

## **NECHAKO ELEMENTARY SCHOOL PAC (Parent Advisory Council)**

### **Constitution and By-Laws**

Revised and effective December 2017

#### **Constitution**

##### **1. Name**

- a) The Name of this Council is NECHAKO PAC
- b) NECHAKO PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
- c) The business of NECHAKO PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability

##### **2. Purposes**

- a) To Promote the education and welfare of students in the school
- b) To encourage parent involvement in the school and to support programs that promote parent involvement
- c) To advise the school board, principal and staff on any matter relating to the school
- d) To provide leadership in the school community
- e) To contribute a sense of community within the school and between the school, home and neighbourhood
- f) To provide a forum for discussion on educational issues
- g) To assist the principal and staff in ensuring the highest safety standards are maintained in the school and on school property
- h) To help organize and support activities for students and parents when possible
- i) To provide financial support for the goals of the Council, as determined by the membership
- j) To raise funds, when possible, for school extra-curricular equipment, activities and programs
- k) To assist parents in accessing the school system and in examining the educational philosophies of NECHAKO, CMSD82, PAC, DPAC, BCCPAC and the Ministry of Education in providing for the education of students in public education

#### **By- Laws**

##### **3. Membership**

- a) VOTING MEMBERS – All parents and guardians of students registered at NECHAKO are eligible to be voting members if they are elected as Directors and commit to attend a minimum of 50% of regular PAC meetings.
- b) NON VOTING MEMBERS – Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the council.
- c) At no time should NECHAKO PAC have more non-voting than voting members.

##### **4. Meetings**

- a) General meetings will be conducted with fairness to all members.
- b) There shall be an ANNUAL general meeting held in September for the purposes of receiving the reports of the current Executive, ratify policies, amend C & B clauses, adopt a budget for the following year, appoint auditors if needed and any other outstanding business and FOR THE ELECTION OF MEMBERS.
- c) Meetings will be held monthly during each school calendar year.
- d) At general meetings, members will not discuss individual school personnel, students, parents, or other members of the community.

##### **5. Voting**

- a) QUORUM: The voting members present at any duly-called general meeting shall constitute a quorum. The majority of Executive present at any Executive meeting shall be deemed a quorum.
- b) Voting on matters pertaining to PAC funding requests shall be restricted to the Executive and Directors and shall be decided on by a simple majority vote of fifty percent (50%) plus one vote.
- c) Except as provided elsewhere in these by-laws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- d) It is preferred that members vote in person or by e-mail when deemed acceptable.

- e) Except as provided elsewhere in these by-laws, voting is by a show of hands or, where requested by two voting members present, by secret ballot. A vote will be taken to destroy the ballots after every election.
- f) Executive Positions

## 6. Executive

- a) **ROLE:** The Executive will manage the Council's affairs between general meetings.
- b) **EXECUTIVE:** Chair, Vice Chair, Treasurer, Secretary and Directors who take on roles such as SUBWAY, CATALOGUE FUNDRAISERS, TREAT SALES and commit to "Supervisory" positions when elected for the school year.
- c) **ELECTIONS** will commence at each annual general meeting and conducted by the Chair of the Nominations Committee.
- d) **Vacancy** - If an executive member resigns or ceases to hold office for any other reason during their term, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
- e) **Term of Office** - The Executive defined as Chair, Co-Chair, Treasurer, Secretary will hold office for a term of one school year beginning immediately following the election.
- f) 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.
- g) In order to carry out the purposes of NECHAKO PAC, the Executive may, on behalf of and in the name of NECHAKO PAC, raise or secure the payment of repayment of money in the manner they decide such as initiating specific fundraising projects and make applications for grants that may be available from governments, charitable foundations and similar sources.
- h) Respects all confidential information
- i) Works to ensure that issues are resolved through due process
- j) Strives to be informed and only passes on information that is reliable
- k) Works to ensure the well-being of students is the primary focus
- l) Performs his/her duties with honesty and integrity and in the interests of council
- m) Upholds the C & B, policies and procedures of the electing body
- n) May sign up for BCCPAC list serve

## 7. DUTIES OF EXECUTIVES

### A. The Chair will

- a) Speak on behalf of Council
- b) Consult with Council Members
- c) Preside at Membership and Executive Meetings
- d) Ensure that an AGENDA is prepared, possibly one week prior to the meeting
- e) Sign approved PAC funding request forms and contact recipient to advise amount approved. Recipient must submit original receipts in order to get reimbursed.
- f) Be a signing officer
- g) Recruit Committees for PAC fundraising: TREAT SALES (using PAC novelty freezer, SUBWAY, DEILEMANS CATALOGUE.
- h) Update C&B every year to hand out at the AGM and to NEW members. Keep current copies in PAC filing cabinet in paper room across from the office and e-mail a copy to the Secretary to store on flashdrive. Hand out "Code of Ethics for members to sign.
- i) will work together with the Vice/Co-Chair, support and assist with duties

### B. The Vice Chair or CO CHAIR will

- a) Support the Chair
- b) Assume the duties of the Chair when absent or upon request
- c) Assist the Chair in the performance of his/her duties

- d) Accept extra duties as required
- e) Be a signing officer
- f) Assist Secretary with "monthly" PAC newsletters for mass e-mail and paper copy distribution
- g) Organize committee for Treat Sales using PAC Novelty Freezer
- h) Label items that belong to PAC
- i) Manage and update Nechako PAC gmail account (nechakopac@gmail.com) with current parent/Admin/Trustee e-mails
- j) Contact Website Volunteer (currently Denise Pedro) to add updates to the website to keep parents informed
- k) Send mass e-mails when needed

#### C. The Secretary will

- a) Send minutes by e-mail 1 week after meeting, if possible.
- b) Record and file minutes of all meetings. Keep an electronic copy of ALL minute, C&B, code of Ethics on the PAC purchased flash drive.
- c) Prepare correspondence and maintain other documentation as requested by the membership or executive
- d) Issue and receive correspondence on behalf of the Council
- e) Ensure safekeeping of all records of the Council
- f) May be a signing officer
- g) Assist Vice/Co Chair with "monthly" PAC newsletters for mass e-mail and paper copy distribution
- h) Use the School PAC address and gmail address for all letters and correspondence in general. Personal phone contact can be added to the PAC address.
- i) Organize filing cabinet
- j) Train NEW PAC Secretary when position is vacant.

#### D. The Treasurer will

- a) Be a signing officer
- b) **Apply for Gaming Grant using LG #113271, in April, go to [www.pssg.gov.bc.ca](http://www.pssg.gov.bc.ca), click on "online service", click on "apply, submit form and print confirmation number. Submit gaming summary within 90 days of fiscal year end. Fiscal year end is August 31st. For summary reports, go to [www.pssg.gov.bc.ca](http://www.pssg.gov.bc.ca), click on "grants", click on "forms and guidelines", click on "financial and other". Save/Print form and submit form by e-mail or fax only. If you have questions, please contact the branch, see below for contact information.**
- c) Use the PAC purchased ACER LAPTOP, QUICKEN software and FLASHDRIVE to keep accurate accounting records. When term is up, LAPTOP and software records will be transferred to NEW Treasurer.
- d) Present a report at each general meeting
- e) Ensure all funds of the Council are properly accounted for and ensure approved funding meets PAC Gaming Criteria and falls within our annual budget.
- f) Disburse funds as authorized by the membership or executive
- g) Ensure that proper financial records and books of account are maintained
- h) Report on all receipts and disbursements at general and executive meetings
- i) Make financial records and books available to members
- j) Have the financial records and books of account ready for inspection or audit annually
- k) With the assistance of the executive, draft an annual budget
- l) Ensure that other signing officers have access to the financial records and books of account in the treasurer's absence
- m) Ensure all funds of Council be kept on deposit in a bank or financial institution registered under the Bank Act. Gaming and General funds must be in separate accounts in the same bank.
- n) Ensure bank account is registered under the School PAC with the School PAC mailing address. All bank statements should be mailed to the School PAC address.
- o) Sign approved PAC funding request forms

- p) Submit an annual “yearend” financial statement at last PAC meeting, each school year
- q) Submit an annual financial statement at the annual general meeting (first PAC meeting each school year)
- r) Upon receiving receipts for approved funding requests, advise Nechako Secretary that payment is in process
- s) Sign and keep all copies of funding requests.
- t) Train NEW PAC Treasurer when position becomes vacant
- u) Apply for BCCPAC membership

**E. Directors will**

- a) Be elected as Committee Chairs and contribute to PAC programs on a regular basis. To take on a position that benefits PAC.

**F. Website Designer will**

- a.) Maintain the website with current updates to keep parents informed
- b.) Submit bill to PAC to get reimbursed for website fees

**G. Past-Chair will**

- a) Help to smooth transitions between Chairs, assist and advise the Executive, act as a Consultant for the Chair, chair the Nominating Committee and submit an annual report to the Annual General Meeting.

**8. Signing Authority**

- a) The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

**9. Property in Documents**

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform the task to which papers relate. Correspondence sent to the school shall be put in the PAC box. Other PAC items shall be stored in the PAC filing cabinet (in the room across from the office) for future reference and when members resign.

**10. Dissolution**

In the event of winding up or dissolution of the Council and after payment of all debts and costs, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in Coast Mountains School District No. 82.

In the event of winding up or dissolution, all RECORDS of the Council shall be given to the Principal of NECHAKO PAC in Kitimat, BC.

## Parent Advisory Councils and Parent Organizations

PAC funding is intended to benefit students by enhancing their extracurricular opportunities, including for example:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student computers for extracurricular activities: software, hardware, accessories;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within B.C.;
- Uniforms and equipment for extracurricular activities;
- Sports or playground equipment;
- Awards and trophies;
- Scholarships and bursaries for post-secondary education (paid directly to students);
- Capital acquisitions directly benefiting students, such as playground equipment
- Student transportation and travel within B.C.;
- Student transportation and travel outside B.C., where the student group: is representing its school as a result of merit achieved through organized competition; is competing in a sport that involves cross border travel; has been selected because of its level of creative achievement or success; or is entered in

(For more Info, see on-line website, [www2.gov.bc.ca](http://www2.gov.bc.ca) and search, "PAC Gaming Grant")

## Ineligible Use of Grant Funds

Grant funds *may not* be used to pay for goods and services used primarily by teachers to deliver curriculum or by students to complete curriculum requirements. Materials that are not required in the teaching or completion of curriculum but which assist in doing so, such as smart boards and other "enhanced educational" items, are not eligible uses of grant funds. Ineligible uses of grant funds include the following:

- Curricular Activities or purposes (smart boards, text books, art in the classroom)
- Goodies for PAC meetings
- Gifts for Teachers, parents, staff members and non-students
- Installation of permanent fixtures, running track, flooring, etc. (including installation costs of playground or computer equipment)
- Out-of-province or out-of-country aid
- Sustaining or endowment funds
- Past debt, loan or interest payments
- Professional Development of Staff

**IF IN DOUBT, ALWAYS ASK QUESTIONS! PHONE THE:**

- Gaming Policy & Enforcement Division, ph # 1-800-663-7867, ask to be transferred to: 387-5311. Hours of work: Tuesday, Wednesday, Thursday: 9 a.m. to 5 p.m. All other.
- GST - If PAC purchases large items through the SD, claim GST through SD
- PAC PST TAX REBATE FORM: [http://www.sbr.gov.bc.ca/documents\\_library/forms/0355Fill.pdf](http://www.sbr.gov.bc.ca/documents_library/forms/0355Fill.pdf)  
**Contact us with your PST questions, [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca). 1-877-388-4440 (toll free within Canada)**

**CODE OF ETHICS**

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

1. Upholds the constitution and bylaws, policies, 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 \_\_\_\_\_

on THE NECHAKO PAC. I have read, understood, and agreed to abide by this Code of Ethics.

Name of PAC Executive Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_

E-mail \_\_\_\_\_