



École Panorama Heights Elementary School Parent Advisory Council Constitution

Updated March 2017

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SECTION I NAME

The name of the Association shall be the ÉCOLE PANORAMA HEIGHTS ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the PAC.

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members and shall conduct business without bias toward race, religion, gender, politics, sexual orientation, and physical or mental ability.

The PAC has been established with the authority granted in Bill 67 - 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act - 2002.

SECTION II MISSION STATEMENT

École Panorama Heights Elementary School PAC mission is to advocate for excellence in education, the safety and well-being of our students, and for the effective and meaningful involvement of parents as partners.

SECTION III OBJECTIVES OF THE PAC

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well-being of students in École Panorama Heights Elementary School.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, School Planning Council or other associated organizations of any recommendations.
4. To promote effective communication and cooperation between the home and school in providing for the education of children.
5. To contribute to a sense of community within the school and between the school, home and neighbourhood.
6. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels including parent education.
7. To organize and support activities for students and parents and provide financial support for the goals of the Council, as determined by the membership.
8. 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.
9. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

SECTION IV INTERPRETATION OF TERMS

“BCCPAC” or “British Columbia Confederation of Parent Advisory Councils” means the charitable organization registered under the Society Act of BC representing the parents of children attending the provincial public schools, the membership of which is made up of all PACs, DPACs and parent associate members in the province.

“district” means School District No. 43 (Coquitlam)

“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. 43 (Coquitlam)

“PAC” or “parent advisory council” mean the parents organized according to the School Act and operating as a parent advisory council in École Panorama Heights Elementary School

“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. 43 (Coquitlam)

“school” means any public elementary or secondary education institution as defined in the School Act operating within School District No. 43 (Coquitlam)



École Panorama Heights Elementary School Parent Advisory Council Bylaws

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SECTION I MEMBERSHIP

1. All parents and legal guardians of students in attendance at École Panorama Heights Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of École Panorama Heights Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of École Panorama Heights Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC Chair a list of names of parents/guardians of students and staff if/when it is necessary to decide if a member is eligible to vote.
5. All members will uphold the constitution, comply with these bylaws and must operate within the limitations as outlined in the Code of Conduct.

SECTION II DISSOLUTION

1. In the event of the dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC.
2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the DPAC, School District 43, Coquitlam.

SECTION III MEETINGS

1. General meetings shall be held as often as necessary, preferably every month, but with a minimum of six meetings during the academic year. Dates for these general meetings are ideally determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible.
2. One general meeting will be named the Annual General Meeting and be held in April, May or June for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held by September 30 of that school year.
3. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
4. 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.

5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.
6. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members upon request and/or on-line on the PAC web-site.
7. The Chair or Chair Designate will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted or distributed to the parents at least seven days prior to a general meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the Chair 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.
9. 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.
10. 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.
11. 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.
12. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.

SECTION IV VOTING and QUORUM

1. Quorum must be achieved for the conducting of any business or decision-making. In the absence of quorum, any business transacted will be null and void.
2. At any general or special meeting a minimum of seven voting members shall constitute a quorum, as long as they outnumber the non-voting members.
3. If the agenda has been provided with less than one week's notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of seven members.

4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be seven of the voting positions filled on the Executive.
5. At the discretion of the meeting Chair, or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room for closed discussion and voting on any issue, to a limit of 10 minutes or the topic will be tabled to the end of that meeting or until the next meeting. This is essential to the free expression of the voting membership.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
7. The PAC chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
8. In case of a tie vote, the motion shall be lost.
9. Voting by members on all matters must be given in person; i.e. voting by proxy shall not be permitted.
10. Each family is allowed one consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the family will decide who will represent the family for the vote.
11. Voting shall be done by the show of hands except when a secret ballot is ruled by the Chair or requested by any member at a general meeting. No member shall be required to justify his or her voting position.
12. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A “yes” or “no” must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted. A ballot that includes only a “yes” or “no” but not the name of the candidate or the issue is considered a spoiled ballot and is therefore not counted.
13. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

SECTION V EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the PAC.
2. The composition of the Executive must include:
 - A. The CORE positions as outlined in Appendix A:
 - Chair
 - Treasurer
 - Secretary
 - District Parent Advisory Council Representative
 - B. And as many other Executive positions as established. Refer to Appendix B.

3. The positions of Chair, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive officer positions. These positions are termed Core.
4. All parents and legal guardians of students in attendance at Panorama Heights are eligible to serve as Executive members of any of the positions on the PAC.
5. To avoid the perception of any conflict of interest, the positions of Chair and Treasurer may not be simultaneously held or shared by more than one member of any family.
6. All persons accepting any Executive position(s) must have a current criminal record check on file with the school or one is to be submitted to the school within 14 days of accepting an Executive position.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

1. The Core and non-Core Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of a School District or Ministry of Education shall hold an Core Executive position.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. See Section IV, Membership.
3. Members interested in Core Executive positions and/or Website Coordinator position must have related experience and skills required to complete duties of the role. This shall be communicated to the members at time of nomination and prior to election.
4. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
5. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
6. No person shall hold more than one Core Executive position as defined in Appendix A of this document. If a volunteer does not come forward for a vacant Core Executive position, no other officer already in a Core position shall assume the duties of that position.
7. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that two people share one (1) consensus vote at Executive Meetings.
8. Elections shall be conducted by the Elections Chairperson. The Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
9. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
10. A vote shall be taken to destroy any written ballots.

SECTION VII DUTIES OF THE EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section XIII).
3. If an Executive member is unable to attend, they should inform the Chair prior to the meeting.
4. Each Executive position shall have and maintain electronic files, with appropriate backup, and a designated binder and files where all written and recorded material is to be maintained in a current and orderly fashion. These official records include, but are not limited to, information relating to the position held, inventory, communications, and passwords, throughout the year, all financial information and any other records relating to PAC activities. These records/materials/passwords must be delivered to their successors or the Chair within 30 days and no later than June 30th following the date at which their successors assume their duties. Updated passwords must be provided to the PAC Chair in a sealed envelope. Passwords shall be stored in a secure, locked location know to all Core Executive members and the current Principal of the school.
5. Refer to Appendix A for Core Executive Officer positions and a list of responsibilities of individuals filling those roles.
6. Refer to Appendix B for non-Core Executive Officer positions and a list of responsibilities of individuals filling those roles.

SECTION VIII EXECUTIVE TERMS OF OFFICE

1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected, whichever is sooner. Multiple terms of office must be served in accordance with Section IX. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any one Core Executive Officer position for more than two consecutive years. The term for Core Executive Officer positions may be extended by an additional two consecutive years in situations where a qualified candidate is not found, subject to vote by members. Non-Core Executive Officer positions can be held for any consecutive time period. For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since elected is considered to have served a full term in that position.
3. The following are grounds for termination of the office of any Executive member:
 - Is absent from three meetings of the Executive or PAC without reason acceptable to the Executive
 - Is convicted of a criminal or other serious offence
 - Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
 - Failure to abide by the PAC Code of Conduct

SECTION IX — PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL

Elections:

- ~~1. Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.~~
- ~~2. To avoid the perception of any conflict of interest, no more than one School Planning Council position can be held by members of the same family.~~
- ~~3. One of the representatives must be an elected officer of the École Panorama Heights Elementary Parent Advisory Council.~~
- ~~4. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.~~
- ~~5. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.~~
- ~~6. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.~~
- ~~7. An absent member can be nominated at the meeting when PAC SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.~~
- ~~8. The PAC will appoint two members, called “tellers” to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.~~
- ~~9. The election will require at least two ballots.~~
- ~~10. It is possible that a ballot may not elect any candidates, and further balloting is required.~~
- ~~11. The first ballot will include only the name(s) of Executive officers who have accepted nomination.~~
- ~~12. When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.~~
- ~~13. When all balloting is completed, a motion will be made to destroy the ballots.~~

Voting:

- ~~1. One blank ballot will be given to each eligible voting member. The Chair can vote by ballot and nominated members can vote for themselves.~~
- ~~2. The name(s) of the candidate(s) will be written by the member onto the ballot. If a name is incorrectly written, it should still be counted if the voter’s intention is clear.~~
- ~~3. The member will write a “yes” or “no” beside each of the candidate names on the ballot. A blank beside the name indicates an abstention and is therefore not counted within the vote tally.~~

4. ~~When the tellers collect and count the ballots, two or more filled-out ballots folded together are recorded as illegal votes. A filled-out ballot will be counted if it is folded with a blank ballot.~~
5. ~~All candidates can be marked “no” and the ballot is still legal and shall be counted.~~
6. ~~Only one “yes” can be recorded on the ballot for PAC Executive SPC representative. The rest of the candidates must be marked “no”. More than one “yes” will make the ballot void.~~
7. ~~On the ballot for the other two PAC SPC representatives, only two “yes” votes can be written on any ballot, more than two “yes” votes will make that ballot void.~~
8. ~~A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast.~~
9. ~~A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast.~~
10. ~~If there is no majority of “yes” votes over “no” votes for any candidate, then the election has failed and the Chair announces “no election”. New nominations are taken and another secret ballot held.~~

11. The Tellers’ report should follow this form:

Tellers’ Report	
Number of votes cast	17
Necessary for election (majority).....	9
Candidate A received.....	12
Candidate B received	11
Candidate C received.....	6
, etc.	
Illegal Votes	
One ballot containing two for Candidate C folded together, rejected.....	1
One ballot containing two “yes” votes for Executive SPC, rejected.	1

12. ~~When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC SPC reps, the two highest majority numbers will be elected.~~

Terms of Office:

The term of office for PAC School Planning Council representatives shall be for one year or until their successor is elected, whichever is sooner. Multiple terms of Office must be served in accordance with section IX.

Duties:

The PAC School Planning Council representatives shall:

1. ~~Strive to be informed about issues facing school planning councils.~~
2. ~~Take direction from the general PAC membership and act in the best interests of parents and students~~
3. ~~Attend all SPC meetings to represent and speak on behalf of the PAC.~~
4. ~~Report back to the PAC at general meetings, but not disclose information designated as confidential~~
5. ~~Communicate only reliable information.~~
6. ~~Conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chairperson.~~
7. ~~Work to ensure that issues are resolved by due process~~
8. ~~Be bound by the PAC Code of Conduct~~

SECTION X CODE OF CONDUCT

1. The École Panorama Heights 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. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. All members must ensure that communications, verbal written or electronic, are respectful, factual and constructive and will be considered official communication with the PAC.
3. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
4. An Executive member who is approached with a concern relating to an individual in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
5. A parent or guardian who accepts a position as a PAC Executive Member or as a SPC Representative:
 - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC
 - b) Performs duties with honesty and integrity and meets agreed upon deadlines on projects
 - c) Works to ensure that the well-being of students is the primary focus of all decisions
 - d) Respects the rights of all individuals
 - e) Takes direction from the members, ensuring that representation processes are in place
 - f) Encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
 - g) Works to ensure that issues are resolved through the appropriate process
 - h) Strives to be informed and only passes on information that is reliable and correct
 - i) Respects all confidential information
 - j) Supports public education
6. The Chair or Executive reserves the right to engage a non-partisan mediator if it is deemed that an Executive Officer has breached the Code of Conduct or Section XI, Part 3; or if a disagreement between Executive Officers cannot be otherwise resolved.
7. Breaching the Code of Conduct or Section XI, Part 3 may be cause for removal of an Executive officer. This would be done as a voluntary resignation or if necessary, as a motion to **rescind** their election and it may be carried out by:
 - A two-thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting. OR
 - A majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

SECTION XI AD HOC COMMITTEES

1. Ad hoc committees shall be formed as necessary by the Chair in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Recommended that a Conflict and Bias Committee be convened at the beginning of the term, ready to be called on when necessary.

Conflict and Bias Committee

- Shall meet as needed to review circumstances where a member or Executive officer is questioned regarding their involvement on an issue being in a conflict of interest, a possible position of bias or a breach of the Code of Conduct.
 - Shall rule if the member or Executive officer must refrain from participation on the issue as per the Bylaws. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association, employment or conduct.
 - Shall be comprised of one or three members, to ensure a decisive outcome, who are not employed or elected officials of any School District or the Ministry of Education, and by association or employment are clearly free of conflict of interest or perceived bias in relation to the issue of contention.
3. Ad Hoc Committees are bound by the Code of Conduct and are fully responsible to the Executive and membership.
 4. Ad Hoc Committee members are not part of the PAC Executive.
 5. Any expenditure made by Ad Hoc Committee members must be approved at a PAC general meeting.

Other ad hoc committees may be struck at the discretion of the Executive.

SECTION XII STANDING COMMITTEES

1. Each standing committee will have a Chair who is an elected Executive Officer on the École Panorama Heights Elementary PAC.
2. The Executive Officer will chair all committee meetings, or appoint a designate to chair if he or she is unable to attend.
3. The Executive Officer will have the ability to create subcommittees as appropriate.
4. The Executive Officer has responsibility for communicating all committee and subcommittee activities to the PAC Executive. Written reports where possible are preferred. In the case where no non-core Executive officer has been elected and a Standing Committee exists, a member of the existing Executive may be appointed as committee Chair.
5. The Executive Officer must operate his or her committee within the budget designated for that committee as approved at a PAC general meeting. In addition, expenditures made by a committee must be approved at a PAC general meeting, in accordance with Section XVI.
6. The Executive Officer will present to the PAC a report outlining the committee's goals, expected activities, timing, descriptions, and expected expenditures and revenues.
7. The Executive Officer is responsible for completing a year-end report for their committee including accomplishment and learning. Other updates can be provided at regular PAC meetings.
8. The Executive Officer is responsible for appointing members to his or her committee.
9. Individuals who are appointed to committees are bound by the Code of Conduct and are fully responsible to the PAC Executive and membership.
10. The PAC may create or disband a standing committee at any time, once this has been approved at a general meeting as detailed in Section VII.

11. The PAC may create a non-Core Executive position as detailed in section IX to head a committee, at any time, once this has been approved at a general meeting as detailed in Section VII.
12. All persons accepting any standing committee positions must have a current criminal record check on file at the school or submit one to the school within 14 days of accepting a position.

SECTION XIII FINANCES

1. The financial records of the PAC include the general operating account and gaming account (collectively the "Accounts").
2. For the gaming account, the PAC must comply with British Columbia's Gaming Control Act and Regulations, all other applicable federal, provincial and municipal laws, and relevant conditions, standard procedures, policies, and orders issued by the Gaming Policy and Enforcement Branch.
3. A proposed detailed budget for the Accounts must be drawn up by the Treasurer in consultation with the Chair and out-going Treasurer, and must be modified and/or approved by the PAC membership at the first general meeting of the year. Further modifications during the year, as necessary, shall be approved by members at meetings.
4. All funds of the organization, which include the Accounts, will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for École Panorama Heights Elementary School Parent Advisory Council. In addition, any funds temporarily collected in an electronic payment account (i.e. PayPal or similar) must be transferred to the PAC general operating bank account monthly and within 7 days of an event's completion, leaving no more than \$100.00, allowing for refunds.
5. The general operating account balance should be monitored throughout the year. Where practicable, account balances in excess of \$10,000 that are not expected to be dispersed within the fiscal year, may be placed in a cashable interest bearing term deposit that is redeemable without penalty.
6. The Treasurer is authorized to collect, deposit and disperse monies as directed by the members as expressed at executive and general meetings. Monies collected by the PAC shall primarily be in electronic form. In extenuating circumstances, cheques payable to École Panorama Heights Elementary School PAC or Panorama Heights PAC may be accepted. Monies collected in cash are not encouraged. Refer to Appendix D for Financial Control Procedures.
7. Two members (one shall be Executive) must verify and account for all non-electronic monies collected from events or fundraising. ALL monies raised by the PAC must be counted in joint custody independent of the person depositing funds. Funds must be deposited promptly in a PAC account before being dispersed so that proper records are maintained. Where possible, bank deposits will be made by a member of the PAC executive with signing authority.
8. There shall be three signing officers for banking documents and legal documents. This shall be the PAC Chair, the Treasurer and one other Core Executive officer as decided by the Executive. Signing authority changes must be completed by the start of the school year.
9. The Treasurer must prepare monthly bank reconciliations for the Accounts, which are to be reviewed by the Chair or other Executive member as selected by the Executive on a monthly basis.

10. For all receipts regarding PAC expenditures, PAC re-imbusement forms reflecting the current school year must be submitted along with properly dated legal business invoices. Money paid out from the Accounts will be as a cheque on receipt of proper documentation. Two days' notice must be given for all cheque requests. Signing officers must never sign a cheque payable to "cash", self, a signatory's family member, or where the "payee" is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.
11. 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, the Executive can approve an expense up to 10% of the budgeted amount or fifty dollars, whichever is less. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
12. Requests for payment where the proper documentation (as outlined in Section XIII, 10) is not provided will be reviewed by committee prior to a cheque for re-imbusement or payment being issued.
13. All proposed expenditures on capital, school events, programs or items / services for the school over \$200 and not included in the budget must be first detailed to the Executive in writing, and then must be presented and approved by a majority at a future general meeting. All proposed expenditures under \$200 and not in the budget, or under \$500 and included in the budget may be brought directly to a general meeting for presentation and approval.
14. The Treasurer will submit written financial reports for the Accounts at each general meeting. These financial reports will include information as recommended in the BCCPAC guidelines. Treasurer will submit complete annual statements for the Accounts at the first general meeting after the end of the PAC's fiscal year (June 30). The Treasurer will submit and complete all mandatory government reporting.
15. The Fundraising Coordinator and Hot Lunch Coordinator must submit written financial reports to the Treasurer, in accordance with Appendix D, outlining the revenue and expenses for all events within 7 days of the event's completion.
16. A review or audit of the Accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year. The review or audit procedures should follow the guidelines as set out by the BCCPAC. The PAC Executive shall approve the choice of Auditor or reviewer with proper accreditation and who must not be a current member of the PAC. The Auditor or reviewer must complete a Report for Review of Financial Records for the Accounts as outlined in Appendix E.
17. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
18. A contingency fund shall be set up in the general operating fund and maintained for the administration of PAC activities. The amount shall be one thousand dollars. This amount must be carried forward to each new term.
19. Educational School Upgrades Fund: A fund shall be maintained for the specific purpose of purchases of educational equipment upgrades for the direct benefit of all students. During each fiscal school year, the PAC shall allocate a minimum of \$3000.00 in the Annual Approved Budget to this specific fund. Decisions on purchases will be based on a prioritized school wish list, provided by school administration, in consultation with teachers. The list is to be reviewed annually and may or may not change on a yearly basis.

These funds may be spent on purchases at any time, following procedures as per Section XIII, 13. If any or all of the reserved funds are not used in any given year, they must be carried forward to subsequent school fiscal years and added cumulatively up to a maximum of \$9000.00. Prior to the end of the school year, the PAC Executive must ensure these funds have either been spent or carried over and reserved in the PAC

General Account. Records indicating each year's contributions and withdrawals must be kept as part of the overall financial reporting and statements. A specific note on the financial statements shall demonstrate the following: Year, Annual Contribution, Withdrawal(s), and Cumulative Total.

20. "Cooling Off" Clause: The PAC Executive/Chair/membership reserve the right to request, upon presentation of a written proposal for funding by staff or parents, the following:
 - i. That the request be submitted prior to the upcoming General meeting in writing
 - ii. That the request be given proper consideration following the presentation of the request
 - iii. That the request be tabled for discussion and approval (vote) at the following General meeting
 - iv. Should there be a willingness to discuss the proposal (e.g. and no prior notification or proposal has been submitted in writing for prior consideration), it would be appropriate to ask that the presenter and/or requestor of funds remove themselves from the room to enable open discussion within the group. This discussion must then adhere to the following requirements:
 1. The discussion must be limited to a maximum of 10 minutes
 2. A vote can be called to determine the support of the proposal
 3. If no consensus has been reached within the 10 minutes of discussion, the item should then be tabled to the end of the meeting, tabled to another General meeting, or a vote called (support or non-support) to resolve the request.
 4. At the 10-minute mark, the presenter/requestor shall be called back into the meeting room and the meeting shall continue.

SECTION XIV PAC WEBSITE

1. The PAC shall have and maintain a website at www.panoramaheightspac.ca that is to be used solely for PAC related information and activities. The domain name "panoramaheightspac.ca" must be maintained on a regular and continuous basis.
2. The website shall be maintained by the Website Coordinator who is to be the administrator. Refer to Appendix B for duties. Another Core Executive member must have access to administrative level passwords as a back-up to the Website Coordinator.
3. Only certain other Executive members may have an active account to log onto the PAC website, namely the Core Executive positions, Fundraising Coordinator, Hot Lunch Coordinator and Student Enrichment Program Coordinator. The access of these users are restricted to the appropriate levels to protect the website integrity and data privacy. Authorizations for the access to an active account on the website for any other member must be approved by vote only when there is a clearly identified need to have this access.
4. The Chairperson and/or the Principal of the school are to be informed of any contents published on the website to ensure their appropriateness and relevancy.
5. Comment and post submissions by the general PAC community are disabled on the website. Any changes to enable or disable any commenting and posting by Parents as an avenue for feedback via the website must be decided upon and agreed to by vote of members.
6. All Executive positions (Core and Non-Core) must have and use a PAC email address, bearing the respective position name (e.g. chair@panoramaheightspac.ca), for all PAC related activities and email communications. Email activation period is one calendar year (July 1 to June 30). Email passwords are to be reset as soon as possible after the activation periods have expired.
7. Any member wishing to have a <role>@panoramaheightspac.ca email address may hold and use this email address for only as long as they hold an appointment at the PAC.
8. The Website Coordinator publishes announcements and other communications material on behalf of the PAC and

is responsible for securing the appropriate approvals, including copyright, for all logos, graphics, photos and text.

9. The PAC shall abide by the Personal Information Protection Act (PIPA) which regulates the way the PAC collects, uses, keeps secure and discloses personal information. Refer to Appendix F for further detailed information.
10. The maximum retention period for personal information is one school year, from September 1 to June 30. The Website Coordinator is responsible for the disposal and disposition of personal information collected on the website in electronic form at the end of each school year. Records are to be permanently deleted from the hosting servers and archives.

SECTION XV CONSTITUTION AND BYLAW AMENDMENTS

1. The Constitution and Bylaws of École Panorama Heights Elementary School Parent Advisory Council should be reviewed, at minimum every three years, and amendments may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
3. Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.
4. A two-thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws
5. A two-thirds (2/3) majority by eligible voting members is required to amend any part of the Constitution.

Adopted by the Membership at the General Meeting held at Ecole Panorama Heights Elementary School, Coquitlam, BC on March 6th, 2017

Tracey Yuruk
PAC Chair

Melda Okucu
PAC Treasurer

Sarah Taylor
DPAC Representative

APPENDIX A CORE EXECUTIVE OFFICER POSITIONS

PAC CHAIR

- Shall convene and preside at all executive, general and special meetings or appoint a Chair Designate to assume this duty as necessary
- Shall be familiar with and follow the Constitution and Bylaws
- Shall ensure that an agenda is prepared and distributed following the Bylaws
- Shall ensure a quorum is present before calling a meeting to order
- 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, always acting on behalf of the majority of members and not personally
- Shall be responsible for receiving, reviewing and managing confidential material
- Shall be one of the signing officers as described in Section XVI
- Shall submit a written annual report to the membership
- Shall issue and receive correspondence on behalf of the PAC

TREASURER

- Shall have a demonstrated ability and/or understanding of bookkeeping/accounting procedures
- Shall keep an accurate and current record of all receipts and expenditures of the PAC for the Accounts. Bank statements must be reconciled monthly and made available for review on a monthly basis
- Shall assess all financial undertakings to ensure they are within the annual budget
- Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices and expenditures are disbursed from the correct account as per Gaming regulations
- Shall prepare a written financial report following the BCCPAC guidelines for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- Shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XIII Finances
- first draft Shall be one of the PAC signing officers as described in Section XIII
- Shall ensure all bills are paid promptly
- Shall draft an annual budget with the assistance of the PAC Chair
- Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC
- Shall ensure a review or audit process is initiated by the PAC Executive as specified in Section XIII
- Shall facilitate the transfer of banking signing authority
- Shall participate in a hand-over meeting at the end of their term to address all documentation requirements including fees, banking set-up and other financial matters.

SECRETARY

- Shall record the minutes of all executive, general and special meetings
- Shall prepare, within one week of any meeting, a first draft of meeting minutes to be approved by Chair and the school Principal and ensure their distribution
- Shall submit within two weeks of any meeting, complete minutes and ensure their distribution
- Shall file the original copy of the minutes in the official PAC record binder and ensure their addition on the web-site
- Shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- Shall ensure safe keeping of all records of the PAC

- Shall keep a complete and current inventory, including location, of all PAC assets
- Shall ensure the PAC executive members complete a written synopsis of their areas' activities for the year which are collected at the end of the term and appropriately redistributed in September

DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- Shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- Shall report to the PAC regarding issues discussed
- Shall seek input from the PAC for presentation at DPAC meetings
- Shall vote the PAC's wishes at DPAC meetings
- Shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPA and Ministry of Education, and make them readily available to the general membership.

1. VICE CHAIR

- Shall in the absence of the Chair serve in his/her stead
- Shall attend Council and Executive meetings
- Carry out any other duties as may be assigned by the Chair or the Executive
- This position shall not be held by any individual already holding a Core Executive Officer Position

2. CANADIAN PARENTS FOR FRENCH (CPF) COORDINATOR

- Shall ensure a delegate represents École Panorama Heights Elementary School's interests at C.P.F. meetings and reports to the PAC
- Shall co-ordinate the distribution of C.P.F. materials to French immersion students and their families at École Panorama Heights Elementary School
- Shall represent the concerns of parents of French immersion students to the PAC and act as their contact
- Other duties as assigned

3. CLASS LIAISON COORDINATOR

- Shall coordinate the recruiting of a volunteer (class rep) from each class
- Shall provide a list of class reps to the PAC Chair
- Shall orient and oversee the class reps as to their duties and responsibilities as the representative of their class
- Shall issue a standardized request for parental consent to share contact information
- Shall facilitate communication between the PAC executive and the parent body as whole through the class reps
- Liaise with the school administration and the class reps
- Shall assist the Multicultural Liaison with the recruiting of Language reps for translation of PAC communications
- Shall assist with recruiting for other volunteer programs within the school
- Shall attend (by invitation) the Teachers Planning Meetings, or send a designate PAC executive officer
- Other duties as assigned

4. FUNDRAISING COORDINATOR

- Shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution and Bylaws and in the PAC Policies and Procedures document,
- Shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
- Shall communicate and inform Class Liaison of all events throughout the school year
- Shall maintain a record of fundraising projects, suggestions for improvement and future events
- Shall prepare a calendar at the beginning of the school year showing proposed fundraising activities and expected returns for that school year
- Shall prepare financial reports of fundraising activities and submit to Treasurer for presentation at general meetings
- Shall follow financial control procedures with respect to monies and inventory in carrying out duties
- Other duties as assigned

5. GRADE FIVE COORDINATOR

- Shall coordinate all activities and events relating to grade five students
- Shall obtain listing of grade five students for purposes of this role with consideration given to privacy and confidentiality
- Shall oversee all items relating to celebrating and remembering the last year at the school for grade five students
- Shall coordinate a committee to assist with the planning of events such as leaving ceremony, end of year celebrations, yearbook
- Shall follow financial control procedures with respect to monies and inventory in carrying out duties
- Other duties as assigned

6. HOT LUNCH COORDINATOR

- Shall possess a Food Safe Level 1 Certificate of Completion and ensure all food safety guidelines are adhered to
- Shall coordinate with the Principal as to convenient dates to offer hot lunch service to students and staff
- Shall coordinate the ordering and delivery or preparation of any food
- Shall ensure hot lunch events are self-supporting
- Shall maintain a record of supplier contacts and suggestions for the smooth operation of this task
- Shall follow the cash control procedures as applicable
- Shall prepare financial reports of hot lunch events and submit to Treasurer for presentation at general meetings
- Shall follow financial control procedures with respect to monies and inventory in carrying out duties
- Other duties as assigned

7. MULTICULTURAL LIAISON

- Shall facilitate the welcoming of families new to École Panorama Heights Elementary School that have backgrounds in other cultures.
- Shall encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system
- Shall maintain a record of events or initiatives and provide suggestions for future efforts
- Shall work with ESL teacher and translation reps
- Other duties as assigned

8. PARENT EDUCATION COORDINATOR

- Shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
- Shall arrange topics and guest speakers for assemblies where a parent education component is desired
- Shall maintain a complete record of speakers, their topics, handouts and associated costs
- Shall collect potential speaker information and maintain a record of this information in the parent library
- Shall purchase parent education materials for the parent library with the approval of the membership
- Shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- Shall, for each parent education event, provide an evaluation form to be filled out by parents attending that event
- Shall ensure payment is processed for Parent Ed speakers
- Shall follow financial control procedures with respect to monies and inventory in carrying out duties
- Other duties as assigned

9. SAFETY, HEALTH, and EMERGENCY PREPAREDNESS COORDINATOR

- Shall monitor student safety issues such as, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
- Shall monitor medical room supplies and procedures
- Shall send representatives to all meetings of the School Emergency Preparedness Committee
- Shall assist the school to ensure all student identification and release forms are up to date and properly stored
- Shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classrooms lists are current.
- Shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations
- Shall investigate and act on parent concerns regarding health issues and first aid procedures
- Establish and coordinate activities of parent committees for student safety or health enhancement projects
- Liaise with school administration, civic officials, police forces, ICBC, DPAC, Vandal Watch, Block Watch, etc. as necessary
- Preferably shall be available during school hours
- Other duties as assigned

10. STUDENT ENRICHMENT PROGRAM (SEP) COORDINATOR

- Shall propose SEP projects (i.e. student clubs and other student enrichment programs) to the Executive ensuring that they meet the guidelines established in the Constitution and Bylaws
- Shall liaise with teachers regarding funding for teacher enrichment program (i.e. TEF)
- Shall coordinate all activities related to SEP and act as liaison between the SEP committee and the PAC Executive
- Shall maintain a record of SEP projects, suggestions for improvement and future events
- Shall prepare a calendar at the beginning of the school year showing proposed SEP activities and expected costs for that school year
- Shall welcome the input and participation of Panorama parents in the SEP program
- Shall support the objectives of the committee as per detailed Policies and Procedures document.
- Shall ensure the committee evaluates each proposal using agreed upon criteria
- Shall not benefit financially from any program
- Shall follow financial control procedures with respect to monies and inventory in carrying out duties
- Other duties as assigned

11. TRAFFIC COORDINATOR

- Shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and implement measures to improve safety
- Liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary
- Other duties as assigned

12. WEBSITE AND COMMUNICATIONS COORDINATOR

- Shall have a demonstrated ability and understanding of website design and maintenance
- Shall maintain and update website including calendar and postings
- Shall moderate any post or comment submitted by any member. Should there be any signs of abuse, this must be reported immediately to the PAC to ensure appropriate measures are taken
- Shall administer and facilitate PAC email accounts as per Section XIV
- Shall administer and facilitate PAC website accounts as per Section XIV
- Shall monitor any security breach on the website including any unauthorized logins, unauthorized activities, missing data, etc.
- Shall monitor requirements and activities on the website and make modifications to the web design, system and structure as necessary
- Shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- Shall post and distribute meeting agendas and minutes as directed by Executive
- Shall oversee the Parent Information Centre and Bulletin Boards and post materials as directed
- Shall arrange for translators, with assistance from Multicultural Liaison, as required of important notices/newsletters
- Other duties as assigned

13. MEMBER AT LARGE

- Shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- All general duties of the Executive and Code of Conduct shall also apply to the Member at Large
- Other duties as assigned

APPENDIX C COMMITTEE ROLES AND RESPONSIBILITIES

Fundraising Committee

- Shall report to the Fundraising Coordinator as outlined in Appendix B
- Shall be bound by all Standing Committee rules as outlined in Section XII
- Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
- It shall be stated to the membership how the proceeds of any fundraiser will be directed.
- 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.
- No member or their family shall benefit financially from fundraising at the school.

Student Enrichment Committee

- Shall report to the Student Enrichment Program Coordinator as outlined in Appendix B
- Shall be bound by all Standing Committee rules as outlined in Section XII
- Shall welcome the input and participation of Panorama parents in the SEP program
- Shall support the objectives of the committee as per detailed Policies and Procedures document
- Shall evaluate each proposal using agreed upon criteria as per detailed Policies and Procedures document
- Shall not benefit financially from any program

Historical Committee

- Shall be bound by all Standing Committee rules as outlined in Section XII
- Shall report to a designated coordinator
- Shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of École Panorama Heights Elementary School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC
- Shall keep these materials safe and orderly and ready for use for external reviews or school event use

Class Representatives

- Shall create and distribute a contact list for their class under the guidelines of the Class Liaison Coordinator
- Shall assist the class teacher, as required
- Shall attend the PAC general meetings
- Shall facilitate communication between the parents and the PAC executive through the Class Liaison Coordinator or the PAC general meetings
- Shall be bound by all Standing Committee rules as outlined in Section XII
- Other duties as required

Other Committees

- Shall report to their Coordinator as outlined in Appendix B
- Shall be bound by all Standing Committee rules as outlined in Section XII
- Shall perform committee duties as required.

APPENDIX D FINANCIAL CONTROL PROCEDURES

The following are control procedures that must be implemented for PAC related fundraising events that collect monies in non-electronic form:

Note: Gaming events are subject to additional control requirements.

Cash Handling

- Cash is never left unattended and must remain in joint custody at all times.
- Cash receipts are always counted by 2 individuals and recorded on an *Event Tally Sheet*.¹
- Cash receipts are deposited intact. No disbursements are made from cash receipts (i.e., for purchases or reimbursements).
- Cash awaiting deposit is locked up until ready for deposit. Arrangements are to be made with a designated PAC Executive for monies to be deposited from an event that is held outside of school office hours.
- Access to the locked funds is restricted to no more than 2 designated individuals who are accountable for the funds.
- Bank deposits are made by a PAC Executive Cheque Signatory (separate from the individuals completing the *Event Tally Sheet*) to minimize the risk of loss.
- Cash receipts are posted promptly to the ledger. Money received is documented separately for each activity.

Fundraising/Hot Lunch Events

- Financial records are to be retained with accounting records. I.e. Ticket stubs, copies of order forms, inventory open and close counts and other sales records.
- A *Cash Float Request Form* is to be completed for all events requiring a cash float for sales.² In addition, once the cash float is prepared for the event, a *Cash Control Sheet* is also to be completed.³ A separate *Event Tally Sheet* is prepared for the cash float reimbursement and includes the signature of the person responsible for requesting the float.
- At events, always have two people selling tickets and verify/document opening ticket and ending ticket numbers.
- At events, always have two people count opening inventory and two people count closing inventory. All unused inventory is to be kept for use at the next appropriate PAC event or returned for refund, subject to perishability considerations.
- Cash stations are not to have greater than \$100 (in bills) at any given time. If so, periodic sweeping of these floats are to be done. The cash is counted by the person responsible for the float as well as the Coordinator(s) responsible for the event and signed off by both on the *Cash Control Sheet*. A *Cash Control Sheet* is to be completed for every sweep of cash. These funds are to be placed under lock and key until the end of the event when all funds are counted.
- Any new goods or services provider must be approved by PAC at a general meeting prior to any PAC use.

¹ An *Event Tally 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 signed by the individual (PAC Executive) who received it along with the cash for bank deposit.

² A *Cash Float Request Form* documents the event and description, the person requesting the funds for the cash float and is signed by the designated person requesting the funds.

³ A *Cash Control Sheet* documents the cash count in various denominations and in total for the float and is signed by both individuals that counted the cash (with one of the persons being the person who is responsible for that specific float and the other individual is one of the event Coordinators).

APPENDIX E REPORT FOR REVIEW OF FINANCIAL RECORDS

Upon completion of a review of the financial books and records of the PAC, the following report must be completed for the Accounts by the reviewer and presented to Council:

We have examined the books and records of École Panorama Heights Elementary School Parent Advisory Council for the year ended June 30, 20_____. As a result of our examination, we feel that the financial statements fairly present the financial position at June 30, 20_____, and the revenue and expenditures for the year then ended.

Signature

Date: _____

Name

APPENDIX F Personal Information Protection Act (PIPA)

The *Personal Information Protection Act (PIPA)* came into effect in BC on January 1, 2004 and applies to the PAC to regulate the way personal information is collected, used, kept secure, and disclosed. The Act ensures that all private sector organizations that hold information about individuals handle that personal information responsibly. It also gives individuals control over the way information about them is handled, and a right to request access to, and correction of, their personal information.

What is “personal information”?

Personal information is defined as “information about an identifiable individual”. It means

- information that *can identify* an individual, for example, name, home address, home phone number, and ID numbers
- information *about an identifiable* individual, for example, physical description, education, religion, employment, marital status, and blood type.

Personal information includes *employee personal information*, but does *not* include “business contact information” or “work product information”:

- *Business contact information* is the kind of information you would find on a business card or letterhead—name, position or title, business phone number, address, e-mail, and fax number. You do not need consent to collect, use, or disclose this information.
- *Work product information* is anything prepared or collected as part of a person’s business or employment—for example, letters, reports, or research. Employees do not have a right of access to everything they prepare as part of their employment.

With limited exceptions, all other information collected on an identifiable individual is protected under the Act.

PAC Implications

The Act creates “common sense” rules for collecting, using, and sharing personal information. These rules will apply if and when the PAC collects personal information for

- contact lists that use *home* phone numbers, addresses, or personal e-mail rather than business addresses
- volunteer or committee lists
- donor lists
- awards or prizes.

The personal information might include photographs and video tapes as well as electronic or paper records.

The common sense rules are:

- *Identify the purpose* for which the personal information is needed. Is the purpose reasonable?
- *Limit the collection* of personal information. Is the information necessary for the purpose?
- *Disclose the purpose* to the individuals from whom the information is collected.
- *Obtain consent* from the individuals before or at the time the information is collected, *and* when a new use for the information is proposed.
- *Limit the use, disclosure, and retention* of information to the purpose for which it was collected, unless the individuals consent to a new purpose. Get rid of the information (or render it anonymous) as soon as it no longer serves the purpose.
- *Be accurate and complete* in the information you collect.
- *Safeguard personal information* from unauthorized access, collection, use, disclosure, modification, or disposal by people within and outside the PAC.

- *Be open* about your practices with respect to personal information. Identify who is accountable for the information collected, who can answer questions, and how a person can gain access to his or her personal information.
- *Give people access* to their personal information. Explain how it has been or is being used. Tell them who it has been given to. Correct it if it is inaccurate or incomplete.
- *Provide recourse* if someone complains. Investigate complaints, deal with them openly, and resolve them.

Giving consent

A person can consent to the collection, use, and disclosure of personal information *explicitly* in writing or verbally, or *implicitly*, called “deemed consent”. Consent is *deemed* to be given when

- the purpose of the information would be considered obvious to a reasonable person, **and**
- the person voluntarily gives the information for that purpose.

Responsibility for volunteers

Data Collection

Responsibility for personal information lies with your PAC, not with the individual volunteers who collected, used, or shared the information. The PAC is responsible for the methods volunteers use to collect information and the manner in which it is handled.

Retention and Disposal

Personal information that is no longer required to fulfil the identified purposes is to be destroyed after the retention period. The maximum retention period for personal information is one school year, from September 1 to June 30.

Care shall be used in the disposal or destruction of personal information to prevent unauthorized access.

- The Website Coordinator is responsible for the disposal and disposition of personal information collected on the website in electronic form at the end of each school year. Records are to be permanently deleted from the hosting servers and archives.
- Other paper or electronic records are to be destroyed by individual appointed executives under controlled and confidential conditions by shredding.

