Constitution

Section I – NAME

The name of this Council is SKSS Parent Advisory Council (the "PAC") as sanctioned by the School Act.

Section II – FOUNDATION PHILOSOPHY

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

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

As parents, we recognize that our children's success at school depends on our interest, support and involvement in their education and the school community.

The PAC will function within the guidelines established by the School Act and policies of the Board of School Trustees of School District #73.

Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of SKSS
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To apply for available grants to provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Section IV – INTERPRETATION OF TERMS

"community organizations" means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

"district" means School District No. 73

"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. 73

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in SKSS

"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. 73

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in SKSS are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting, unless there is a perceived or real conflict of interest (see Section VII).

Non-voting members

1. Administrators and staff (teaching and non-teaching) of SKSS are invited to become non-voting members of the Council.

2. Members of the community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.

3. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

1. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

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. One of those meetings will be the annual general meeting (AGM).

3. The Annual General Meeting (AGM) will be held annually.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public system.

Notice of meetings

1. Members will be given reasonable notice of general meetings. Notice may be sent in various ways—including by PAC social media page, school newsletter, e-mail, or school website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three voting members.

2. 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. The quorum cannot be waived or suspended, even by unanimous consent.

Meeting Participation

Meeting Formats:

1. SKSS PAC meetings may be conducted in-person, via videoconference (e.g., ZOOM), or through a hybrid format combining both options.
2. In-Person Meetings: Participants must sign in with their full name and their SKSS student's grade.
3. Videoconference Meetings: Participants must adjust their online display names to reflect their first name, the first letter of their last name, and the highest grade level of their SKSS student(s).
4. Participants attending virtually may be asked to confirm their identity visually to establish eligibility for participation.
5. Participants attending virtually will remain muted until recognized by the Chair to speak or make a motion.

Recording Prohibition:

Recording of SKSS PAC meetings is strictly prohibited unless explicitly permitted for minute-taking purposes. Unauthorized recordings may result in disciplinary action.

Decorum:

Participants are expected to engage respectfully and constructively, ensuring that discussions occur without fear of judgment or unauthorized recording.

Equal Treatment:

All participants, whether attending in person or via videoconference, will be afforded equal opportunities to participate in discussions and motions.

Voting

1. 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).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person (video-conferencing and telephone log-in is acceptable) on all matters. Voting by proxy or on e-mail will not be permitted.
4. Voting can be by secret ballot if requested by a majority of the voting members, or by a simple show of hands or web-meeting poll.
5. The Chair and the Secretary are eligible to vote, even if they are able to see the meeting poll results as they come in, unless there is a conflict of interest or perceived bias (see Section VII)
6. If by ballot, all ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting, before the result of the votes are called.

Voting Procedures

One Parent/Guardian = One Vote Rule. Each parent or guardian is allowed one vote, even in households with multiple children enrolled at SKSS.

Verification Procedures:

1. To prevent multiple voting and unauthorized access, attendees may be required to confirm their identity and eligibility to vote through visual verification or by completing an authentication step before voting.
2. An example of a verification process includes asking SKSS PAC members to type their names and their SKSS student's name and grade in a designated chat channel where an SKSS PAC Executive member, School Administrator, or Principal can verify attendees' identities. Failure to do so can result in expulsion from the meeting.
3. Voter identity verification may be imposed at the discretion of the PAC Chair.
4. Abstentions do not affect the outcome of a vote.

Voting Administrator Privilege:

Any individual who administers the voting process and has access to live results retains the right to cast their own vote. This ensures their participation and representation in decision-making processes.

Post-Voting Audits:

SKSS PAC Executive reserves the right to conduct a post-voting audit to ensure no duplicate votes were submitted.

Prohibited Voting Practices

1. Simultaneous logins from multiple devices using different credentials are prohibited.

2. Participants might be asked to log out from additional devices during voting.

Voting Bylaw Amendments:

Changes to this bylaw require a **75%** majority vote of the membership, with prior written notice provided at least two weeks in advance.

Voting Abstentions

Definition of Abstention:

An abstention occurs when a member refrains from voting on a motion. It is not counted as a vote for or against the motion.

Effect on Voting Outcomes:

Abstentions do not affect the outcome of a vote, as they are not included in the total number of votes cast.

Example: If 5 vote in favor, 3 against, and 2 abstain, the motion passes because it received a majority of the 8 votes cast.

Recording Abstentions:

The number of abstentions may be recorded in meeting minutes, but individual names are typically excluded unless required by organizational rules.

In roll-call votes, members can explicitly state their abstention, which should then be recorded.

Quorum Considerations:

Members who abstain still count toward the quorum because they are present and capable of voting, even if they choose not to participate.

Conflict of Interest:

Members may abstain due to conflicts of interest or personal reasons to ensure impartiality.

Section IV -- EXECUTIVE

Role of executive

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

Executive defined

The executive must include:

•a Chair (or "president"),
•a Treasurer,
•a Secretary,
•a DPAC representative

Only the roles of Secretary/Treasurer may be combined.

The executive may include

- a Co-Chair or Vice-Chair,
- other such members of the Council as the membership decides ("Members at Large")

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of SD73 or the Ministry of Education and Child Care, unless there is a Conflict of Interest or Perceived Bias (See Section VII).

Election of executive

1. The executive will be elected at each annual general meeting, with one position being voted on at a time.
2. Elections will be conducted by one of the existing executive members, as agreed on by the membership.

Term of office

1. The executive will hold office for a term of one year.
2. No person may hold the same executive position for more than five consecutive years.

Vacancy

1. Executive members must give written intention of resignation, which must be circulated to all executive members. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

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 his or her term of office, and may elect an eligible member to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

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 the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

Section V – EXECUTIVE MEETINGS

Meetings

~~1.~~ Executive meetings will be held at the call of any member of the executive as deemed necessary.
2. General executive business between meetings may be conducted electronically. Examples of general business include circulating newsletter articles for verification by executive members, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes.
3. Matters requiring a vote or more detailed discussion will be brought to an executive meeting for decision making purposes. The Chair will call executive meetings, as per the request of the executive members.

Quorum

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

Notice

1. Executive members will be given at least 1 week notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

Section VI - DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

District Parent Advisory Council representative

1. Up to two representatives to the SD73 District Advisory Councils may be elected annually from among the voting members.
2. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization, such as BCCPAC.
3. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. Following the AGM, the incoming Council Executive must sign the Code of Ethics as set out in the Bylaws.

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

1. Any information received in confidence by an executive member or representative 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.

Disclosure of interest, Conflict of interest, Perceived Bias

1. As part of Council's nominating procedure, nominees or prospective volunteers must disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their Executive, Committee or Representative duties.
2. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully

and promptly the nature and extent of his or her interest to the membership and executive.

3. Parents are prohibited from using their position on the Council for personal Gain.
4. Parents who are employees or elected officials of the School District or Ministry of Education and Child Care are prohibited from holding an Executive Position or representing the Council on an external committee or organization.
5. Any parent who speaks for or represents the Council must do so solely in the interests of the parent membership.
6. Parents who hold positions in the education system or own a business that supplies goods or services to the school or district are not precluded from participating as a member at large. These parents can vote on issues that affect all parents in the same way, including in elections in which they are not a candidate, and can participate in all activities that do not involve decision-making as long as there is no conflict of interest or perceived bias.
7. When a parent has a financial interest not common to other members of the council, they must refrain from voting.

Administration of the Code of Ethics

Dispute Resolution Process

The following is the process for dealing with a concern that an Executive Member, Committee Member, or Representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect volunteers, Executive members, and Representatives from vexatious and mischievous complaints.

Process

1. All complaints, verbal and written, will be received by the Chair. The Chair may appoint another Executive Member to act as Chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the Chair, the

complainant will be directed to the Vice-Chair. If the Chair and the Vice-Chair are involved, any Executive member may receive the complaint.

2. For the purpose of this process, the person acting on the complaint is named the Chairperson.
3. Upon receiving the complaint, the Chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The Chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The Chairperson may request the participation of other Executive Members, the DPAC Executive, or the BCCPAC Executive in the process.
8. If the parties cannot agree on a resolution, the Chairperson will make a recommendation to the parties. The Chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the Chairperson. The appeal must be in writing to the Council Executive within 30 days of being notified of the decision.
10. Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC or BCCPAC for support in resolving the issue.

Conflict of Interest

- Conflict of Interest is present when a parent or a member of their immediate family could benefit financially from a decision of the PAC or DPAC that a parent can influence or vote on. This is true whether the parent is an Executive Member, Committee Member, or Member at Large.

Perceived Bias

- Perceived Bias may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. For example, if a parent is an employee or elected official of the School District or Ministry of Education and Child Care, there may be a perceived bias as to whether the parent is acting solely in the interests of the council.

Code of Ethics

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body
2. Performs their duties with honesty and integrity and in the interests of the Council
3. Works to ensure that the well-being of students is the primary focus of all decisions
4. Respects the rights of all individuals
5. Takes direction from the membership and executive
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. Works to ensure that issues are resolved through due process
8. Strives to be informed and only passes on information that is reliable
9. Respects all confidential information
10. Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of: _____within the SKSS Parent Advisory Council, have read, understood, and agree to abide by this Code of Ethics.

I also agree to participate in the dispute resolution process that has been set out in the SKSS Bylaws.

Name:_____

Signature: _____

Date:_____

This Code of Ethics shall be signed by members of the Executive Committee as elected, appointed or acclaimed after each AGM, and kept on file as part of the AGM Minutes.

Section VIII – DUTIES OF EXECUTIVE

The Chair will

• consult with Council and executive members, primarily through regular newsletters, website information and meetings. Parent surveys can also be used to enable this function, as approved by executive

• coordinate parent newsletter updates: assign a Council member or executive member to write monthly news updates (this can be done on a month-by-month basis or one volunteer could take on responsibility of this function for the entire school year). Ensure content is up-to-date, accurate and reflective of current PAC issues and events.

• speak on behalf of the Council, arranging meetings with the school Principal as required

• ensure that general meeting dates and PAC school events are scheduled at the commencement of the school year (usually requires a meeting with executive and Administration before the start of the school year in September)

• call executive meetings at the request of the executive members, as required or requested

• preside at the PAC AGM

• appoint committees where authorized by the membership or executive

• ensure that Council activities are aimed at achieving the purposes set out in the constitution

• ensure safekeeping of all records of the Council

• act as a signing officer

The Co-Chair or Vice-Chair will

• identify a suitable meeting venue for general meetings

• ensure that meeting agendas are prepared and circulated onto the website and parent information board

• liaise with the Chair and determine who is to preside at each general meeting, as determined by individual availability and meeting content

• arrange for guest speakers for the general meetings, as required

• assist the Chair in the performance of his or her duties

• may act as a signing officer

The Secretary will

• maintain the PAC website, ensuring posts are current and relevant to the activities of the Council

• ensure meeting notes are posted onto the website in a timely fashion (including unapproved minutes with a special note indicating that these notes are in draft form), ideally no more than two weeks after any meeting

• regularly check email correspondence on the SKSS PAC email account, forwarding enquiries to the appropriate person(s) as necessary

• assist the president in the performance of his or her duties

• may act as a signing officer

The Treasurer

• may act as one of the signing officers, although this is not best practice per Gaming Guidelines

• will ensure all funds of the Council are properly accounted for

• will apply for gaming funds annually, and disburse funds as authorized by the membership or executive

•will ensure that proper financial records and books of account are maintained

• will report on all receipts and disbursements at executive meetings

• will make financial records and books of account available to members upon request

•will prepare an annual gaming report and submit it, as well as have the financial records and books of account ready for inspection or audit annually

• will, with the assistance of the executive and input from the Chair (and Administration), draft an annual budget, for approval at the AGM

• will ensure that another signing officer has access to the financial records and books of account in the treasurer's absence

• will submit an annual financial statement at the annual general meeting

The DPAC Representative will

• attend all meetings of the District Advisory Councils to represent, speak, and vote on behalf of the Council

• maintain current BCCPAC registration of the Council should the Council so desire

• report regularly to the membership and executive on all matters relating to the DPAC, circulating notes to the membership via newsletter or e-mail after every DPAC meeting

• seek and give input to the DPAC on behalf of the Council

• receive, circulate, and post DPAC newsletters, brochures, and announcements

• receive and act on all other communications from the DPAC

• liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a DPAC or BCCPAC vote F.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
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, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee may be appointed annually before the annual general meeting.

Terms of reference for ad hoc committees will be formulated as necessary.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30th of the following year.

Power to raise money

1. The Council may raise and spend money to further its purposes.

Bank accounts

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

Signing authority

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

Financial Procedure

1. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 30th, unless given

prior approval. Receipts must be dated within that school year (i.e. from 1st July until 30th June), to ensure consideration for reimbursement.

2. Approved PAC expenditures do not roll over to the following school year. Any expenditures approved by the council must be spent during the school year in which they were approved. If receipts are not provided for reimbursement before June 30th, those funds are released back to the accounts for disbursement by the next year's council.

Annual budget

1. The Treasurer is responsible for presenting an annual budget which includes an accounting of funds available, gaming funds received, and bank balances. The Treasurer is responsible, along with the Executive, for meeting all statutory and fiduciary obligations of the Council, as set forth in the Gaming Branch rules and regulations.
2. The executive will put out a call for disbursement requests for PAC Funds twice per year, once in the Fall, and once again for the Spring term.
3. The SKSS PAC adopted the Gaming Fund Evaluation Matrix and Equalization Formula as its preferred method for allocating gaming grant funds in May of 2025.
4. To assist in this allocation, programs will be asked to provide, in writing, a request for PAC funding. This request shall detail the amount of money requested, the expected student impact, the group's access to independent fundraising options, current versus long term benefit of funding, and how this request speaks to variety in funding allocation/fair rotation.
5. These funding requests should be reviewed first by the Principal, and if necessary, the School District, to ensure compliance with all School and District policies and procedures.
6. Requested gaming funds must meet all requirements set out by the Gaming Branch for the legal disbursement of Community Gaming Grant funds, including that:
    a. PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC.
    b. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide.
    c. The preferred method of allocating gaming grant funds is the Gaming Fund Evaluation Matrix and Equalization formula, which is attached to these bylaws as a separate addendum. The Gaming Funds Allocation Matrix shall be reviewed periodically and may be updated by motion of the PAC to reflect

SKSS PAC needs or changes to provincial gaming grant criteria. All gaming fund requests shall be assessed using this method and must align with the funding criteria outlined by the BC Gaming Branch.

d. Gaming Regulations state that grant funds may not be used to pay for goods or services used primarily in the classroom; this includes materials that are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, laptops).

7. The Treasurer shall compile funding requests for presentation to the Executive and General Membership at the designated meetings (usually October and February).
8. The Executive Committee shall make recommendations as to how the annual gaming grant shall be spent: In general, 75% of funds are disbursed in the Fall term, with 25% being held over for Spring disbursement.
9. Fair Notice will be given to the General Membership that disbursement requests will be presented and voted on at the next meeting. This notice may be by email, newsletter or other PAC social media communication.
10. Once disbursements are approved by the membership, the disbursements become part of the approved budget.
11. No single disbursement of greater or equal to 50% of the total funds available shall be granted to any group, club, or extracurricular activity unless the membership votes **unanimously** (see also Conflict of Interest- Section VII for exclusions on voting)
12. The SKSS PAC adopts the Gaming Fund Evaluation Matrix and Equalization Formula as its preferred method for allocating gaming grant funds. The Gaming Fund Allocation Matrix shall be attached as an addendum to the Bylaws for easy reference. It is separate from the Bylaws, and as such, the Gaming Fund Allocation Matrix may be reviewed and updated by a regular motion of the PAC (to reflect SKSS PAC needs or changes to provincial gaming grant criteria).
13. The approved budget covers the time of the financial year: July 1st to June 30th. Annual Funding Allocations are intended to be spent within the year in which they are approved, and do not roll over past the end of the fiscal year.
14. The approved budget provides the executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
15. Budgets may be amended with the approval of the membership.

<u>Non-budgeted expenditures</u>

1. Outside of regular general meetings, the Executive may approve extraordinary expenditures up to the amount of $150. These must be communicated back to the General Membership at the next regular meeting.

2. Any proposed extraordinary expenditures of greater than $150 that are not included in the current budget must be presented to the membership for approval at the next general meeting.

Start-up Funds

1. Each Executive must leave start-up funds, for the following year's Executive, of at least $500 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

Auditor

1. Members at a general meeting may vote to appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

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

2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution passed by a three-quarters majority at a duly convened General Meeting.
2. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 73 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of SKSS.

ADDENDUM: GAMING FUND ALLOCATION MATRIX

This Matrix is an addendum to the Bylaws.

The Gaming Fund Allocation Matrix shall be reviewed periodically and may be updated by regular motion of the PAC to reflect SKSS PAC needs, or changes to the Provincial Gaming Grant criteria.

Preferred Method of Allocating Gaming Grant Funds

In May of 2025, the SKSS PAC adopted the Gaming Fund Evaluation Matrix and Equalization Formula as its preferred method for allocating gaming grant funds.

All gaming fund requests shall be assessed using this method and must align with the funding criteria outlined by the BC Gaming Branch

Purpose: This Gaming Fund Allocation Rubric/Guideline shall be used by PAC as a structured and transparent framework for equitably distributing gaming funds when funding requests vary in size, scope, and student impact. PAC may use this Rubric, or another fair distribution method as discussed and voted on by the membership in advance of the bi-annual allocation.

Categories of Requests

1. School-Wide Initiatives: Activities or resources that benefit all students (e.g., school spirit events, intramurals, assemblies).
2. Departmental/Club-Specific Requests: Requests from specific departments, clubs, or sports teams (e.g., music programs, leadership events, sports equipment).
3. Time-Sensitive/Emergency Requests: Urgent requests that address unforeseen needs or opportunities (e.g., last-minute competition entry fees).

Rubric for Evaluating Requests

Requests will be evaluated based on the following expanded criteria, with points assigned for each category. Higher scores indicate higher priority for funding.

Criteria	Description	Points (0-3)
Student Impact	Depth and breath of impact; structured engagement; alignment with BC Gaming Fund priorities	0 = Minimal impact 1 = Moderate impact 2 = Significant impact for some 3 = Broad school-wide impact
Funding Efficiency	Current benefit vs. Long Term Benefit of funding	0 = No long term benefit 1 = Minimal long term benefit 2 = Moderate Long-Term Benefit 3 = Long Lasting Benefit

Ability to Fundraise	Whether the requesting group has the capacity to fundraise independently.	0 = Strong ability 1 = Moderate ability 2 = Limited ability 3 = No ability
Rotational Priority	Variety in funding allocation and fair rotation	0 = Group has received multiple allocations already this school year 1 = Group has already received one allocation this school year 2 = Group has receive no funding allocations this year, but has received allocation(s) last year 3 = Group has never received funding before

Total Points: Go through the groups. Assign the points. Equalize to number of points we have. Total number of points = total dollars available. For example: If a group is given 10 points out of 100 points total, they will get 10/100 or 10% of total dollars available. This can then be adjusted, if so voted by the membership (per normal voting guidelines).

Funding Allocation Guidelines

Note: These guidelines can be modified through a motion/vote by the SKSS PAC.

1. Proportional Distribution: For high-demand periods, funds may be allocated proportionally based on the rubric scores, ensuring partial support for multiple initiatives.
2. Caps for Large Requests: No disbursement to any one club, group or extracurricular may exceed 50% of the total available funds unless unanimously approved during a PAC vote. This ensures broad resource distribution.
3. Rotational Priority: Priority will be given to groups or departments that have not received funding in recent cycles to ensure diverse opportunities.
4. School-Wide Priority: benefiting the entire school community will be prioritized over department-specific or small-scale activities.
5. Ability to Fundraise: Consideration will be given to whether the requesting group has the capacity to fundraise independently:
    - Examples: Groups like athletics, music, drama, or visual arts, which often have greater fundraising capabilities, may receive proportionally less PAC funding to ensure equity for drop-in or less organized programs.
    - Clubs or initiatives serving students who participate sporadically or are not part of structured programs without consistent fundraising opportunities may receive prioritized funding.
6. Eligible Expenses: Funds must be used to enhance extracurricular opportunities for students, such as:
    - Sports teams, music programs, arts, and cultural events.
    - Equipment or supplies for extracurricular activities.

- Field trips and travel costs associated with extracurricular events.

7. Ineligible Expenses: Gaming funds cannot be used for:
    - Curriculum-based expenses (e.g., textbooks, teacher salaries, or educational materials).
    - Capital projects (e.g., building maintenance or renovations).
    - Items covered under the school or district's core funding responsibilities.
    - Staff wages or benefits, unless explicitly approved for extracurricular programs.
8. Semester-Based Disbursement: The PAC will disburse 75% of the total gaming funds during the fall semester and reserve 25% for allocation during the spring semester. This ensures a balanced distribution of resources across the academic year.

11. Compliance Review: All requests will undergo a compliance review to ensure alignment with BC Gaming Fund guidelines. This includes confirmation by the Principal or PAC Executive that the request meets eligibility criteria.

Example Allocation Process

1. Initial Categorization: Sort requests into the categories above (school-wide, department-specific, small-scale, emergency).
2. Rubric Scoring: Evaluate each request against the rubric and assign scores based on the weighted criteria.
3. Budget Allocation: Allocate funds proportionally, starting with the highest-scoring requests within each category.
    - Ensure no single request exceeds the cap for large requests.
4. Approval: Final approval of allocations will occur during PAC meetings through consensus or a transparent voting process.

Accountability and Reporting

- Documentation:

  Maintain detailed records of all requests, rubric scores, and final funding decisions.
- Include this information in PAC meeting minutes for transparency.
- Follow-Up Reports:

  Recipients of funding will provide a brief summary of how the funds were used and the outcomes achieved.
- Receipts and Accountability:

  All recipients must submit receipts for approved expenditures by the end of the school year. Unused funds will not roll over.