

## RLC PAC Meeting Minutes- (May 14<sup>th</sup> 2025)

ATTENDEES		
Chair: Jill Kryski	Heidi Stuart	Principal- Mr Buemann
Treasure:r Diane Kohen	Chantelle McMaster	
Co Chair: Tiffany Hayward		
Secretary: Andrea Bardeck		

**Location:** RLC Library 5990 Todd Rd

**Call to Order:** 6:02pm

- **Welcome, Introduction and Guests**
- **Minutes of previous meeting (April 2<sup>nd</sup> 2025)**
  - **Motion** to adopt minutes as presented: Jill, second: Heidi- Carried by all in favour
- **Correspondence**
  - Anonymous gift basket with thank you card
  - BCCPAC – wants to hear from PACs about affects from funding decisions, and whether we are
  - taking local action or making public statements
- **By Laws & Constitution**
  - No further discussion was needed
  - Changes made after April 2 meeting to be voted on
  - **Motion** to adopt proposed updated document (current bylaw requires 2/3 in favour): Jill, Second: Tiffany- Carried by all in favour
  - Dispersal of new doc: RLC website, SD73, DPAC and maybe gaming (Jill) PAC FB page (Andrea)
  - See Appendix 2 for newly adopted by laws and constitution
- **Treasurer’s Report (Diane)**
  - Bank account balances to end of April:
    - -Interior Savings General account: \$37,960.39
    - -Interior Savings Gaming account: \$14,273.28
    - -Interior Savings Investment account (bike savings): \$1001.67
    - -coins in RLC kept to act as future floats for Carnival: \$1570.95
    - **Total= \$54,806.29**
  - **Recent Activity:**
  - -Cash sales money from Raffle has been deposited

- Gaming bank account was not set correctly to require 2 ppl to approve a money transfer but
- Interior Savings was very quick to fix when we let them know
- WCS profit \$1172.82. Cheque should arrive in May.
- Cheque sent to Westwold PAC has been deposited.
- Have applied for 50/50 license at Carnival.
- Hot lunch pizza cheque from October 31st lunch has been cancelled and a new one reissued.
- Fundraiser earnings to be discussed later in meeting.
- **Motion** to adopt treasurer's report: Jill, second: Chantelle- carried by all in favour
- **Staff requests: Recently Approved/Awaiting Approval**
  - Recently Approved:
    - \$270 for Primary Track & Field Day (Ribbons, Freezies, Chalk, Bubble Wands)
    - 101.55 for Track & Field Meet Supplies (costs were higher than expected)
    - \$272.80 for Goertzen/Huffman bus to Pine Park for the annual Salmon Release Field Trip
    - \$426.00 (\$3 each/142 students) for Burns, Moyls, Gibbons, Klymchuk, Huffman, and Munden to attend Spirit Horse live performance by Kamloops Symphony (indigenous presentation that ties into school commitment for inclusive education & cultural learning)
  - Awaiting Discussion: none
- **Administrator's PAC Meeting Report**
  - Please refer to Appendix 1 to read the full Administrator's Report from Mr Buemann.
- **DPAC Update (Heidi)**
  - SD73 approved the 2025-26 budget, which had a \$5.8M shortfall
  - Do we know direct impacts on our school?
- There will be cuts to custodial staff and library assistant has been eliminated. LRAT time will also be reduced. School fees will increase by 4%.
  - Summary of DPAC Advocacy:
    - May 10th rally downtown
    - May 26th "Education Crisis" rally in Victoria
    - New facebook page "SD73 District Parent Advisory Council"

- PAC will post information posts on PAC facebook page
- Discussion was had on how PAC can advocate better
- **Committee Reports**
  - Hot Lunch (Sonia) – last session is on munch a lunch
  - Raffle (Draw April 25th): Raffle (April 25)
    - Total Sales: \$10,220 (1,022 of 2,000 tickets)
    - 9,970 online sales (412 transactions)
    - \$250 cash sales from Apr 18 setup at Market Fresh (17 transactions)
    - Stripe Fees: \$412.88
    - Rafflebox Fees: \$801.25 (\$715.40 +tax)
    - \$9,005.87 after fees
    - Minus \$2,250.00 prizes
    - Minus \$78.62 for license, donated sign thank you & flyer printing
    - Minus \$162.41 for pizza party\
    - Profit: \$6,514.84 (last year was over \$15,000)
    - Overall thoughts on Rafflebox PAC would likely continue to use raffle box with more pop up cask sales
    - Pizza Party happened May 13 and included Mr B
  - Movie Night (April 25<sup>th</sup>)
    - Tickets Sold Presale: 91 combos, 22 single tickets (113)
    - Tickets Sold at the Door: 5 combos, 8 single tickets (13)
    - Profit: \$657.25 (school is covering the cost of the pop corn machine rental)
  - Track Meet Concession Sales (May 8th)
    - Sales - \$1,305.85 worth of treats
    - 850 frozen treats (450 ice cream, 400 freezies) down from 870 in 2024
    - Approx. 195 chips/popcorn (~135 chips, ~60 popcorn) up from 140 in 2024
    - Profit approx. \$ \$750 (\$800.18 minus popcorn ~\$52.47)
    - Perfect amount of ice cream, needed more chips, 120 freezies leftover
  - DFS Cards in a Box
    - 7 orders, \$315 in sales, \$157.50 profit for PAC
    - Orders will arrive early June
  - Carnival (May 29th) – Final planning meeting to follow
    - Sign up for volunteer is live and currently only at 7% complete
- **Other**
  - Free hot dog day with be on school fun day Monday June 23rd
  - Numeracy night was held for some classes and it went well
- **Next PAC Meeting:** June 19<sup>th</sup> 5:00pm Eagle Point Golf Corse

**Meeting Adjourned:** 7:06 pm

## **APPENDIX 1: (May 14<sup>th</sup> 2025) Administrator's PAC Meeting Report**

### **2025-05-14 PAC Meeting Report**

#### **School Goals**

- *Numeracy - All students will meet or exceed numeracy expectations for each level.*
- Students will feel a sense of belonging and a positive connection with the adults in the building.

We would like to extend a huge thank you to all the volunteers that came out for both our Primary and Intermediate track days. We can't do them without you.

Today we welcomed our September 2025 Kindergarten students into the school for the first time. They will visit the school once before the end of the year as part of the SPARKS program. This is meant to ease the transition for parents and students into their first school. Thank you PAC for coming out to share what you do with parents.

Flag football is fun and the students are playing hard. We would like to thank Mrs Huffman and Mrs R Anderson who are busy coaching our flag football team. Our first ever swim team saw a lot of success this year. Thank you Mrs Lam for coaching this year. Mrs Bozek is also busy coaching our Cheer Team this year with over 40 students!!!

We would encourage you to continue to check the website, read our weekly posts or contact us should you have questions about the school.

We look forward to working with the PAC to support the students of RLC.

BLAKE BUEMANN (Principal)

SHEILA BROWN (Vice-Principal)

RLC / Westwold Elementary

School District No. 73 (Kamloops-Thompson)

**APPENDIX 2: By Laws and Constitution amended May 14<sup>th</sup> 2025**

# **Constitution – R.L. Clemitson Elementary School PAC**

## **Table of Contents**

Section I	Name
Section II	Foundation Philosophy
Section III	Purposes of the Council
Section IV	Interpretation of Terms

## **Section I – NAME**

The name of this Council is R.L. Clemitson Elementary School Parent Advisory Council (“RLC PAC”).

## **Section II – FOUNDATION PHILOSOPHY**

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 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.

This Council will function within guidelines established by the School Act and policies of the Board of School Trustees of School District No. 73.

## **Section III – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To promote the education and welfare of all 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 R.L. Clemitson Elementary School.
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 a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about any concerns.
9. To act as an advocate for all R.L. Clemitson parents.
10. To provide a forum whereby staff can discuss school issues, new ideas, and upcoming school news with parents.
11. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
12. To organize and support activities for students and parents.
13. To provide financial support for the goals of the Council, as determined by the membership.
14. To apply for available grants to assist with providing financial support for the goals of the Council, as determined by the membership.
15. To advise and participate in the activities of SD73 DPAC and the BC Confederation of Parent Advisory Councils.

#### **Section IV – INTERPRETATION OF TERMS**

**“ad-hoc committee”** is created to do a specific task within a certain time period

**“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 R.L. Clemitson 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. 73

**“quorum”** the minimum number of PAC members required to be present at a given meeting in order to vote on and pass motions

**“Roberts Rule of Order”** is a widely used manual of parliamentary procedure, providing a structured framework for conducting meetings and making group decisions fairly and efficiently, ensuring that all members have a voice and that the will of the majority prevails.

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

**“standing committee”** is one that exists every year and can be described in the bylaws (ex/ budget, hot lunch, special events, fundraising)

# **Bylaws – R.L. Clemitson Elementary School PAC**

## **Table of Contents**

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## **SECTION 1 – MEMBERSHIP**

### **Voting Members**

1. All parents and guardians of students registered in R.L. Clemitson Elementary School 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 7).

### **Non-Voting Members**

2. Administrators and staff (teaching and non-teaching) of R.L. Clemitson Elementary School are invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

### **Compliance with By-Laws**

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

## **SECTION 2 – 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.
3. Elections for Executive members are held at the Annual General Meeting, usually in September.
4. The annual budget will be determined in the Annual Budget Meeting to be held at the next general meeting following the Annual General Meeting. The Budget meeting is usually held in October to give allowance for the newly elected Executive Committee to prepare a proposed annual budget.

### **Conduct**

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system.
7. If procedural problems should arise, Robert's Rules of Order will be used to rectify the situation, unless they are in conflict with the guidelines in this Constitution.

### **Notice of Meetings**

8. Members will be given reasonable notice of general meetings.
9. Executive meetings will be held at the call of the Chair or any member of the executive as deemed necessary.

## **SECTION 3 – 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, voting then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Meeting Formats**

3. RLC PAC meetings may be conducted in-person, via videoconference (ex/ Zoom), or through a hybrid format combining both options.
4. In-Person Meetings: participants must sign in with their full name and their RLC student's grade.
5. 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 RLC student(s).
6. Participants attending virtually may be asked to confirm their identity visually to establish eligibility for participation.
7. Participants attending virtually will remain muted until recognized by the Chair to speak or make a motion.

### **Recording Prohibition**

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

### **Decorum**

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

### **Equal Treatment**

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

### **Voting**

11. 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).
12. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
13. Each Parent/Guardian = One Vote Rule. Each parent or guardian is allowed one vote, even in households with multiple children enrolled at RLC.
14. Members must vote in person on all matters (all forms of video and or audio conferencing is acceptable). Voting by proxy or by email will not be permitted.
15. Except as provided elsewhere in these bylaws, voting is by a show of hands or web-meeting poll, or where requested by two voting members present, by secret ballot.
16. 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 7).
17. Voting for the election of executives shall be done by secret ballot.
18. 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.
19. Items that require voting on are any significant decisions impacting the school that require the collective input of parents represented in the PAC. The following are examples, but not limited to:
  - a. Allocating funds for school activities and programs

- b. Approving budgets
  - c. Electing executive members
  - d. Deciding on fundraising initiatives
  - e. Endorsing or providing feedback on school policies that affect students
  - f. Making decisions regarding major school events or changes to existing programs
20. The process of recording a vote will be as follows:
- . A PAC member presents a motion for consideration
  - a. If in agreement, another PAC member may second the motion which advances the motion to the voting stage
  - b. PAC members in attendance vote on the motion
  - c. The vote can be recorded in the minutes in this fashion:
    - Motion to approve \$100 for bank fees: Member A; Second: Member C (All in Favour)
    - Motion to approve \$100 for bank fees: Member A; Second: Member B (2 in favour; 5 against – motion fails)
    - Motion to approve \$100 for bank fees: Member B; Second: Member C (3 in favour; 2 against – motion passes)

### **Verification Procedures for Virtual Voters**

21. 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.
22. An example of a verification process includes asking RLC PAC members to type their names and their RLC student's name and grade in a designated chat channel where an RLC PAC executive member, school administrator, or principal can verify attendees' identities. Failure to do so can result in expulsion from the meeting.
23. Voter identity verification may be imposed at the discretion of the PAC Chair.
24. Abstentions do not affect the outcome of a vote. See section below, "Voting Abstentions".

### **Voting Administrator Privilege**

25. 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**

26. RLC PAC executive reserves the right to conduct a post-voting audit to ensure no duplicate votes were submitted.

### **Prohibited Voting Practices**

27. Simultaneous logins from multiple devices using different credentials are prohibited.
28. Participants might be asked to log out from additional devices during voting.

### **Voting Abstentions**

29. 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.
30. 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 favour, 3 against, and 2 abstain, the motion passes because it received a majority of the 8 votes cast.

31. The number of abstentions may be recorded in meeting minutes, but individual names are typically excluded unless required by organizational rules.
32. In roll-call votes, members can explicitly state their abstention, which should then be recorded.
33. Members who abstain still count toward the quorum because they are present and capable of voting, even if they choose not to participate.

## **SECTION 4 – EXECUTIVE**

### **Role of Executive**

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

### **Executive Defined**

2. The executive WILL include:

- Chair
- Treasurer
- Secretary

The executive MAY include:

- Co-Chair
- DPAC Representatives (maximum of 2)
- Other such members of the Council as the membership decides (“Members at Large”)

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 73 or the Ministry of Education unless there is a Conflict of Interest or Perceived Bias (see Section 7).

### **Election of Executive**

4. The executive will be elected at each annual general meeting, with one position being voted on at a time.
5. The Chair, or in absence of a chairperson, the school Principal, shall call an Annual General Meeting for the purpose of electing executives.
6. Elections will be conducted by one of the existing executive members, the Principal, or as agreed on by the membership.
7. Election of executives shall be by a majority (50% plus 1) of voting members present at the Annual General Meeting.
8. In the situation of a tie vote for an executive position:
  - a. If the initial vote had more than two candidates and two candidates are tied for the position, members will re-vote between the two tied candidates.
  - b. If there is a tie between two candidates, they can choose to immediately and cooperatively decide who will take the position or the decision can be made by coin toss.

### **Term of Office**

9. The executive will hold office for a term of one year beginning immediately following the election.
10. No person may hold the same executive position for more than four years consecutively.

### **Vacancy**

11. 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 scheduled PAC meeting at which point the members will vote to fill the position.

12. If a position is left vacant after the AGM it can be filled by majority vote at any following PAC meeting.

### **Removal of Executive**

13. 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.

14. 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**

15. 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 5 – EXECUTIVE MEETINGS**

### **Meetings**

1. General executive business between meetings may be conducted by text, email, or other means of electronic communication agreed upon by the executive. Examples of general business includes, but is not limited to, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes, circulating newsletter articles for verification by executive members.
2. Voting on non-budgeted expenditures at executive meetings will be in accordance with Section 10, Item 14 and Section 5, Items 7 & 8.
3. Executive meetings will be held at the call of the Chair or at the request of the executive members.-

### **Quorum**

4. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive. Example: If there are 4 executive members then the quorum is 3.

### **Notice**

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

6. All reasonable efforts will be made to schedule the meeting at a time and place that works for the entire executive.

### **Voting**

7. Matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1), except voting on non-budgeted expenditures which will be in accordance with Section 10, Item 14.

8. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

9. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

## **SECTION 6 – DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **District Parent Advisory Council Representative**

1. Up to two representatives to the SD73 District Parent Advisory Council may be elected annually from among the voting members who are not employees or elected officials of School District No. 73 or the Ministry of Education.
2. DPAC representatives will hold office for a term of one year.
3. 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.
4. The representatives will report to the membership or executive as outlined in Section 8.

## **SECTION 7 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of Ethics**

1. On election or appointment, every executive member and representative must agree to act in accordance with the Constitution and Bylaws and sign the Code of Ethics attached to this document.

### **Representing the Council**

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

### **Privilege**

3. 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**

4. 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.
5. 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.
6. Executive members, representatives, or parents must avoid using his or her position on the Council for personal gain.
7. 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.
8. Any parent who speaks for or represents the Council must do so solely in the interests of the parent membership.
9. 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.

10. When a parent has a financial interest not common to other members of the Council, they must refrain from voting.

11. 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.

12. 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.

### **Dispute Resolution Process**

13. 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.

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

14. Process:

. 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 Co-Chair. If the Chair and the Co-Chair are involved, any executive member may receive the complaint.

- a. For the purpose of this process, the person acting on the complaint is named the Chairperson.
- b. 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.
- c. Every attempt will be made to resolve the concern in a timely manner.
- d. 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.
- e. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.
- f. The Chairperson may request the participation of other executive members, the DPAC executive, or the BCCPAC executive in the process.
- g. 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.
- h. 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.
- i. Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC or BCCPAC for support in resolving the issue.

## **SECTION 8 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **A. The Chair will:**

- a. Speak on behalf of the Council, arranging meetings with the school Principal as required
- b. Consult with Council members and executive members
- c. Preside at membership meetings, executive meetings, and the Annual General Meeting
- d. Ensure that an agenda is prepared
- e. Ensure that general meeting dates and PAC school events are scheduled as early in the school year as possible, in consultation with the executive and school administration
- f. Call executive meetings at the request of the executive members, as required or requested
- g. Appoint committees where authorized by the membership or executive
- h. Regularly check email correspondence on the RLC PAC email account, forwarding enquiries to the appropriate person(s) as necessary (or assign this task to another member of the executive)
- i. Ensure that Council activities are aimed at achieving the purposes set out in the constitution
- j. May, at the direction of the membership, maintain current BCCPAC registration of the Council
- k. Ensure safekeeping of all records of the Council
- l. When term is complete, provide information about resources, contacts, and other matters to incoming Chair.
- m. Act as a signing officer
- B. The Co-Chair will:**
  - . Support the Chair
  - a. Assume the duties of the Chair in the Chair's absence or upon request
  - b. Assist the Chair in the performance of his or her duties
  - c. May act as a signing officer
- C. The Secretary will:**
  - . Ensure that members are notified of meetings
  - a. Record and post minutes of all meetings and provide meeting minutes to the school administration
  - b. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
  - c. Prepare and maintain other documentation as requested by the membership or executive
  - d. Issue and receive correspondence on behalf of the Council
  - e. Ensure safekeeping of all records of the Council
  - f. Assist the Chair in the performance of his or her duties
  - g. May act as a signing officer
- D. The Treasurer will:**
  - . May act as a signing officer, although this is not best practice per BC Gaming Guidelines
  - a. Ensure all funds of the Council are properly accounted for
  - b. Disburse funds as authorized by the membership or executive
  - c. Ensure that proper financial records and books of account are maintained
  - d. Report on all receipts and disbursements at general and executive meetings
  - e. Make financial records and books of account available to members upon request
  - f. Apply for gaming funds annually, and disburse funds as authorized by the membership or executive
  - g. 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
  - h. Ensure that gaming licenses are acquired for all gaming events.
  - i. With the assistance of the executive, draft an annual budget
  - j. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
  - k. Submit an annual financial statement at the annual general meeting
- E. The DPAC Representative will:**
  - . Attend meetings of SD73 DPAC and represent, speak, and vote on behalf of the Council
  - a. Report regularly to the membership and executive on all matters relating to the DPAC

- b. Seek and give input to the DPAC on behalf of the Council
- c. Receive, circulate, and post DPAC newsletters, brochures, and announcements
- d. Receive and share all other communications from the DPAC
- e. 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. Members-at-Large will:**

- . Serve in a capacity to be determined by the Council at the time of the election, and at other times as the Council requires

**SECTION 9 – COMMITTEES**

1. The membership and executive may appoint committees to further the Council’s purposes and carry on its affairs.
2. As necessary, 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.

**SECTION 10 – FINANCIAL MATTERS**

**Financial Year**

1. The financial year of the Council will be September 1 to August 31.

**Power to Raise Money**

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

**Bank Accounts**

3. 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. Cash on hand is to be kept in the school safe until it is deposited at the bank.

**Signing Authority**

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

**Annual Budget**

5. 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.
6. The executive will prepare a budget and present it to the membership for approval at the annual budget meeting.
7. The approved budget covers the time of the financial year September 1<sup>st</sup> to August 31<sup>st</sup>.
8. 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.
9. Budgets may be amended by the executive as needed with the approval of the membership.
10. Spending of gaming funds must meet all requirements set out by the Gaming Branch for the legal disbursement of gaming funds.

11. No single disbursement of greater or equal to 50% of the total funds available shall be granted to any group, club, extracurricular activity, or singular purpose unless the membership votes unanimously.

### **Non-Budgeted Expenditures**

12. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting. Any requests for additional expenditures must be submitted in writing, detailing the amount requested, reason for the expenditure, anticipated date of spend and number of students involved.

13. Non-budgeted expenditures equal to or in excess of \$3,000 shall require a supermajority of 75% in favour. Wherever possible, the proposed expenditure shall be presented at one meeting and voted on at the following meeting. If this is not possible, then the expenditure shall require a unanimous vote in favour.

14. Non-budgeted expenditures that are of an urgent nature and cannot wait until the next general meeting can be voted on by the executive members if the amount is equal to or less than \$500. A quorum as defined in Section 5 must be present and the vote must be unanimous in favour. Expenditures approved at executive meetings must be communicated back to the general membership at the next regular meeting.

### **Start-Up Funds**

15. Each executive must leave start-up funds, for the following year's executive, of at least \$2,000 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

### **Treasurer's Report**

16. A treasurer's report will be presented at each general meeting.

### **Auditor**

17. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

## **SECTION 11 – 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 21 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.
4. Amendments or additions should be consistent with the goals and aims of education as stated by the Board of School Trustees or Ministry of Education.

## **SECTION 12 – PROPERTY IN DOCUMENTS**

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

### **SECTION 13 – DISSOLUTION**

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution at a duly convened General Meeting. The vote to dissolve can only pass with a 75% majority AND the number of voters not in favour must be 2 or less (a number not large enough to continue PAC function).
2. If the council votes to disband, the executive shall provide 60 days written notice of intent to disband to the Principal and the general membership.
3. Within 60 days the Council may withdraw its 'intention to disband' by notifying the Principal and general membership.
4. 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 Council will make reasonable efforts to disburse remaining assets and funds within R.L. Clemitson Elementary School. Failing that, 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 the winding up or dissolution.
5. In the event of winding up or dissolution, all records of the Council shall be given to the principal of R.L. Clemitson Elementary School.

**Adopted by R.L. Clemitson PAC at Kamloops, British Columbia, on (date).**

**Signatures of president and one other executive member**

**CODE OF ETHICS**

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

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

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ of R.L. Clemitson PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**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**