**Prospect Lake Elementary School Parents’ Advisory Council**

**(PLES PAC)**

***Preamble***

An organization’s constitution and bylaws are living documents and should be well known to the members, executive, partners, and others interested in the organization.

Copies of the constitution and bylaws will be available at all meetings and posted to the Prospect Lake Elementary School’s Parent Advisory Council (PLES PAC) webpage.

Purpose of the Constitution

The PLES PAC constitution states why PLES PAC exists. It:

1. Defines the reasons for being
2. Clarifies its purpose and objectives, and
3. Used to focus its activities.

Purpose of Bylaws

These bylaws are PLES PAC’s operating rules:

1. Defines the roles of the membership and executive,
2. Provides direction and authority to the membership and executive, and
3. Provides a method for holding all PLES PAC members and executive accountable for their decisions and actions.

Requirements of the British Columbia *School Act*

The *School Act* requires parent advisory councils to make bylaws governing their meetings and the business and conduct of their affairs. The *Act’s* requirements are specific, in Section 8(5)1 and 8.4(3)2.

[[1]](#footnote-1)**Prospect Lake Elementary School Parents’ Advisory Council**

**(PLES PAC)**

***Constitution***

**Section I – THE ORGANIZATION**

The name of the organization is: **Prospect Lake Elementary School Parents’ Advisory Council (PLES PAC)**.

PLES PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

PLES PAC business will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

**Section II – PURPOSE AND OBJECTIVES**

Purpose

To promote the education and welfare of students at Prospect Lake Elementary School.

Objectives

1. Provide parents a forum for discussion of educational issues.
2. Facilitate parent input to the school board, staff and administration on any matter relating to the school.
3. Advise and liaise with the school board, principal, and staff on any matter relating to the school.
4. Assist parents in presenting their concerns through appropriate procedures, which may include advocacy.
5. Nurture community involvement between the school, home, and neighbourhood.
6. Organize and support social activities for students and parents.
7. Provide financial support for activities and items, as determined by the membership.
8. Advise and participate in the activities of the Council of Parent Advisory Councils of Saanich (COPACS) and the BC Confederation of Parent Advisory Councils (BCCPAC).

**Section III – INTERPRETATION OF TERMS**

“**The Council**” refers to the Prospect Lake Elementary School Parents’ Advisory Council (PLES PAC)

**“COPACS”** means the Confederation of Parent Advisory Councils of Saanich and is the DPAC in School District NO. 63

**“District”** means School District NO. 63 (Saanich)

**“DPAC” or “District Parent Advisory Council”** means the parent’s advisory councils organized according to the *School Act* and operating as a district parent advisory council in School District NO. 63

“**Members**” refers to all parents of children registered at Prospect Lake Elementary School and any other individuals invited to become non-voting members of the Council

“**Parent**” is as defined in the *School Act* and means:

1. a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the [Family Law Act](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/11025_01) that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

(b) a person who usually has the care and control of the student or child

“**Parents’ Advisory Council**”means the parents organized according to the *School Act* and operating as a parent advisory council in Prospect Lake Elementary School

**Prospect Lake Elementary School Parents’ Advisory Council**

**(PLES PAC)**

***Bylaws***

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**Section I – MEMEBERSHIP**

* 1. **Voting Members –** All parents of students registered at Prospect Lake Elementary School (PLES). This includes administrators and staff (teaching and non-teaching) of PLES and/or the District whose child(ren) are registered at PLES.
  2. **Non-Voting Members –**

1. Administrators and staff (teaching and non-teaching) who are not parents of children registered at PLES may be invited to become non-voting members of the PLES PAC.
2. 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 PLES PAC.
3. At no time will the Council have more non-voting than voting members.

**1.3**. **Compliance with bylaws** – Every member will uphold the constitution and comply with these bylaws.

**Section II - MEETING OF MEMBERS**

* 1. **General Meetings**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year and may be held in person, virtually or a combination of the two methods.
3. One meeting of each school year will be the annual general meeting (AGM). Where a ‘general meeting’ is referred to throughout the Bylaws, it shall also include the AGM.
4. Members will be given reasonable notice of general meetings. A calendar of meetings for the year satisfies the requirements of reasonable notice.
   1. **Conduct at Meetings**
5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interests of the school.
   1. **Proceedings at General Meetings**
7. Quorum
8. A quorum for general meetings will be five voting members.
9. 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.
10. Voting
11. Voting is required at meetings for approval of the following:
12. Annual Budget;
13. Non-budgeted expenditures;
14. Redirection of previously approved Council funds;
15. Amendments to the Council’s constitution and bylaws;
16. Election or removal of executive members of the Council;
17. Additional matters as deemed appropriate by the president; and
18. Additional matters motioned and seconded by the membership.

II. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

1. In the case of a tie vote, the meeting chair does not have a second or casting vote and the motion is defeated.
2. Members must cast their own vote on all matters, either in person at the meeting or via video conferencing, if available; voting by proxy will not be permitted.
3. Voting members who are administrators or staff (teaching or non-teaching) of PLES will abstain from voting on any proposed expenditures that may have any direct financial benefit to them, their class or their school responsibilities.
4. 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.
5. If a secret ballot is used, the ballots will be destroyed after every election.

**Section III - EXECUTIVE**

3.1. Role of Executive

1. The executive will manage the Council’s affairs between general meetings.

3.2. Executive Defined

* 1. The Executive will include the President, Vice-President, Secretary, Treasurer, COPACS Representative, Members-at-Large, and such other positions as the membership decides.
  2. At a minimum, the Executive must have the positions of President, Secretary and Treasurer filled. If these positions are not filled the Council will dissolve.
  3. The role of President and Vice President may be combined and shared between two Co-Presidents. Each Co-President shall have one vote;
  4. The roles of Secretary and Treasurer may be split and shared by two members who will each have one vote at general and executive meetings.
  5. The role of COPACS Rep may be split and shared by two members. Each member will have one vote at general and executive meetings. At COPACS meetings, only one member will have a vote.
  6. There is no minimum or maximum number of Members-at-Large that may be elected to the Executive.

3.3. Eligibility

1. Any voting member of the Council is eligible to serve on the Executive.
2. Executive members who are administrators or staff (teaching or non-teaching) of PLES will abstain from voting on any proposed expenditures that may have any direct financial benefit to them, their class or their school responsibilities or on any matter for which there might be a perception of conflict of interest.

3.4. Election of Executive

1. The Executive will be elected at the annual general meeting (AGM).
2. Elections will be conducted by the Chair of the Nominations Committee or the outgoing president.

3.5. Term of Office

1. The Executive will hold office for a term of one year beginning July 1st following the AGM and ending the following June 30th.
2. No person may hold the same executive position for more than four terms consecutively.

3.6. Vacancy

1. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member (see Section 4.2) of the Council to fill the vacancy until the next AGM at which time the election of that membership position occurs.

3.7. Removal of Executive

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may select an eligible member (see Section 4.2) to complete the term.
2. An executive member who violates the Code of Ethics may be terminated from their position.
3. Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the meeting.
4. If it is brought to the Executive’s attention that a member of the executive may be in violation of the Code of Ethics (see Section 7.1.b), the following procedure will be followed:
5. The Executive will conduct a preliminary review of the potentially offending member’s behaviour and determine by majority vote (excluding the potentially offending member) whether the member should be immediately suspended rom their role on the executive. If the member is suspended, steps II to VII below will be followed; if the member is not suspended, the Executive may provide recommendations for future behavioural modifications and the member will continue their role on the Executive.
6. The potentially offending member will be immediately suspended from their role on the Executive.
7. A committee will investigate the offending member’s behaviour and present their results and recommendations at an executive meeting, using a designated presenter if they wish. The investigation committee will be chaired by a member of the executive or a designate from the COPACS executive and include two non-executive voting members.
8. The potentially offending member will have the opportunity to present a counter report at the same or next executive meeting, using a designate to present the report if they wish.
9. The Executive will present key findings from the investigation at the next general meeting.
10. The potentially offending member can also present key counter points at the same general meeting as in V.
11. During the same general meeting as in V, and after both the Executive and potentially offending member have concluded their presentations, motions to remove from the executive the potentially offending member will be tabled by membership and voted upon following Section 4.6.a.

3.8. Remuneration of Executive

1. No executive member may be remunerated for serving on the Executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in Council affairs.
2. A portion of the budget may be set aside for education events for the benefit of the Executive.

**Section IV - EXECUTIVE MEETINGS**

4.1. Meetings

1. Executive meetings will be held at the call of the President.

4.2. Quorum

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

4.3. Notice

1. Executive members will be given reasonable notice of executive meetings.

4.4. Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1). In the case of a tie vote, the meeting chair does not have a second or casting vote and the motion is defeated.

**Section V - CONFEDERATION OF PARENTS’ ADVISORY COUNCILS OF SAANICH (COPACS)**

5.1. COPACS Representative

1. One representative to COPACS may be elected annually from among the voting members who are not employees or elected officials of the School District or the Ministry of Education.
2. The election of the COPACS representative must be by secret ballot in accordance with the *School Act*.

5.2. Term of Office

1. The COPACS representative will hold office for a term of one year and may be re-elected annually.

5.3. Vacancy

1. If the COPACS representative resigns or ceases to hold office for any other reason, the membership may select an eligible member of the Council to fill the vacancy for the remainder of the term.

**Section VI - CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

6.1. Code of Conduct

1. On election or appointment, every executive member and representative must abide by the Code of Conduct at Appendix A and sign the Statement of Understanding at Appendix B of the Bylaws.

6.2. Representing the Council

1. Every executive member must act solely in the interests of the voting membership of the Council.

6.3. Privilege

1. Any information received in confidence by an executive member from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

6.4. Disclosure of Interest

1. An executive member who is interested, either directly or indirectly, in a proposed contract or transaction with Council, must disclose fully and promptly the nature and extent of their interest to the membership and executive. Such an executive member must avoid using their position on the Council for personal gain.
2. An executive member who discloses an interest in a matter will abstain from voting on the matter and will not participate in any discussion of the matter.

**Section VII - DUTIES OF EXECUTIVE AND REPRESENTATIVES**

7.1. The President will:

1. Convene and preside at all general and executive meetings;
2. Be the official spokesperson on behalf of the Council;
3. Consult with members of the Council and Executive;
4. Consult with PLES administration on behalf of the Council;
5. Review and approve meeting agenda prior to distribution to the membership;
6. Review and approve meeting minutes prior to distribution to the membership;
7. Review and approve weekly notices and other communications prior to distribution to the membership;
8. Monitor the Council email account and respond as necessary;
9. Appoint committees where authorized by the membership or executive;
10. Review monthly bank statements;
11. Provide oversight and leadership to the Treasurer, including reviewing financial activity and reports provided by the Treasurer;
12. Provide oversight and leadership to executive members and PAC activities;
13. Ensure that the Council is represented in PLES and School District activities as appropriate;
14. Ensure that Council activities are aimed at achieving the purpose and objectives set out in Section II of the Constitution
15. Plan the PAC yearly activity calendar, with input from the PLES administration; and
16. Be a signing officer.

7.2. The Vice-President will:

1. Support and assist the president in their duties, accepting extra duties as required;
2. Assume the duties of the president in the president’s absence or upon request; and
3. Be a signing officer.

7.3. The Secretary will:

1. Record notes and prepares minutes of all meetings, and submit them for the President’s approval in a timely manner;
2. Prepare other documentation as requested by the executive, or membership (with approval by the executive);
3. May be one of three signing officers; and
4. Perform other tasks as requested by the President or Executive.

7.4. The Treasurer will:

1. Be a signing officer;
2. Ensure all Council funds are properly accounted for;
3. Disburse funds as authorized by the membership or executive;
4. Ensure that proper financial records and books of account are maintained;
5. Provide a written financial report on all receipts and disbursements at general and executive meetings;
6. Prepare and submit the annual Gaming Grant application and required paperwork not later than June 30th or each year;
7. Ensure that financial controls as per the Financial Control and Best Practices Guide at Appendix C are followed;
8. Provide financial records and books of account available to members upon request;
9. Provide financial records and books of account ready for inspection or annual audit;
10. Draft an annual budget with the assistance of the executive;
11. Ensure that another signing officer has access to the financial records and books of account in the treasurer’s absence;
12. Maintain current registration and good standing of the Council with the British Columbia Confederation of Parent Advisory Council (BCCPAC);
13. Submit an annual financial statement at the AGM; and
14. Perform other tasks as requested by the Executive or President.

7.5. The Communication Coordinator will:

1. File and maintain a copy of all agendas, meeting minutes, current Constitution and Bylaws, and other official PAC documents;
2. Keep a record of any of the Council’s publications (e.g. leaflets or newsletters);

1. Ensure that members are notified of meetings;
2. Draft weekly reminders and other required correspondence for the President’s approval and upon approval distribute to the membership;
3. Draft meeting agendas for the President’s approval and upon approval distribute to the membership; and
4. Maintain the PLES PAC website, including items listed above in 7.5 a.;
5. Perform other tasks as requested by the Executive or President.

7.6. The COPACS Representative will:

1. Attend all COPACS meetings and represent, speak for, and vote on behalf of the Council;
2. Consult with the Council membership prior to voting at COPACS meetings whenever practicable;
3. Report regularly to the Council membership and Executive on all matters relating to COPACS; and
4. Receive COPACS communications and information including emails, newsletters, brochures, and announcements and distribute as required.

7.7. The Members-at-Large will:

1. Serve in a capacity to be determined by the Council.

**Section VIII - COMMITTEES**

8.1. The membership and executive may appoint committees to further the Council’s purpose and objectives, and carry on its affairs.

8.2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting.

* 1. Committees will report to the membership and executive upon request of the executive.
  2. If required, a nominating committee will be appointed before the AGM.
  3. External Committees
     + - 1. The membership or executive may appoint a member to represent the Council on external committees or to an external organization.
         2. The representative will report to the membership or executive as required.

**Section IX - FINANCIAL MATTERS**

9.1. Financial Controls

1. A Financial Controls and Best Practices Guide is provided at Appendix C. All the items in this guide are to be implemented and the Treasurer shall inform the President of any deviations from the Guide.

9.2. Financial Year

1. The Council’s financial year is July 1st to June 30th.

9.3. Power to Raise Money

1. The Council may raise and spend money to further its purpose and objectives.
2. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students.
3. Unless otherwise identified in the budget or when fundraising activities are approved outside of the budget, all funds raised will be put in general revenue.
4. Fundraising must be sensitive to the resources of the membership.
5. Fundraising activities should not become, not be viewed as, the most significant contribution the PAC makes to the school.

9.4. Bank Accounts

1. All Council funds must be kept on deposit in the name of PLES PAC in a bank or financial institution registered under the *Bank Act*.

9.5. Signing Authority

1. The Executive will name at least three, but not more than four, signing officers for banking and legal documents.
2. The President, Vice-President and Treasurer will normally be the designated signing officers.
3. Two signatures will be required on all these documents.

9.6. Annual Budget

1. The Executive will prepare a budget and present it to the membership for approval at a general meeting, usually in October. The budget will include the identification of fundraising activities and their projected revenue and expenses. Other fundraisers may be approved throughout the year.
2. The previous budget remains in effect until the new budget is approved; therefore approved expenditures from the previous school year may still be purchased in the new school year.
3. Unexpended but approved expenditures will have to be re-approved under the new budget, if required/requested unless the expenditures are specifically designated and previously approved as multiyear expenditures.

9.7. Non-budgeted Expenditures

1. The Executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
2. The Executive may, at their discretion, spend a total of $400 per requirement on non-budgeted expenditures without a vote at a general meeting. This authority must be used judiciously and only when it serves the interest of expeditiously furthering the purpose and objectives of the Council and not as a means to avoid presenting expenditures to the membership.

9.8. Treasurer’s Report

1. A treasurer’s written report will be presented at each general meeting. The treasurer’s report may be presented by another executive member if the treasurer is not available.

9.9. Audit

1. Members at a general meeting may hire or appoint an auditor.

**Section X - PROPERTY IN DOCUMENTS**

10.1. All documents, records, minutes, correspondence, or other papers kept by a

member, executive members, 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 president when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

**Section XI - DISSOLUTION**

11.1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, disbursement of assets and the remaining funds of the Council will be decided upon by the membership at the final general meeting.

11.2. In the event of winding up or dissolution, all Council records shall be given to the

Principal of PLES.

**Section XII – CONSTITUTION AND BYLAW AMENDMENTS**

12.1. The members may, by a majority of not less than 75% of the votes cast, amend the Council’s constitution and bylaws.

12.2. Written notice identifying the proposed amendments must be distributed to the member not less than 14 days before the meeting.

12.3. Approved changes to the constitution and bylaws will be effective immediately.

**APPENDIX A – Code of Conduct**

Any person who accepts a position as a PLES PAC Executive Officer or represents the Council on an external committee must abide by the following Code of Conduct and endeavour to:

* 1. Uphold the PLES PAC constitution and bylaws;
  2. Perform their duties with honesty and integrity;
  3. Work to ensure that the well-being of students is the primary focus of all decisions;
  4. Respect the rights of all individuals;
  5. Encourage and support parents and students with concerns by providing information on the process for taking concerns forward;
  6. Take direction from the members, ensuring representation processes are in place;
  7. Work to ensure issues are resolved through due process and in a timely manner;
  8. Strive to be informed and share information, known to be reliable and accurate, with the school community; and
  9. Respect all confidential information.

**APPENDIX B – Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the Prospect Lake Elementary School Parents’ Advisory Council (PLES PAC) executive, have read, understand, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing membership should there be any concerns about my work.

Executive Member Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Executive Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX C – Financial Controls and Best Practices Guide**

*Cash Handling*

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| **Control Procedure** |
| Cash is never left unattended |
| Cash receipts are always counted by 2 individuals and recorded on a Cash Count Sheet3 |
| Cash receipts are deposited intact; no disbursements are made from cash receipts (e.g., for purchases or reimbursements) |
| Cash awaiting deposit is locked in a safe or submitted to the school office for safekeeping |
| Access to the safe (if PAC has a safe) is restricted to no more than 2 to 3 designated individuals who are accountable for the funds |
| Bank deposits are made frequently, as reasonably practicable, to minimize the risk of loss |
| Cash receipts are posted promptly to the ledger; money received is documented separately for each activity |

*Disbursements*

|  |
| --- |
| **Control Procedure** |
| All disbursements are made by cheque |
| Cheques are prepared by the PAC treasurer or designated PAC Executive to limit access to funds |
| The PAC treasurer or designated PAC Executive verifies that every payment, is supported by an Expense Reimbursement Form or similar PLES produced formand the appropriate original receipts or invoices |
| Receipts or invoices are marked “PAID” with the cheque number noted, to avoid duplicate payment |
| Personal purchases are not included on the same receipts or invoices as PAC purchases5 |
| Every cheque is signed by 2 signing authorities |
| Cheques are not signed by the same individual who is the payee |
| No cheques are made payable to Cash or Bearer |
| Blank cheques are not pre-signed |
| Disbursements are posted promptly to the ledger; funds disbursed are documented separately for each activity |

*11[[2]](#footnote-2)*

*Banking*

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| --- |
| **Control Procedure** |
| Bank reconciliations are performed monthly and on a timely basis by the treasurer; discrepancies are resolved in a timely manner |
| Bank signing authority is limited to no more than 3 to 4 designated PAC Executive members who are accountable to ensure that all disbursements are valid and are supported |
| All cheques are pre-numbered, used in sequence, and all cheque numbers are accounted for in the ledger |
| Void cheques are retained, and the signature area removed |
| The cheque book is kept secure with restricted access only to the PAC Executive |
| The bank has been instructed not to permit cash withdrawals |

*Fundraising*

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| --- |
| **Control Procedure** |
| Inventory of fundraising items for sale are stored in secure location |
| Each fundraising event is reconciled at completion and documented in the financial control system being used |
| Reports of sales, revenues, and expenditures are prepared for presentation at the PAC meeting |
| Appropriate controls are in place for fundraising events involving the sale of products |

*Books and Records*

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| --- |
| **Control Procedure** |
| A written record (manual or electronic ledger) of all financial activity – deposits, disbursements, bank debits and credits – is kept by the PAC treasurer |
| All financial records, including bank statements and cancelled cheques, duplicate deposit slips, and supporting documentation for all disbursements and deposits, are kept on file in one location (preferably at the school) for at least 7 years |
| Monthly financial statements are prepared by the PAC treasurer and presented to the PAC at its monthly meetings |

*[[3]](#footnote-3)*

*Reporting and Executive Review*

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| --- |
| **Control Procedure** |
| An annual budget of revenues and expenditures is prepared by the PAC Executive for approval at a general meeting |
| Monthly bank transactions and reconciliations are reviewed by the PAC president or vice-president |
| Monthly financial statements are reviewed by the PAC Executive at monthly PAC meetings |

1. Section 8(5) of the *School Act* states:

   A parent’s advisory council, in constitution with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing:

   the dissolution of the parent’s advisory council, and

   [Repealed 2015-24-6.]

   the election of a member to represent the parents’ advisory council on the district parents’ advisory council.

   2 Section 8.4(3) of the *School Act* states: Each parents’ advisory council in a school district may elect annually one of its members to be its representative on the district parents’ advisory council for a term of not more than one year. [↑](#footnote-ref-1)
2. 3 A *Cash Count Sheet* documents the event date and description, cash count in various denominations and in total, is signed by both individuals that counted the cash, and singed by the individual who received the cash for safekeeping / bank deposit.

   4 An *Expense Reimbursement Form or* similar formdocuments the date, name of the individual submitting the request, name of the payee, description of the expense, requested payment amount, and is signed by a PAC Executive who is authorized to release funds (and is not the payee).

   5 If personal and PACpurchases are on the same receipt or invoice, the personal purchases must be clearly indicated and deducted from the reimbursement total including the applicable tax. [↑](#footnote-ref-2)
3. Revised June 2023. [↑](#footnote-ref-3)