



2. Administration and staff (teaching and non-teaching) of English Bluff Elementary School shall be non-voting members of the Council.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the Council.

## **SECTION V EXECUTIVE**

### 1. Executive Positions

The executive shall consist of Chair, Vice-Chair, Past Chair, Secretary/Communications, Treasurer, DPAC Representative, and Members at Large. English Bluff School Parent Advisory Council shall elect this slate of officers from the voting members for each school year:

- a) **Chair**
  - Shall convene and preside at all membership, special, and executive meetings
  - Shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented
  - Shall appoint committees where authorized to do so by the executive or membership
  - Shall maintain email and phone list of all executive/committee members
  - Shall prepare and send an update of PAC activities to all committee members twice a year (January and June)
  - Shall be one of the four signing officers of the Executive
  - Shall submit an annual report
  - Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
  - Shall be the official spokesperson for the organization
- b) **Past Chair**
  - Shall help make smooth transition between chairpersons
  - Shall act as a consultant for the Chair Person
- c) **Co-Chair**
  - Shall assume the responsibilities of the Chair Person in the Chair Person's absence
  - Shall be one of the four signing officers of the Executive
  - Shall accept extra duties as required
- d) **Secretary/Communications**
  - Shall prepare minutes of meetings and circulate them to the Executive within one (1) week following the meeting for review and approval

- Shall issue and receive correspondence to the school parent community on behalf of the organization (ie: general PAC emails, notices, flyers, etc)

e) **Treasurer**

- Shall be responsible for and report on the accounts of the organization
- Shall be one of the four signing officers of the Executive
- Shall, with the assistance of the Executive, prepare a budget and tentative plan of expenditures for current fiscal year. Collaborates with PAC members to determine which financial obligations they wish to continue funding.
- Shall complete a gaming application by June 30th of each year in order to receive Gaming Funds from the Gaming Policy and Enforcement Branch
- Shall keep an accurate record of all receipts and expenditures
- Shall pay all bills and accounts approved by the PAC
- Shall maintain four accounts: general account, Hot Lunch, Playground and Gaming account at Envision Credit Union-Tsawwassen Branch
- Shall receive and deposit all PAC funds
- Shall coordinate all "float money" required for fundraising activities
- Shall perform monthly reconciliations on each of the bank accounts
- Shall report at each PAC meeting
- Shall prepare 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.

f) **DPAC Representative**

- Shall attend monthly DPAC meetings on behalf of the PAC
- Shall report at the monthly PAC meetings and regularly to the membership and Executive on all matters relating to DPAC
- Shall seek input from the Pac when requested
- Shall receive, circulate and post DPAC newsletters, brochures and announcements

g) **Members at Large**

- shall attend general PAC meetings and Executive meetings
- Duties may include chairing special events, fundraising, sitting on organizing committees, creating the PAC newsletter, managing the Cut and Paste committee, and providing general support to the PAC Executive

2. Executive Meetings

- a. Executive meetings times are set by the Executive as required. All members of the PAC may attend. Meetings may be replaced by emails or held via video conference where meeting in person may not be possible.

- b. Extraordinary meetings may be called by the Chairperson
3. Vacancy on Executive
  - a. If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC may appoint a voting member of the PAC to fill the vacancy until election.

## **SECTION VI COMMITTEES**

1. Committees such as, Fundraising, Hot Lunch, Parent Education, Special Events, etc. shall be formed dependent upon the needs of the PAC.
2. Committees are responsible to the Executive.
3. Members may volunteer annually to chair or sit on these committees.
0. Possible Committee Positions:

### **Fundraising Coordinator**

- Coordinates all fundraising activities decided upon by the PAC
- Works closely with the Communications officer to communicate with parents regarding special events
- Works with treasurer to collect funds from sponsors

### **Class Parent Coordinator**

- Establishes a class parent network and communicates with the PAC executive with any problems or concerns
- Communicates with class parents regarding PAC activities and fundraising efforts
- Ensures the parent Email database is up to date

### **Hot Lunch Coordinator**

- Establishes a hot lunch schedule approved by the Principal and PAC Executive
- Liaises with PAC executive regarding hot lunch options and provides projected expenditures
- Organizes and maintains the Online Hot Lunch Ordering System and communicates with parents via the Hot Lunch email database
- 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/check payments
- Makes necessary arrangements for delivery/pickup of food from vendors, and delivery of food to students with the Hot Lunch committee
- Stores leftover hot lunch items in a designated location, and can provide items to students without lunches at her/his 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 English Bluff PAC email
- Communicates necessary information with the parent Community (i.e. meeting minutes, memos, updates, special requests etc.) as requested by PAC Chair, Vice-Chair, fundraising coordinator or other members
- Sends emails, when necessary, to the parent community in order to provide the school community with upcoming school activities etc.
- This position may be filled by the Secretary of the PAC Executive

### **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

## **SECTION VII                      ELECTIONS**

1. Election term – the length of term of Executive positions shall be one year, except for the Treasurer, which will be a two year position if the current Treasurer is able and willing to continue for the second consecutive year. 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.
2. Such terms shall take effect September 1st and end August 31st.

## **SECTION VIII                      ELECTION PROCEDURES**

Election of the Executive will take place during an Annual General Meeting, which will be held on or before June 30th of each year.

## **SECTION IX                      NOMINATIONS**

A Call for Nominations shall be made prior to the AGM in June. An email notification will also be sent out prior to the AGM to all Members at Large. Members may volunteer or be nominated for specific positions, and positions may be shared.

## **SECTION X                      GENERAL MEETINGS**

Understanding that General Meetings that are open to all parents should be the norm and that the time and location should be set with accessibility of all members in mind:

1. The number of General Meetings will be set by the Executive.
2. 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 by the Chair, in consultation with the Principal and Executive.
3. Extraordinary meetings may be called by the Executive with a minimum seven (7) days notice.

## **SECTION XI                      CONSTITUTION AMENDMENTS**

Amendments to the Constitution and By-laws of the English Bluff Elementary School Parent Advisory Council may be made at any General Meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting includes notice of the specific amendments proposed.
0. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

## **SECTION XII                      QUORUM**

The voting members present at any duly called General Meeting shall constitute a quorum.

## **SECTION XIII                      PROCEDURE**

1. Meetings will be conducted efficiently and with fairness to the members present.
2. If procedural problems should arise, "Robert's Rule of Order" will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution.

## **SECTION XIV                      FINANCES**

1. The financial year of the English Bluff Elementary PAC will be from July 1<sup>st</sup> to June 30<sup>th</sup>.

2. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General meeting prior to the end of November of each year.
3. All funds of the organization will be on deposit in a Bank or Financial establishment registered under the Bank Act.
4. The Executive shall name four signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents. The Chair and Vice-Chair will also have signing authority, with the forth coming from the Executive.
5. The PAC Executive may approve non-budget expenditures under \$100. All other non-budget expenditures must be formally voted upon at general PAC meetings.
6. The books and records of the English Bluff Elementary PAC will be open for inspection by any member by written request.
7. A signing officer shall not sign a check for reimbursement when they are the payee.
8. A minimum of five thousand dollars (\$5,000.00) will be held over for start-up costs for the following year in the Budget and Income accounts.
9. A need for audits will be agreed upon by the members at any General Meeting, whereupon an independent Auditor will be appointed as needed.

## **SECTION XV                      CODE OF CONDUCT**

1. The English Bluff 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.
2. An executive member who is approached by a parent 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.

## **SECTION XVI                    DISSOLUTION**

1. All records of the organization shall be kept in the PAC room of English Bluff Elementary School where easily retrieved when necessary.
2. RESOLVED that should the English Bluff School Parent Advisory Council, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the English Bluff School Parent Advisory Council to:
  - A registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution.

**OR**

- Such charitable organization or organizations in British Columbia having a similar charitable purpose.

RESOLVED FURTHER that the foregoing resolution shall not be altered or amended and shall continue to be binding on the English Bluff School Parent Advisory Council.

RESOLVED FURTHER that the English Bluff School Parent Advisory Council will provide its undertaking, by delivering of a copy of this resolution to the BC Gaming Commission, that it will abide by the limited on the application of its assets on dissolution as provided herein.

CERTIFIED to be a true and correct copy of a resolution unanimously passed and adopted by the English Bluff School Parent Advisory Council at a meeting held on 26<sup>th</sup> June 2023, at English Bluff Elementary, Delta, BC.

Signed:

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Co-Chair – Cindy Andersen

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Co-Chair – Ashley Williams

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Treasurer – Rubina Patel