

GEORGE GREENAWAY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) CONSTITUTION & BYLAWS

JUNE 2026

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CONSTITUTION

SECTION 1 – NAME

The name of this PAC shall be George Greenaway Elementary School Parent Advisory Council (PAC).

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

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

SECTION 2 – MISSION STATEMENT

The George Greenaway School Parent Advisory Council (PAC) is dedicated to fostering a supportive, inclusive, and vibrant school community. Our mission is to enhance the educational environment for all students by building strong partnerships among parents, educators, and staff. We aim to empower families to contribute meaningfully to school life and ensure that every child has access to enriching opportunities that help them thrive academically, socially, and emotionally.

SECTION 3 – PURPOSES

1. To actively promote, nurture, facilitate and support: public education in general, the students, the educators, and the parents in order to contribute to a sense of school community.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and the community.
4. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities.
5. To advise the District Parent Advisory Council (DPAC) of members' views on district and provincial policies, and to make recommendations where appropriate.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. To promote a positive image of the school within the local community and Surrey School District at large.
8. To help raise funds to support the school and students and organize volunteers to support the fundraising activities.
9. To provide leadership in the school community.
10. To encourage and support programs within the school which promote the involvement of parents, in consultation with the principal and staff, to organize activities and programs where appropriate.
11. To provide a forum for discussion of programs and policies at the school level and educational issues at the district and provincial levels.

SECTION 4 – INTERPRETATION OF TERMS

"PAC" "GGPAC" or "Parent Advisory Council" or "Council" means the parents organized according to the School Act and operating as a Parent Advisory Council in George Greenaway Elementary.

"The Executive" or "Executive Members" means a group of elected parents that conduct the business of the PAC.

"Members" means all parents of students registered and attending George Greenaway Elementary.

"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. 36

"Parent" is as defined in the School Act and means

a) the legal guardian 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 legal guardian of a child or children enrolled in School District No. 36

"School" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 36

"District" means School District No. 36

"Community Organizations" means groups that demonstrate an interest in education and are not already included in the scope of the PAC's Constitution and bylaws.

"GM" or "General Meeting" means meetings held for all parents to inform them of the PAC's business and to allow parents to bring up any school issues and/or concerns.

"AGM" or "Annual General Meeting" means an annual meeting held for all the parents to vote in the following years Executive Team.

"In Camera" means a closed private meeting at which topics of confidentiality are discussed.

SECTION 5 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PACs' 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 upon request.

SECTION 6 – DISSOLUTION

CIRCUMSTANCES OF DISSOLUTION

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the organization (PAC).
2. Written notice specifying the intention to propose the resolution to dissolve the PAC shall be given to the members not less than fourteen (14) days before the meeting.
3. The PAC shall dissolve on permanent closure of the school by the School District No. 36 Surrey or by the Province.

DISTRIBUTION OF ASSETS

1. On dissolution of the PAC by the members under Circumstances of Dissolution subsection (2) noted above, the assets of the PAC, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
2. On permanent closure of the school under Circumstances of Dissolution subsection (3) noted above, the assets of the PAC, after payment of all debt, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
3. Where not less than 25% of the students in the school are relocated to another school, a portion of assets, after all payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council in the other school.

All provisions within SECTION 6 – DISSOLUTION shall be unalterable.

BYLAWS

SECTION 7 – MEMBERSHIP IN A PAC

All parents, including common-law spouses and guardians of students registered and attending George Greenaway Elementary "the school" are members of the Parent Advisory Council (the PAC). All members of the school staff are entitled to be members of the PAC. All members shall uphold the constitution and comply with these bylaws.

SECTION 8 – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members.
2. Every member (parent, guardian, and staff) has the right to attend General Meetings (GM).
3. General meetings shall be held not less than four (4) times per year, one of those being the Annual General Meeting (AGM).
4. Notice of the General Meetings must be given at least ten (10) days prior to the meeting. These notices shall be deemed to have been sufficiently given if handed to the students to take home and/or by electronic distribution (see APPENDIX 8).
5. At the discretion of the Executive, non-members may attend meetings but are not eligible to vote.
6. Executive Meetings shall be held at the call of any executive member and ⅔ majority
7. At least one Executive meeting will be held before each general meeting.
8. The purpose of the Executive Meetings is to carry on the business of the PAC between General Meetings with a minimum of 4 per year.
9. The inadvertent omission to give notice to an Executive member, or failure of an Executive member to receive notice, does not invalidate the proceedings at the meeting.
10. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive members. This meeting must be held before the end of the school year with the elected holding the title of "Executive Elect".
    a. The Executive Elect is recommended to commence attending all Executive Meetings to gain experience and knowledge of acquired positions commencing from the date of the AGM through to the end of the term of office of Aug 31.
11. Notice of the AGM shall be given no less than thirty (14) days prior to the meeting.
12. Nominations may be received up to one (1) school day prior to the AGM and verbal nominations will be accepted from the floor of the AGM until which time the Chair declares nominations closed (see APPENDIX 6).
13. If unable to attend the AGM, nominees may submit a nomination by written notice or email to the Chair.
14. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
15. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
16. At the discretion of the members, General Meetings may be restricted to voting member only. Non-voting members will be permitted to attend a portion of the meeting at the discretion of the Executive.

SECTION 9 – QUORUM AND VOTING

A) Voting

1. Voting members
    i. All parents (and their common-law spouses) and guardians of students registered and attending George Greenaway Elementary are voting members of the PAC.
    ii. When an administrator and/or staff at George Greenaway Elementary are also parents of students registered at the school (hereafter referred to as a Staff- Parent) this presents a unique opportunity for the PAC to gain an understanding of staff's perspective on PAC issues.
        1. A Staff-Parent will be expected to abstain from voting as a parent member of the PAC on any PAC issues in which they are in a position of conflict of interest which can be determined by the President or by individual choice.
2. Non-voting members
    i. Administrators and all staff of George Greenaway Elementary may be invited to be non-voting members of the PAC.
    ii. Members of the school community who are not parents of students registered in the public-school system may be invited to be non-voting members of the PAC.
    iii. At no time will the PAC have more nonvoting than voting members.
3. A simple majority of 50% plus 1 shall be the deciding vote at any General Meeting.
4. In the case of a tie vote in a General Meeting the motion is defeated.
5. Members must vote personally on all matters; voting by proxy shall not be permitted.
6. Voting shall be done by a show of hands with the exception of the election of DPAC Rep (as required by the School Act) or for issues deemed sensitive by the Chair which must be done by secret ballot (see APPENDIX 7). A vote shall be taken to destroy the ballets after each election.
7. For a hybrid or zoom meeting, voting will still be done by a show of hands (or using the reactions features on zoom) Secret ballot will be done on zoom or online with a separate link to a voting option that is completely confidential.

B) Quorum

1. The voting members present at any General Meeting shall constitute a quorum when four (4) or more voting members are present, with a minimum of two (2) Executive members for a total of six (6) voting members.
2. Quorum at an Executive Meeting shall be a minimum of three (3) Executive member

C) Executive Member Voting Process

Nominations for Executive positions shall be circulated to members prior to the Annual General Meeting (AGM). All nominations must be submitted no later than two (2) days before the AGM. Executive positions shall be elected by secret ballot at the AGM, and every effort shall be made to fill all positions by the conclusion of the meeting. In the event that any Executive position remains vacant following the ballot process, nominations may be accepted from the floor and the position may be filled by a vote of the members present at the AGM.

SECTION 10 - EXECUTIVE

10.1 ROLE OF THE EXECUTIVE

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

10.2 EXECUTIVE MEMBER POSITIONS

The Executive members shall be as follows:

President – voting position
Vice-President – voting position
Secretary – voting position
Treasurer – voting position
Hot Lunch Coordinator – voting position
Fundraising/Volunteer Coordinator - voting position
DPAC Representation - voting position
Member at Large - voting position

10.3 ELECTION OF EXECUTIVE MEMBERS

1. The Executive will manage the PAC's business between General Meetings.
2. The Executive members and District Parental Advisory Council (DPAC) Rep shall be elected from the voting members at the AGM.
3. Any voting member of the PAC is eligible to serve on the Executive
4. If an Executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the Executive 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.
5. No General member or Executive member, shall be remunerated for serving on the PAC, but may be reimbursed for all expenses reasonably and necessarily incurred by him/her while engaged in the business of the PAC upon approval.
6. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.

10.4 TERM OF OFFICE

1. The term of office shall be September 1 through August 31. The current Executive members are encouraged to support and have the newly elected members (Executive Elect) follow alongside them during the transitional period, for the purposes of educating them in their new executive positions and in setting up the required documentation at the PAC's financial institution.
2. No member of the Executive may hold the same position for more than three (3) consecutive terms. If the said position remains vacant by July, the incumbent may be asked if they wish to serve a fourth term.

3. The Executive may only plan/budget within their pertaining term of office (September 1 to August 31). No Executive may plan/budget for any upcoming school years with the exception of planning with admin for September of the following school year before the next budget is approved in late Sept/Oct at the first General Meeting (So back to school/meet the PAC event for parents, student presentations or activities in early September like hip hop lessons or similar that require booking in the spring prior)

SECTION 11 - DUTIES OF EXECUTIVE MEMBERS

1. **The President** shall:

    a. Be a parent and/or legal guardian of a child currently registered at George Greenaway Elementary School.
    b. Candidates for President shall have served one (1) year in an Executive position on the George Greenaway Elementary PAC.
    c. Convene and preside at all General, Special and Executive meetings, unless notice is given to the Vice-President or other designate.
    d. Ensure that an agenda is prepared and presented.
    e. Know the Constitution and Bylaws of the PAC.
    f. Know the Leadership Manual and meeting rules found here: https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual
    g. Appoint committees where authorized to do so by the Executive or General membership.
    h. Consult PAC members regularly.
    i. Ensure that the PAC is represented in School and School District activities.
    j. Ensure that the PAC activities are aimed at achieving the objectives and purpose of the PAC.
    k. Be the official spokesperson for the PAC.
    l. Be a signing officer.
    m. Submit an Annual Report. (see APPENDIX 3)
    n. Keep in contact with the principal regarding school needs and activities.
    o. Along with the PAC Secretary, issue, receive and file correspondence on behalf of the PAC.
    p. Encourage attendance of the PAC membership at School Board meetings.
    q. Be an ex-officio member of all committees established by the PAC.
    r. Report at staff meetings as invited.
    s. Arrange for signing authorities to be added at the Bank level.

2. **The Vice-President** shall:

    a. Be a parent and/or legal guardian of a child currently registered at George Greenaway Elementary
    b. Assume responsibilities of the President in the President's absence or upon request.
    c. Assist the President in the performance on his/her duties.
    d. May be a signing officer.
    e. Know the Constitution and Bylaws of the PAC.
    f. Know the Leadership Manual and meeting rules found here: https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual
    g. Act as Chair of Dispute Resolution Process (see APPENDIX 4).

h. Ensure that all Executive members and Committee Coordinators sign the Statement of Understanding (see APPENDIX 9).
i. Provide support and assistance to other Executive members and Committee Coordinators as necessary

3. **The Secretary** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway Elementary.
b. Record the minutes of the General, Special, and Executive Meetings.
c. Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for Executive members and General members upon request.
d. Know the Constitution and Bylaws of the PAC.
e. Know the Leadership Manual and meeting rules found here https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual
f. Along with the President issue, receive, and file correspondence on behalf of the PAC g. May be a signing officer, if needed.
g. Safely upload all minutes/records of the PAC in the PAC Google Drive, including submitted Committee minutes. From there, they will be uploaded to the PAC Website

4. **The Treasurer** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway Elementary.
b. Be a signing officer.
c. Be familiar with, follow, & encourage others to follow all Cash Handling Procedures (see APPENDIX 1).
d. Know the Constitution and Bylaws of the PAC.
e. Know the Leadership Manual and meeting rules found here
f. Disperse funds authorized by the Executive or passed by a vote at a PAC General Meeting.
g. Maintain an accurate record of all expenditures of the PAC, as well as a year to year, Asset Accrual Statement (see APPENDIX 3).
h. Give a report of receipts and expenditures at General Meetings when requested
i. Work with Event/Committee lead & President to present final "per project" accounting.
j. Ensure that all funds collected on behalf of the PAC are deposited in an account at a recognized financial institution approved by the PAC.
k. Make books available for viewing by all members upon request.
l. Have the books ready for inspection or audit annually.
m. With the assistance of the Executive, draft an Operating Budget and Tentative Plan of Expenditures as per Section 16 Finances.
n. Ensure that all cheque books are on school premises unless they are being updated. All financial files uploaded to PAC Google Drive with all other Signing Officers having access to those files and the safe.
o. Submit a Year End Report (see APPENDIX 3)

5. **The Fundraiser/Volunteer Coordinator** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway Elementary.
b. Know the Leadership Manual and meeting rules found here: https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual

c. Know the Constitution and Bylaws of the PAC.
d. Will have responsibilities for planning and developing PAC fundraising activities/events.
e. Will help execute the plans and will assign/delegate volunteers to run specific events.
f. Develop a fundraising action plan in conjunction with the items listed in Section 15
g. Identify and suggest new fundraising opportunities.
h. In conjunction with the Treasurer keep records relating to fundraising monies.
i. Provide monthly updates to the Executive team regarding fundraising duties and events.
j. Organize volunteers as needed for PAC events, functions and meetings.

6. **The Hot Lunch Coordinator** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway
b. Know the Leadership Manual and meeting rules found here: https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual
c. Know the Constitution and Bylaws of the PAC.
d. Will oversee all aspects of planning and executing the Hot Lunch Program. These duties include the selection of vendors; setting the menu for each term; setting up ordering and payment collection on the hot lunch website; coordinating purchasing of the food items we buy ourselves; submitting receipts to PAC Treasurer for reimbursement; submitting orders to vendors on agreed upon schedule; submitting the invoices to PAC Treasurer so cheques can be written ahead of hot lunch day; coordinating pickup of any vendors who don't offer delivery; assemble a team to assist in distribution, label and sort items per division; cleaning up kitchen and PAC room after hot lunch and any other duties as assigned.
e. Submit a report at the Executive and General meetings.
f. Will address any complaints/issues from parents
g. Monitor hot lunch email leading up to hot lunch days for emails about students who will be absent and want their lunch picked up or donated

7. **DPAC Representative** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway
b. Know the Constitution and Bylaws of the PAC.
c. Know the Leadership Manual and meeting rules found here: https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual
d. Request direction from the General PAC membership.
e. Represent and speak on behalf of the PAC at DPAC meetings.
f. Attend DPAC meetings and report back to the PAC at every General Meeting.
g. May appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.

8. **Members-at-Large** shall:

a. Be a parent and/or legal guardian of a child currently registered at George Greenaway.
b. Know the Constitution and Bylaws of the PAC.
c. Must have served on the Executive council for a minimum of 1 year.

SECTION 12 – CODE OF ETHICS

A parent who accepts a position as a PAC Executive member or Committee Chair:

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
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 members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns (See APPENDIX 10).
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education.
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9).
13. Review and agree to the "Role of Committees" (see APPENDIX 2).

SECTION 13 – COMMITTEES

1. Shall be responsible to, and report to, the executive and PAC membership. All Committee Coordinators must sign the Statement of Understanding (see APPENDIX 9).
2. Standing and Ad Hoc Committees shall be formed when necessary.
3. When handling cash, must follow all established Cash Handling Procedures (see APPENDIX 1).
4. All parents, common-law spouses or legal guardians have the right to sit on any school-based committee.
5. Organize meeting times, dates and location.

SECTION 14 – FINANCES

1. The financial year shall be from September 1 to August 31 to reflect the term of office.
2. An operating budget and tentative plan of expenditures shall be drawn up by the newly elected Executives with the assistance of the past Executives and presented for approval by the General members (see APPENDIX 5) at the first General Meeting of the school year (Sept/Oct).
3. All funds of the PAC shall be deposited in a bank or financial institution registered under the Bank Act. GGPAC has the following current account:
    a. Beem Credit Union. 6456 176st, #500, Surrey, BC. Accounts=

General, Gaming, Hot lunch and Donations.

4. The President, Treasurer shall be mandatory signing officers. The third shall be any member of the executive as determined by the executive. Two signatures required per cheque. Three signors on accounts.
5. Two immediate family members are not allowed to both be signors (common-law or spouse).
6. All new signing officers are required to do appropriate paper work at the bank after elections or before the commencement of their term.
7. All extraordinary expenditures (above and beyond budget) must be voted on by the General membership, if the amount exceeds $150.
8. All books must be up-to-date at year end.
9. All books and cheques belonging to the treasurer and are to remain on school property unless they are in the process of being updated.
10. All cheque processing must be done with the assistance of a 2nd and/or 3rd signing officer (if possible). A minimum of two (2) signatures are required.
11. A Treasurer Report shall be presented at each General Meeting.
12. Members at a General Meeting may agree upon the appointment of an independent auditor.
13. All cash handling procedures must be adhered to (See APPENDIX 1).

SECTION 15 - FUNDRAISING INITIATIVES

1. Fundraising is a vital aspect of the George Greenaway PAC's commitment to supporting our students and school community.
2. The following are examples of fundraising ideas that GGPAC should pursue throughout the school year, and be considered key initiatives;
    a. Hot Lunch Program
        i. Our largest fundraiser, organized throughout the year, this popular initiative not only provides convenient meal options but also raises funds for school equipment and technology upgrades.
    b. Gaming Grant
        i. A grant from the province of BC, applied for by the Treasurer
        ii. This grant is key to funding equipment upgrades, field trips and school events.
    c. Annual Fun Fair
        i. A large fundraising event brings together students, families, and community members for games, food, and entertainment. Proceeds support classroom resources, field trips, and special programs.
    d. Seasonal Fundraisers
        i. Initiatives such as holiday market's, movie nights, Art Cards, hockey games and treat days help supplement our fundraising goals and involve the whole school community.
    e. Community Partnerships
        i. Collaboration with local businesses and organizations through sponsorships and donation drives, strengthening ties with our neighbours and increasing available resources.

3. All funds raised by the PAC are allocated transparently, in consultation with school staff and families, to ensure they best serve the needs of our students.
4. Fundraising activities shall be discussed by executives then discussed at general meetings and voted on by members.
5. GGPAC shall create a fundraising float at the beginning of the school year to be used to for fundraising initiatives that may come up between meetings, that are minor in scope – i.e.. Additional popcorn/freezie sales or unforeseen changes in current fundraisers.
6. Administration shall be notified of all fundraising initiatives.
7. Notification of fundraising initiatives shall be distributed via email and flyer by the administration and the GGPAC.
8. Flyers displaying GGPAC fundraising initiatives may be posted at George Greenaway Elementary at the discretion of Administration.
9. Flyers and fundraiser notifications shall employs artistry and colour to best portray the fundraising event - see APPENDIX 9 for sample.
10. All funds collected for fundraising events must be in compliance with APPENDIX 1.

SECTION 16 – REMOVAL OF AN EXECUTIVE MEMBER

1. Follow the Dispute Resolution Process (see APPENDIX 4).
2. The Members may, by a majority of not less than 75% of the votes cast, remove an Executive Member from their position before the expiration of his/her term of office, and may elect a successor to complete the term.

SECTION 17 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, an executive member, or committee coordinator in connection with George Greenaway Elementary PAC, shall be deemed property of the PAC, and shall be turned over the President when the member, executive member, or committee coordinator ceases to perform the task to which the documents relate.

SECTION 18- GAMING FUNDS CONTROL REQUIREMENTS

1. Gaming funds include any funds generated through gaming including licensed gaming events, Community Gaming Grants, gaming fund donations from service clubs, as well as any GST rebates, interest and/or revenues from the sale of assets purchased with gaming funds.

2. The grant recipient must:
   a) Maintain a separate Gaming Account, held in British Columbia, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from service clubs.
   b) Maintain Gaming Account records that clearly show the amount and purpose of each transaction. PACs must retain management and control of

the grant funds awarded to them

c) As part of the gaming records, secure and retain all account/transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.

GEORGE GREENAWAY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) CONSTITUTION / BYLAWS ADOPTED at Surrey, British Columbia, on June 15

BY GEORGE GREENAWAY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

Signature _____ **President (print)** Adam Knorr

Signature _____ **Executive Member(print)** Heather Haynes

Signature _____ **Principal (print)** Natalie Roberts

APPENDIX 1 – Cash Handling Procedures

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. All PAC cash and/or cheques handled by George Greenaway Elementary parents must be double custodial (handled by two parties, one of whom must be an Executive).
2. The PAC Treasurer or another signing officer, is responsible for deposits and this individual must be present at the time the cash/cheques are tallied.
3. At the end of an event day, anyone with cash and/or cheques to be deposited must hand them over to the PAC Treasurer or designate for tallying or deposit, or for tallying and storage in the PAC safe. The Administration (of George Greenaway Elementary) must be notified if there is money in the PAC safe.
4. Counting of money will happen in dual custody, that same amount will be deposited and on record once it is in the same account with a digital record.
5. Three (3) of the Executive officers with signing authority (all 4 if applicable), will have access to the PAC safe. Entry to the safe must be double-custodial, with at least one (1) being an executive with signing authority.
6. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC Executive for reimbursement by cheque. These expenses must be approved prior to the event whenever possible.
7. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost, or stolen monies.
8. Under "Special Circumstances", the event Coordinator or Committee President may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.

APPENDIX 2 – Role of Committees

The "Role of Committees" in PACs

Effective Committees contribute greatly to the success of any volunteer organization. Committees have important advantages over meetings of the entire membership:

- Committees promote sharing of responsibility and allow more members to take on an active role. New and less experienced members gain valuable information and find support in other parents. Parents who are hesitant to take on a new volunteer task may be willing to offer time to a committee they are interested in.
- Meetings are smaller, more focused, and less formal. There is more time for discussion, and issues can be handled on short notice. Responsibilities can be broken down into more manageable proportions.
- Many tasks require special skills or interest. Committee members often volunteer or are chosen for their expertise or interests. These members are willing to carry the bulk of the workload on an issue, freeing other members to devote their time to other things.
- Complex or difficult issues can be researched and discussed thoroughly before recommendations are taken to the larger group, allowing for a more thoughtful and informed decision-making process.

Creating a Committee

Committees are appointed under the bylaws by the membership or executive to perform a particular task. Committees are technically "Committees of the Executive" and are overseen by the Executive. The President is an ex-officio member of every committee, meaning a member "by virtue of his or her position". The President does not have to attend every committee meeting, but is responsible for overseeing the committee via reports/minutes/attendance at committee meetings to ensure it is working effectively.

There are two types of committees:

Standing Committees

Exist every year and are usually described in the bylaws. Examples are hot-lunch, programs, special events such as grad, and fundraising such as fairs.

Ad HOC Committees

Ad hoc Committees are created to do a specific task within a certain time period. Examples are policy and nominating.

Defining the Committees' Role – Terms of Reference

To be effective, a committee must have well-defined terms of reference, including: George Greenaway PAC Constitution and Bylaws 18

- Minutes of every meeting.
- The committees' mandate – a clear and limited purpose.
- Clearly defined tasks.
- A Committee President, responsible for the Committee. Additional

volunteers can be invited either by the Committee Chair or the Executive.

- A plan and time line.
- Directions on reporting – to whom, when, and in what form. Most committees report to the executive which then decides when the committee should report to the General membership.
- Direction on filling Committee vacancies.
- An Initial Committee Report and an Annual Committee Report shall be submitted. The minutes shall serve as interim reports given at Executive Meetings.

Terms of reference should be specified by the Executive or membership at the time the Committee is appointed, and written into the minutes, or as separate document attached to the minutes. Sometimes, the Committee itself is given authority to create its own terms of reference at its first meeting. These terms of reference should be reviewed and approved by the body that created the Committee.

All Committee members should have a copy of the terms of reference. A list of Committee members and the terms of reference should be available to any PAC member who requests them.

Limits of a Committee Authority

A Committee can do only what it is authorized to do in its terms of reference. In general, Committees make recommendations. They may be given authority to take certain action but they may not make decisions without approval.

The PAC Executive should take care to ensure that committees are reporting as required and are not taking action beyond their authority.

APPENDIX 3 – Executive Reports

The attached sample reports can both be copied and used as they are or they can be used as a guideline to create a report. If a report is created, it must contain the information used in the sample as it is information that is required for other informative documents

GEORGE GREENAWAY ELEMENTARY PAC
Initial Committee Report

Date: Name of Committee:

Committee President:

Name(s) of Committee members:

Purpose of the Committee:

Goals of the Year:

Additional Comments:

GEORGE GREENAWAY ELEMENTARY PAC
Annual Committee Report

Date: Name of Committee:

Committee President:

Name(s) of Committee members:

Year-end Report (eg: were goals achieved?):

Suggested improvements:

Additional Comments:

GEORGE GREENAWAY ELEMENTARY PAC
Annual Treasurer Report

Date: Treasurer:

	Approved Expenses	Actual Expenses	Revenue	Variance/ Difference
PROGRAMS / SERVICES / FEES				
Free Community Events				
Committee Name: (eg: Fundraising)				
Committee Name:				
	Opening Balance	**Expenses Year End Total**	**Revenue Year End Total**	**Closing Balance**
Fiscal year:				

Suggested Improvements:

Additional Comments:

GEORGE GREENAWAY Elementary PAC
Annual President Report

Date: President:

Year-End Report (Goals and Achievements):

Suggested improvements:

Additional Comments:

GEORGE GREENAWAY ELEMENTARY PAC
Asset Accrual Statement

Fiscal Year: Treasurer:

Example: Fill out table below. At year-end, add a copy to the PAC Asset Book.

Asset	Date of Purchase	$ Amount/Value
Coffee urn	05/09/2000	$75

Asset	Date of Purchase	$ Amount/Value
4 Table Clothes	Donated (2014)	$100 (Replacement Value)

APPENDIX 4 – Dispute Resolution Process

Step 1:

Every concern brought forward is immediately funneled to the President. The President is responsible to gather any pertinent information. Every concern is documented and this log will remain with the President. It is recognized that sometimes a person needs only to receive some direction or information to resolve the situation. If it is deemed a "personality conflict", the concerned bearer is encouraged to go back to the individual to work it through. This would also be the case if a second concerned bearer came forward with the same issue. In case of a third concerned bearer bringing forth the same issue, step 1 of the dispute resolution process is applied.

When there are three (3) grievances against the same PAC Executive member, brought forward by three (3) different members of the PAC, the President will use the Constitution/Bylaws, appropriate Policies, and be assisted by the Vice-President and Administration, who are responsible to research the issue as it pertains to the PAC. These two individuals, (President and Vice-President) are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this point, although the Administration is to be fully informed.

If the grievances are against the President, the concern shall be taken to the Vice-President to seek a neutral Executive member to take the place of the Vice President and the Vice President shall act as the President in the resolution process.

Step 2:

If step 1 fails to resolve the issue, the concerned bearer is required to provide a written request for assistance. This is given to the Executive, where it will be addressed "In Camera", and possible solutions to the concerned are offered. At this point, if it is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concerned, the resolution, and the action taken by the person involved, are minuted. These minutes are kept separate from the regular executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to step 3.

Step 3:

A resolution is put forward to the PAC General Meeting stating the intention of removing (insert person's name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is wrote in minutes in the regular PAC General minutes.

APPENDIX 5 – Sample Budget

This sample can be used as a guideline to create the Annual Budget. One must be created for the Gaming Account and one for the General Account.

GEORGE GREENAWAY Elementary PAC

Proposed Operating Budget – General Account

Fiscal Year: 2024 - 2025

	Estimated Balance
September Opening Balance	$8,484
Investor Account	$526
Approx. coming back from school	$1,300
Approx. SD 36 PAC Funds	$150
TOTAL	**$10,460**

	Estimated Expenses	Estimated Revenue
PROGRAMS / SERVICES / FEES	$1,400	
Committee:	$6,000	$12,000
Committee:	$1,000	$2,000
Asset Purchase	$2,500	
TOTAL	**$10,900**	**$14,000**

APPENDIX 6 – Sample Call for Nominations

Include this sample in the PAC Newsletter one month before elections.

The following Executive positions are available for the 2024/2025 term:

President

Vice-President

Secretary

Treasurer

Fundraiser/Volunteer Coordinator

Hot Lunch Coordinator

DPAC Rep

Member At Large

All Executive duties are listed in the Constitution/Bylaws on the PAC Website or can be made available upon request at NEED GREENAWAY EMAIL

If you would like to nominate someone or nominate yourself for any of the Executive positions above, please fill out the form below and return to the school by May 27, 2024. Indicate up to two positions preferred.

Nominee Name: _____

Phone # or Email: _____

Position 1: _____

Position 2: _____

APPENDIX 7 – Sample Secret Ballot

This sample can be copied and cut out for use at the AGM.

Position:	Name:

Position:	Name:

Position:	Name:

Position:	Name:

Position:	Name:

Position:	Name:

APPENDIX 8 – Sample Written Notice of Meeting

Include this Sample in the PAC Newsletter at the beginning of the month or minimum seven (7) days before the meeting.

Below is our Agenda for the upcoming meeting. Have a topic you would like to discuss?? Please email us at **ggpacexecutive@gmail.com** and let us know.

All parents are invited. Babysitting will be provided.

Agenda for General Meeting February 19th 2025

1. Meeting start at 2:45pm
2. Approval of agenda
3. Approval of minutes from last GM
4. Old Business
    a. School Issues - fence at back of school needs repair.
5. Executive Reports
    a. Principal Report
    b. Hot Lunch Report
    c. Popcorn Report
    d. Fundraiser/Volunteer Report
    e. Treasurer Report
6. New Business
    a. Call for any new school issues
7. Open Discussion
8. Meeting Adjourned

APPENDIX 9 - Sample Fundraiser Notification



APPENDIX 10 – Code of Ethics

A parent who accepts a position as a PAC Executive member or Committee President:

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
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 members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns (See APPENDIX 10).
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education.
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee President (see APPENDIX 9).
13. Review and agree to the "Role of Committees" (see APPENDIX 2)

Statement of Understanding

I, the undersigned, in accepting the position on the George Greenaway PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the Dispute Resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Member(print): _____

Signature: _____

Date: _____ Phone # or Email: _____

Surrey Schools
LEADERSHIP IN LEARNING

Tel: 604.596.7733
www.sd36.bc.ca

Communicating with your school

Staffs in our school are eager to address your questions or concerns. Education is shared between the home and the school and good communication is an excellent starting point for resolving an issue.

Parents and guardians are urged to contact the school if they have questions about an activity or issue. It is usually best to begin with the classroom or subject teacher. If a matter remains unresolved, then you may wish to contact the principal to request assistance in dealing with the matter.

Build a positive relationship with your school:

Be involved:

- understand the roles and responsibilities of the partners in education
- participate in the school's PAC
- Attend school events and activities
- Offer to help
- support your child's learning at home
- be informed of your child's progress in school

Communicate:

- take opportunities to get to know the people who work with your children.
- inform yourself about your child's classes and school activities.
- keep the school informed about issues that affect your child.

Resolving issues & concerns

1. Arrange an appointment so that your concerns can be heard without distraction.
2. Organize your thoughts before the meetings.
3. Keep focused on the issues.
4. Treat others with dignity and respect, and expect that in return.
5. Look at both sides of the issue and listen to everyone.
6. Give each of the steps a chance to correct the problem before you proceed to the next step.

Guidelines for parents and adult learners to follow when there is an issue or concern:

STEP 1: Start with the person(s) whose action has given rise to the issue or concern.

STEP 2: If the issue is not resolved, contact the principal.

STEP 3: If the issue is still not resolved, contact the Assistant Superintendent for your area at 604-596-7733.

STEP 4: If the issue is still not resolved you can contact the school, District Administration, or District Parent Advisory Council, for information on the appeals procedure.

In the case of issues involving student safety or other emergency situations, you may need to proceed directly to Step 2 or 3.

During Step 2 or Step 3 you may be referred to other departments in the District (e.g. Special Education, Student Services, Continuing Education, Transportation, etc.) to resolve the issue or concern.

The *Policy on Appeals Procedure* (#9902) and *Notice of Appeal* forms are available on the school district website under the *General Info* tab.

This information is a joint project of the Surrey Board of Education, Canadian Union of Public Employees, Surrey District Parent Advisory Council, Surrey Principals' & Vice Principals' Association and the Surrey Teachers' Association.