing executive member to release all pertinent records and correspondence concerning the Cliff Drive PAC to the incoming executive committee members.
8. The following are grounds for termination of the office of any executive member:
 - a. is absent from three consecutive general PAC meetings during his/her year of office without reason acceptable to the Executive
 - b. failure to observe the Constitution and Bylaws, purposes and policies of the PAC
 - c. failure to abide by the PAC Code of Conduct
 9. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
 10. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
 11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

SECTION III - MEETINGS

1. General Meetings
 - a. General meetings will be conducted with fairness to all members.
 - b. General Meetings will occur a minimum of 4 times per year (first to occur within 30 days of school beginning), with one meeting being the AGM. Dates and times of meetings shall be decided upon at the first meeting.
 - c. General meetings are open to all members, where they shall have full voting privileges.
 - d. The members shall be given 7 days prior notice, stating date, time, place and purpose of the meeting.
 - e. A motion can be brought to a vote when a quorum of executive is present. A quorum is a majority (50% +1) of its executive members.

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All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% +1).

- f. If at any time during a general 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.
- g. Executive and members aware of a motion, have the privilege of voting by proxy via the chairperson, if unable to attend the meeting.

2. Annual General Meeting

- a. The AGM, which will hold executive elections and committee appointments, will be held each June.
- b. Members will volunteer or be nominated for specific positions. Positions may be shared at the consent of the individuals involved.
- c. Election will be held by ballot when more than 1 individual has been volunteered or nominated for an executive or committee position.
- d. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
- e. A vote will be taken to destroy the ballots after every election.
- f. Committee chairs will present their annual report.
- g. The Constitution and Bylaws will be reviewed and approved.

SECTION IV – COMMITTEES

- 1. The membership and/or the executive may appoint committees, with committee heads, to further the PAC's purposes and carry on its affairs. In the event there are two members who wish to hold the same committee head position, a vote via ballot will be taken.
- 2. The tasks of each committee will be specified by the membership and/or the executive at the time the committee is established. Roles of committees are outlined in Appendix C.
- 3. Committee heads may hold their position for 3 consecutive years. If no volunteers step forward for the vacant position, the existing member may continue on for one extra year or until a replacement is found.

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4. Orientation of the newly elected committee head will be the responsibility of the outgoing committee head. It will be the responsibility of the outgoing committee head to release all pertinent records and correspondence concerning the Cliff Drive PAC to the incoming committee head.
5. Committee members must observe the Constitution and Bylaws, purposes and policies, and Code of Conduct of the PAC. Failure to do so, will result in termination of the member's position on the committee, via the rules outlined for Executive Members (see SECTION II, points 8, 9 & 10).
6. Committee heads will report to the membership and executive as required.
7. No committee member may be remunerated for serving on the committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

SECTION V- DISTRICT PARENT ADVISORY COUNCIL

1. District Parent Advisory Council (DPAC) will consist of one representative who may be elected annually from among the voting members who are not employees or elected officials of School District No. 37 or the Ministry of Education.
2. DPAC representatives will hold office for a term of one year.
3. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term.

SECTION VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.
2. Every executive member and representative must act solely in the interests of the parent membership of the Council.
3. All programs and activities of the PAC shall be non-partisan, non-sectarian and non-racial.
4. An Executive Committee member who is approached by a parent with concerns in relation to a school employee, student or parent is in a privileged position and must treat such discussion as confidential. Said Executive Committee member will direct the parent to the appropriate school authority for discussion.

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5. Executive and committee members and volunteers are not entitled to any financial benefits. They are paying customers at all events and therefore not entitled to free product, with the exception of predetermined arrangements agreed upon by the PAC.
6. The PAC shall not endorse any commercial concern or its product, except for the sole benefit of Cliff Drive Elementary School.
7. Executives who are unable to fulfill their duties, for whatever reason, shall resign from the executive.

SECTION VII - FINANCIAL MATTERS

1. The financial year of the Cliff Drive PAC will be from September 1st to August 31st.
2. The Cliff Drive PAC will raise and spend money to further its purposes.
3. All Cliff Drive PAC funds must be kept on deposit in the name of the Council at CIBC in Tsawwassen.
4. Two (2) signatures will be required for any disbursement of funds. The Executive will name four (4) signing officers for banking purposes on the Cliff Drive PAC Budget account, Income account, and Gaming account; one (1) of whom will be the Treasurer. Three of the four signing officers are to be executive and will present to CIBC to complete the necessary paperwork prior to Sept 30th.
5. A signing officer shall not sign a cheque for reimbursement when they are the payee.
6. All cheques will have the payee completed prior to any signatures. Blank cheques will not be signed.
7. When requesting a cheque for an outside vendor, an invoice and Purchase Requisition form, provided by the Treasurer, shall be submitted to the treasurer before the cheque will be provided.
8. A budget and tentative plan of expenditures for the coming school year will be drawn up by the Executive, discussed in September and voted in October of each year.
9. Only the Treasurer or bank signing officer may deposit funds.
10. A minimum of five thousand dollars (\$5,000.00) will be held over for start-

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up costs for the following year in the Budget and Income accounts.

11. The books and records of the Cliff Drive PAC will be open for inspection by any member by written request.
12. When requesting reimbursement for a purchase made for a PAC fundraiser or event, the Cliff Drive PAC Purchase Requisition provided by the Treasurer must be completed and all receipts must be submitted with the purchase requisition to the Treasurer.
13. The PAC executive may approve non-budget expenditures under \$100. All other non-budget expenditures must be formally voted upon at general PAC meetings.
14. In 2013, Cliff Drive PAC purchased a Sentry safe that is located on school property. The code to the safe shall be reset annually by the Treasurer and disclosed only to the president, vice-president, fundraising coordinator, principal and school secretary. The Constitution & Bylaws will also be stored in the PAC safe.
15. Detailed Money Handling Procedures, Float Requisition, Daily Money Count Sheet, and Purchase Requisition are provided in Appendix D, E, F, & G.

SECTION VIII – CONSTITUTION AND BYLAWS AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. The Council will consult with the Principal regarding any changes.
3. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
4. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

SECTION IX - PROPERTY IN DOCUMENTS

1. All documentation including, but not limited to, records, minutes, correspondence, or other papers, whether in paper or electronic form, kept by a member, Executive member, or Committee member in connection with the Council shall be deemed to be the property of Cliff Drive PAC and shall be turned over to the President when the individual in question ceases to perform the duties and/or tasks to which the documentation relates.

SECTION X - DISSOLUTION

1. In the event of dissolution or winding up of Council and following payment of all outstanding debts and any costs of dissolution, disbursement of remaining funds will be decided upon by council at the final AGM.
2. All records of the organization shall be placed under the jurisdiction of School District No. 37 in trust for Cliff Drive Elementary School. This clause shall be unalterable.

SECTION XI - APPENDICES

The following appendices form part of these bylaws:

1. Appendix A – Code of Ethics
2. Appendix B – PAC Executive: Roles and Responsibilities
3. Appendix C – Other Possible Committees
4. Appendix D – Money Handling Policy
5. Appendix E – Float Requisition
6. Appendix F – Daily Money Count
7. Appendix G – Purchase Requisition

Adopted by the Cliff Drive Elementary School Parent Advisory Council at Delta, British Columbia, on June ____, 2017.

President – Michelle Guppy

Vice President – Joanne Hoekstra

**APPENDIX A
CODE OF ETHICS**

A parent who accepts a position as a Council executive member, committee member, or representative:

1. upholds the constitution and bylaws, polices, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Cliff Drive Elementary PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

**APPENDIX B
PAC EXECUTIVE
ROLES AND RESPONSIBILITIES**

President

- Prepares agenda for meetings and chairs all general and AGM meetings
- Maintains email and phone list of all executive members
- Prepares and sends an update of PAC activities to all committee members twice a year (January and June)
- Annually reviews Constitution and Bylaws to ensure they are up to date. Makes or delegates revisions as appropriate, circulates for review to the executive and members 14 days prior to the AGM, at which time it will be voted on for approval
- Assists other members and committees

Vice-President

- Presides over the meetings in the absence of the chairperson
- Assists the chairperson as needed

Secretary

- Keeps an accurate and permanent record of the proceedings at all meetings
- Ensures all action items are documented
- Circulates a sign in sheet to account for all attendees
- When decision are passed and carried, includes documenting the person making the motion as well as the person seconding it
- Prepares minutes of meetings, circulates them to the executive within one (1) week following the meeting for review and approval
- Keeps copies of all agendas and minutes during time as secretary

Treasurer

- Receives and deposits all funds in a bank approved by the executive
- Keeps an accurate record of all receipts and expenditures
- Pays all bills and accounts approved by the PAC
- Co-ordinates all “float money” required for fundraising activities
- Reports at each PAC meeting
- Requests an audit from school board when terminating the treasurer position
- Maintains two accounts: general and gaming account at CIBC Tsawwassen Branch
- Performs monthly reconciliations on each of the bank accounts

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- Prepares budget for current fiscal year. Collaborate with PAC members to determine which financial obligations they wish to continue funding
- Completes a gaming application by June 30th of each year in order to receive Gaming Funds from the Gaming Policy and Enforcement Branch. The application is accompanied by a cancelled cheque as well as a report summarizing how the funds were spent during the year
- Prepares a treasurer report at the end of each year. A final copy is filed following September after the bank statements for the summer have been reconciled

District PAC Representative

- Attends Delta District PAC meetings and reports back to the PAC

**APPENDIX C
OTHER POSSIBLE COMMITTEES**

Fundraising Coordinator

- Coordinates all fundraising activities decided upon by the PAC
- Works closely with the Communications officer to communicate with parents regarding special events such as spookfest, etc.

Hot Lunch Coordinator

- Establishes a hot lunch schedule approved by the Principal and PAC members
- Liaises with PAC executive regarding hot lunch options and provides projected expenditures
- Organizes and maintains the Online Hot Lunch Ordering System
- Provides the school office with paper copies of the order form
- Collects any paper forms/money, inputs paper orders into the Online Ordering System and counts cash/cheque payments according to the PAC Money Handling Policy
- Will make all other necessary arrangements for delivery/pickup of food from vendors, and delivery of food to students
- Stores leftover hot lunch items in a location decided upon by the Principal, who will provide items to students without lunches at his/her discretion

Emergency Preparedness Coordinator

- Ensures all “grab and go” buckets in the classrooms are up to date
- Ensures the EP BIN on the school grounds has all necessary supplies (including water treatment)
- Coordinates education and activities relating to emergency preparedness

Communications Officer

- Has access to FirstClass Cliff Drive PAC email
- Ensures the Cliff Drive Email database is up to date
- Communicates necessary information with Cliff Drive Community (i.e. meeting minutes, memos, updates, special requests etc.) as requested by PAC President, Vice-President, fundraising coordinator or other members
- Sends emails, when necessary, to the Cliff Drive Elementary community in order to provide school community with upcoming school activities etc.

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Parent Education Coordinator

- Liaise with Parent Education Coordinators from other Tsawwassen/ Ladner schools and partner on educational opportunities, as appropriate
- Communicate potential opportunities for parent education at PAC meetings
- Coordinate all agreed upon educational events

Late French Immersion Representative

- Attends PAC meetings and reports on Late French Immersion (LFI) fundraising and other activities
- Reports PAC activities to LFI meetings

**APPENDIX D
MONEY HANDLING POLICY**

1. The purpose of this policy is to ensure that all funds received for Cliff Drive Elementary School Parent Advisory Council (PAC) purposes, and all floats provided by the PAC for PAC purposes are subject to a set of procedures that make certain that all funds are accounted for and submitted to the Treasurer for deposit without discrepancies.
2. If the fundraiser or other activity involves the sale of goods or services, then the individuals volunteering at the event will only sell or provide such goods and services in exchange for cash or cheque. There will be no "IOU's" issued.
3. Any student working a cash box will be supervised by two adult at all times.
4. Funds that are collected by teachers will be collected from classrooms by two (2) PAC members and locked in the PAC safe until said funds can be counted. At no time are funds to be left in an unlocked cupboard or left unattended.
5. When funds are being collected during an event, they must be placed in a cash box. This box is not to be left unattended at any time and needs to be supervised by two members of the PAC. At the end of the event, Cash boxes will be locked and given to the Fund Counters (see point 6a).
6. For the duration of the fundraiser or any activity that involves the collection of money on behalf of the PAC, any cheques or cash (referred to as "funds") received during a day will be counted at the end of each day and submitted to the Treasurer or another appointed PAC executive or committee head (the "Funds Recipient") in accordance with the following counting procedures:
 - a. Two people (the "Counters") will count the Funds together at the end of each day. Each counter will add up and total the cheques and will also count all the bills and change to ensure consensus.
 - b. The Counters will complete the "Daily Money Count" sheet provided by the Treasurer.
 - c. All Funds and the Daily Money Count sheet will be placed in a sealed envelope and both counters will sign across the seal.
 - d. One of the Counters will submit the signed envelope that day to the Treasurer or other authorized Funds Recipient. If a Funds Recipient is not available, both Counters will complete the Log Sheet (see point 7) and lock the envelope in the PAC Safe, to be retrieved by the Treasurer the next day.
 - e. If at any time during a count, one of the Counters needs to leave the counting area, the Funds must be locked in a room and the remaining Counter must stand outside until the other Counter returns.

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- f. If a situation arises where there is no opportunity to count the Funds at the end of day, then two people will place the Funds into an envelope, seal the envelope and sign their names across the seal of the envelope. An executive officer or a person appointed by a PAC executive officer will leave the sealed envelope locked in the PAC safe or in the School Principal's locked drawer until the first day when the counters can count the Funds together, at which time the envelope will be opened in the presence of two counters.
7. Any time funds are placed in the PAC Safe, or given to the Treasurer, the log sheet must be completed, detailing the date, activity/fundraiser, amount of funds (if counted) and signature of the Counters. Funds must be removed from the PAC Safe by two people who must sign the money out on the corresponding log entry. The Log Sheet will be kept in the safe.
8. The Funds Recipient (if not the Treasurer) will submit the Daily Money Count envelope to the Treasurer on the same day on which the counting took place or the following school day.
9. The Treasurer will re-count the Funds prior to depositing the Funds into the bank account. If there is a discrepancy, the Treasurer will contact the Counters and the PAC Chair in order to correct the discrepancy.

Float Procedures

1. When requesting a float for a PAC activity, the Cliff Drive PAC Float Requisition provided by the Treasurer must be completed, detailing what event the float is for, the total amount requested, and the denominations required. The requisition must be submitted to the Treasurer two (2) days in advance of the date required.
2. When received, the float must be counted and verified by signature by the Treasurer (or an alternate PAC executive member) and the recipient. The original Float Requisition will be retained by the Treasurer.
3. The float will be included with the collected Funds on the Daily Money Count Sheet to be returned to the Treasurer or other Funds Recipient at the end of the fundraiser or event.

**APPENDIX E
FLOAT REQUISITION**

Event: _____ Amount: _____ Date Required: _____

Float should be given to: _____

Denominations Requested:

Bills:

_____ x \$5.00 = _____

_____ x \$10.00 = _____

_____ x \$20.00 = _____

Rolled Coin:

_____ pennies x \$0.50 = _____

_____ nickels x \$2.00 = _____

_____ dimes x \$5.00 = _____

_____ quarters x \$10.00 = _____

_____ loonies x \$25.00 = _____

_____ toonies x \$50.00 = _____

Float received & verified: _____

Executive Signature

Executive Name

Recipient Signature

Recipient Name

**Include float with the Daily Money Count sheet.

**APPENDIX F
DAILY MONEY COUNT**

Date: _____

Fundraiser / Activity: _____

Event Float Amount (if applicable): \$ _____

Counters: _____ (Print Name) _____ (Signature)

_____ (Print Name) _____ (Signature)

Bills:

_____ x \$5.00 = \$ _____

_____ x \$10.00 = \$ _____

_____ x \$20.00 = \$ _____

_____ x \$50.00 = \$ _____

_____ x \$100.00 = \$ _____

Coin:

_____ Pennies x \$0.01 = \$ _____

_____ Nickels x \$0.05 = \$ _____

_____ Dimes x \$0.10 = \$ _____

_____ Quarters x \$0.25 = \$ _____

_____ Loonies x \$1.00 = \$ _____

_____ Toonies x \$2.00 = \$ _____

TOTAL BILLS: \$ _____

TOTAL COIN: \$ _____

GRAND TOTAL FOR DAY:

Total Cash (Bills and Coin): \$ _____

Cheques: \$ _____

GRAND TOTAL (includes float): \$ _____

**APPENDIX G
PURCHASE REQUISITION**

Date: _____

1. Purchaser: _____

2. Purchased From: _____

3. Event: _____

4. Items Purchased: _____

5. Total Cost: _____

6. Payment To: _____

7. Remarks, if any: _____

8. Purchaser Signature: _____