



**ÉCOLE MARLBOROUGH ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

CONSTITUTION

Name

- 1** (1) The name of the organization is École Marlborough Elementary School Parent Advisory Council (hereinafter referred to as “the Marlborough PAC”).

Purposes of the organization

- 2** (1) The purpose of the Marlborough PAC is to promote and support École Marlborough Elementary School (hereinafter referred to as “the School”) through various committees and projects by working with School Administration and School Staff to maintain optimum School conditions and atmosphere.

(2) The Marlborough PAC encourages Parents to participate in meaningful educational activities and decision-making to strengthen the role of families in education and schooling, and to foster meaningful parent participation.

(3) The Marlborough PAC operates for the benefit of the school community at large and not for the purpose of financial benefit of its members.

Objectives of the organization

- 3** (1) To promote a supportive, educational environment that encourages students to grow emotionally, intellectually, physically, and socially to the best of their abilities.

(2) To support and promote effective communication among Parents, students, the School Staff, and the School Administration.

(3) To provide Parents with information to gain an understanding of the school's programs, practices, and policies.

(4) To review, discuss, and make recommendations to the School Staff and School Administration on:

(a) School-run:

- (i) policies and procedures;
- (ii) programs and services offered to students;
- (iii) channels to be followed in the raising of issues concerning specific school policies; and
- (iv) facilities and equipment.

(b) Parent-run:

- (i) coordination of parent volunteers for school programs;
- (ii) coordination of special programs;
- (iii) initiation, execution, and administration of fundraising programs including the disposition of monies raised by the Marlborough PAC;
- (iv) parent/community education; and
- (v) opportunities for fun.

Bylaws

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BYLAWS

Membership

- 1** (1) All parents and guardians of students (hereinafter referred to as "Parents") registered at École Marlborough School are voting members of the Marlborough PAC.
- (2) School Administration and School Staff (teaching and non-teaching) of the School are nonvoting members of the Marlborough PAC with the exception of the School Administration and School Staff who have children attending the School in which case they will carry one vote each.
- (3) Every member of the Marlborough PAC will uphold the constitution and comply with these bylaws.
- (4) Voting members of the Marlborough PAC are hereinafter referred to as "the General Membership".

Meetings

2 (1) Executive Committee Meetings

- (a) Executive Committee meetings will be held monthly, at least one week before the scheduled Marlborough PAC general meeting (hereinafter referred to as "general meeting").
 - (b) Executive Committee meetings are open to Executive Committee members, Committee Chairs, on an as needed basis, and others at the invitation of the Executive Committee.
 - (c) Dates and times of the Executive Committee meetings will be decided by the Executive Committee at their first meeting in September.
 - (d) The Executive Committee will ensure it is prepared for the upcoming general meetings. This includes (but is not limited to) setting an agenda.
 - (e) Elected Executive Committee members will hold one vote each at Executive Committee meeting. The President will vote only in the case of a tie.
 - (f) If at any time during the year, an Executive Committee member misses two consecutive meetings without notifying the Executive Committee, that position may be deemed vacant and the Executive Committee will decide on an alternative
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procedure. Such procedures may include appointing or electing an alternate member to fill the position until the next Annual General Meeting.

(g) Extraordinary Executive Committee meetings may be called by any elected member of the Executive Committee with twenty-four (24) hours' notice given to all Executive Committee members.

(2) General Meetings

(a) General meetings will be held monthly with the exception of December, March, June, July and August. One of these meetings will be the Annual General Meeting in May.

(b) General meetings are open to the General Membership and to any other person expressing an interest in them.

(c) Dates and times of the general meetings will be decided each year by the Executive Committee and the School Administration.

(d) A reminder of the upcoming general meeting will be posted on the Marlborough School website under the Calendar and/or Newsletter tabs/links.

(3) Annual General Meetings

(a) Will be held in May each year.

(b) Executive Committee Officers and Committee Chairs will present their Annual Reports at this meeting.

(c) Executive Committee Officers will be elected at this meeting.

(d) Bylaw and Constitutional amendments, if any, will be made in compliance with Section 13 – Constitution and Bylaw Amendments.

(4) Extraordinary General Meetings

(a) May be called by the Executive Committee with a minimum of seven (7) days written notice given to the General Membership.

(b) If, for some reason, a situation necessitates an Extraordinary Meeting originating from a member other than the Executive Committee, a petition of intent will be signed by no less than fifty (50) members of the General Membership and this petition will be presented to the Executive Committee at a general meeting or Executive Committee meeting. Upon receipt of the petition, the Executive Committee

will call an Extraordinary Meeting within fourteen (14) calendar days, allowing seven (7) days written notice to the General Membership.

Quorum at meetings

- 3** (1) The voting members present at any duly called general meeting or Extraordinary General meeting will constitute a quorum.

Procedures at meetings

- 4** (1) Meetings will be conducted efficiently and with fairness to all members present.
(2) If procedural problems arise, "Robert's Rules of Order" (most current edition) will be used to resolve the situation, unless the resolution conflicts with the Constitution and Bylaws. In such situations, the membership will be guided by the Constitution and Bylaws.

Voting at meetings

- 5** (1) Any and all motions voted on at an Executive Committee meeting will require a simple majority vote (50% plus 1) of elected members present to pass the motion in question.
(2) Any and all motions voted on at a general meeting will require a simple majority vote (50% plus 1) of the members present to pass the motion in question with the exception of Constitutional and/or Bylaw amendments which require a two-thirds (2/3) majority vote.
(3) Any and all motions voted on at an Extraordinary General meeting will require a two-thirds (2/3) majority vote of members present to pass the motion presented.
(4) There will be no proxy votes.
(5) Each voting member is entitled to one (1) vote. The President will vote only in the case of a tie.

Executive Committee

6 (1) The Marlborough PAC will elect a slate of officers from the General Membership.

(2) The size and roles of the Executive Committee will be determined by organizational needs. The Executive Committee will consist of elected and non-elected members. The elected officers should include: President, Vice President, up to two (2) Secretaries, Treasurer, up to two (2) District Parent Advisory Council ('DPAC') Representatives, up to two (2) Members-at-Large, and a Canadian Parents for French (CPF) Representative.

(3) Any voting member of the Marlborough PAC is eligible to serve on the Executive Committee, except employees or elected officials of School District No. 41 or the Ministry of Education.

(4) Executive Committee officers are elected at the Annual General Meeting in May and assume their responsibilities effective September 1st.

(5) Each elected Executive Committee member will hold office for a one (1) year term, from September 1 to August 31.

(6) The transition period from the outgoing Executive Committee to the newly elected Executive Committee will be after the AGM. It will be the responsibility of the outgoing Executive Committee to release all pertinent records and correspondence concerning the Marlborough PAC to the incoming Executive Committee members.

(7) If an Executive Committee member resigns or ceases to hold office for any reason, the Executive Committee will decide on an alternative procedure. Such procedures may include appointing or electing an alternate member to fill the position until the next Annual General Meeting.

Duties of the elected Executive Committee

7 The duties of the elected Executive Committee members are briefly outlined below. A more extensive description of duties is contained in Schedule "A":

(1) **President** will:

(a) convene and preside at all General, Extraordinary, and Executive Committee meetings;

- (b) in consultation with the Executive Committee ensure that an agenda is prepared and presented at each meeting;
- (c) encourage decisions to be made on information rather than on emotions or attitudes;
- (d) appoint Committees where authorized to do so by the Executive Committee or the General Membership;
- (e) take such actions or ensure such actions are taken by others to achieve the objectives and purposes of the Marlborough PAC;
- (f) support the other Executive Committee members in the execution of their duties;
- (g) be an ex-officio member of all Standing and Special Committees and keep in touch with each Committee Chair to offer support and keep abreast of current activities;
- (h) act as liaison between the Marlborough PAC and the School Administration and School Staff of the school; and
- (i) ensure that the Marlborough PAC sets goals for the year.

(2) **Vice-President** will:

- (a) assume the responsibilities of the President in the President's absence or upon request;
- (b) complete the unexpired term of the President in the case of resignation; and
- (c) assist the President as necessary and accept other duties as required.

(3) **Secretary** will:

- (a) be responsible for maintaining and keeping the official records of the Marlborough PAC and ensure that a duplicate copy of these records is kept in the Marlborough PAC office;
- (b) be responsible for maintaining an accurate record of the proceedings of all General, Extraordinary, and Executive Committee meetings. The minutes will be brief but will contain an accurate account of all business transacted. The General Meeting minutes will be posted on the Marlborough School website. A copy of the General Meeting minutes will also be distributed to the School Administration;
- (c) be responsible for clarifying the wording of all motions before a vote is taken;

- (d) maintain an accurate record of attendance at each meeting; and
- (e) if required, act as nomination officer at the Annual General Meeting.

(4) **Treasurer** will:

- (a) be governed by Section 11 – Financial Matters;
- (b) be responsible for all of the Marlborough PAC financial accounts including receiving and depositing all monies and overseeing dispersal of funds;
- (c) keep a current record of financial transactions and prepare and present a financial report that sets out the PAC’s financial position for the month before the PAC Executive and General Meeting. A current copy of the financial statements and the bank statements must be available at each Executive Committee and General Meeting.
- (d) prepare the year-end statements for the Marlborough PAC;
- (e) with the assistance of the Executive Committee ensure that annual budget is passed at the September general meeting; and
- (f) be one of the signing officers on the bank accounts.
- (g) in consultation with the Executive Committee, and at his or her discretion, appoint a Treasurer’s Assistant to perform tasks, as assigned, by the Treasurer (including the deposit of funds into the Marlborough PAC bank accounts). The General Membership must indicate their approval of this appointment by electing the Treasurer’s Assistant to the Executive Committee. After his/her election, the Treasurer’s Assistant will be a non-voting member of the Executive Committee.

(5) **DPAC representatives** will:

- (a) represent the School at the District Parent Advisory Committee meetings by taking school concerns, not their own personal attitudes, to meetings;
- (b) attend all DPAC meetings and report meeting proceedings and information back to the Marlborough PAC; and
- (c) be a communication link between DPAC, the Marlborough PAC, School Administration and School Staff.

(6) **SPC representatives**:

(a) all elected SPC representatives are ex officio members of the Executive Committee.

(7) **Members-at-Large (2 positions)** will:

(a) Support the other Executive Committee members in the execution of their duties and provide help in general for PAC activities.

(8) **Canadian Parents for French Representative (“CPF Representative”)** will:

(a) represent the School at the Canadian Parents for French (CPF) Committee meetings by taking school concerns, not their own personal attitudes, to meetings;

(b) attend all CPF meetings and report meeting proceedings and information back to the Marlborough PAC; and

(c) be a communication link between CPF, the Marlborough PAC, School Administration and School Staff.

Standing Committees

8 (1) All Standing Committees are responsible to the Executive Committee.

(2) The terms of reference of each Standing Committee will be specified by the Executive Committee at the time the Standing Committee is established or by the Standing Committee at its first meeting, as the Executive Committee decides.

(3) Standing Committees include: Book Fair, Early French Immersion Quebec Trip Fundraising, Fundraising, Grade Seven Graduation, Hot Lunch, Site Beautification, Traffic and Safety, and VIP Program. Special Committees may be established by the Executive Committee or on the recommendation of the General Membership for a set purpose.

(4) As each Standing Committee is formed, one member will act as Chair.

(5) Members may be appointed to a Standing Committee by the Executive Committee President.

(6) Standing Committee Chairs and committee members may serve any number of terms of office.

Duties of the Standing Committee Chair

9 (1) The Standing Committee Chair will:

- (a) assume responsibility for the work of the Standing Committee;
- (b) convene and preside at all Standing Committee meetings ensuring that accurate meeting minutes are kept and given to the Executive Committee Secretary for filing;
- (c) keep in touch with Standing Committee members in order to support them and to keep abreast of current activities;
- (d) attend Executive Committee meetings as non-voting members, as necessary, as well as other meetings necessitated by their position;
- (e) maintain communication with the Executive Committee regarding the functioning and effectiveness of the Standing Committee;
- (f) present a detailed report of their respective Standing Committee's annual activities at the Annual General Meeting; and
- (g) bring all proposals to the Executive Committee for discussion before sending information out to the school community.

Election procedures

10 (1) Elections

- (a) Election of the new Executive Committee members will take place at the Annual General Meeting in May.
- (b) Positions are open to the General Membership.
- (c) All terms of office are for one (1) school year. Each Executive Committee Officer must resign after each school year in office; however they may stand for re-election for an additional year. Although the number of years one may be re-elected to the same office is unlimited, they are encouraged to change office after two (2) years.
- (d) In the absence of a nomination for any office, the past officer will continue in the position until a nomination is received at any Marlborough PAC meeting. In the event that a past officer is unable or ineligible to fulfill their duties, the Executive Committee will decide on an alternative procedure.
- (e) The following rules will apply to elected PAC Executive Committee members from the same family (i.e., husband, wife, guardian): a) only one (1) vote per family and

b) only one (1) family member can be named as a signing officer.

(2) Nominations

(a) A Nomination Committee of at least two (2) persons will be formed by the Executive Committee at least sixty (60) days prior to the Annual General Meeting in May. A call for nominations will be posted and publicized by distributing a Notice for Nominations to the General Membership at least 30 days prior to the May Annual General Meeting. This notice will be put in the school bulletin and in other applicable forms of communication.

(b) Nominations may be received up to and during the Annual General Meeting until declared closed by the Nomination Committee.

(3) Resignations

(a) Resignations will be submitted in writing to the President.

(b) If an Executive Committee member resigns during a term of office, the Executive Committee will decide on an alternative procedure.

Financial matters (see also Schedule B, PAC Financial Policy)

11 (1) The financial year of the Marlborough PAC will be from September 1st to August 31st.

(2) The Marlborough PAC will raise and spend money to further its purposes.

(3) All Marlborough PAC funds will be on deposit with any Financial Institution registered under the Bank Act.

(4) Two (2) signatures will be required for any disbursement of funds. The Executive Committee will name signing officers for each Marlborough PAC bank account; one (1) of whom will be the Treasurer. Burnaby School District employees may not be a signing officer. All PAC Signing Officers must pass a Criminal Records Check prior to taking to exercising any of their banking duties.

(5) A budget and tentative plan of expenditures for the new school year will be drawn up by the Executive Committee and presented for approval at the September general meeting.

(6) Any monies spent, which are not accounted for in the current year's budget, must be

presented to and approved by both the Executive Committee and the General Membership.

(7) Only the Treasurer, bank signing officer or an Executive Committee member may deposit funds.

(8) A Treasurer's report (setting out the financial activity and financial position of the PAC at the close of the month before the PAC Executive and General Meeting in question) will be presented at each general meeting and will be posted with the general meeting minutes by the Secretary. The Annual Financial Statements will be presented at the first general meeting after the end of the fiscal year.

(9) A minimum balance of one thousand dollars (\$1,000.00) will be held over for start-up costs for the following year in the Budget and Income accounts.

(10) The books and records of the Marlborough PAC will be open for inspection by any Marlborough PAC member by written request.

(11) The Annual Financial Statements will be informally audited every year by a person qualified to do such work. The Executive Committee will attempt to engage a parent member of the Marlborough PAC to do the work without remuneration, ensuring that no conflicts of interest are apparent.

Code of conduct

12 (1) Marlborough PAC is not a forum for the discussion of individual school personnel, students, Parents, or other individual members of the school community.

(2) An Executive Committee member who is approached by a parent with a concern relating to Section 12(1) is in a privileged position and must treat such discussion as confidential. Said Executive Committee member will direct said parent to the proper school authority for discussion of such matters.

(3) Both the Executive Committee and the General Membership of the Marlborough PAC are bound by the Code of Conduct École Marlborough.

Constitutional and Bylaw amendments

- 13** (1) The Executive Committee will review the Constitution and Bylaws annually to ensure they continue to meet the Marlborough PAC's needs.
- (2) Proposed amendments to the Constitution and Bylaws must be posted for examination by the General Membership at least fourteen (14) days prior to the Annual General Meeting.
- (3) A two-thirds (2/3) majority vote of those voting members present at the Annual General Meeting will be required to amend the Constitution and Bylaws.

Property in documents

- 14** (1) All documentation including, but not limited to, records, minutes, correspondence, whether in paper or electronic form, kept by an Executive Committee member or a Committee Chair in connection with the Marlborough PAC shall be deemed to be the property of the Marlborough PAC and shall be turned over to the Executive Committee President when the individual in question ceases to perform the duties and/or tasks to which the documentation relates.

Dissolution

- 15** (1) The Marlborough PAC General Bank Accounts
- (a) In the event of dissolution and following payment of all debts and costs of winding up or dissolution, the assets and funds remaining in the Budget, Income, and Donation accounts of the Marlborough PAC shall be distributed to another parent advisory council or councils in School District 41 having purposes similar to those of the Marlborough PAC. The decision regarding distribution of the funds will be decided upon by the General Membership at the final general meeting.
- (b) All records of the Marlborough PAC will be placed under the jurisdiction of the School District 41 in the person of the Principal of the School.
- (2) The Marlborough PAC Gaming Bank Account
- (a) In the event of dissolution and following payment of all outstanding costs, charges, expenses, debts, and liabilities of the Marlborough PAC; all the funds

remaining in the Gaming Account will be given, transferred, and distributed to such organizations that are registered charities pursuant to the provision of the Income Tax Act that will be designated by the membership of the Marlborough PAC at the final general meeting. If effect cannot be given to the afore-said provisions, such funds will be given, transferred, and distributed to such organizations that are determined by the General Membership of the Marlborough PAC to be registered charities pursuant to the provision of the Income Tax Act which have purposes similar to those of the Marlborough PAC.

(b) Furthermore, Section 14 (2) is unalterable.

Schedule – A – Duties of the Elected Executive Committee

President

1. The President will:

- (1) in consultation with the Executive Committee, prepare agendas for both the Executive Committee and general meetings;
- (2) chair the Executive Committee and general PAC meetings in a timely fashion making an effort to build consensus amongst those attending the meeting;
- (3) maintain an e-mail and phone list for Executive Committee members and Class representatives (if they are being used) and send out notices of meetings and events from PAC, District Parent Advisory Council, BC Confederation Parent Advisory Council, Canadian Parents for French and Burnaby Parks, Recreation, and Culture Services;
- (4) collect, sort, and act on correspondence. File pertinent information in filing system in the PAC office;
- (5) write newsletters, copy, collate and distribute them to teachers' mail boxes;
- (6) help with planning, organizing volunteers for, and running PAC events;
- (7) organize evening workshops for Parents as required;
- (8) be available to speak to Parents about PAC, as required;
- (9) submit applications for funding to agencies, as required;
- (10) review the Constitution & Bylaws annually to ensure they are up to date. If revisions are required, either complete them or delegate this task to another member of the Executive Committee. Once the revisions are complete, circulate them amongst the Executive Committee for approval and revision. Present the final draft to the General Membership at the Annual General Meeting for approval.

2. Less-objective but just as important:

- (1) The President must be enjoy working closely with others as an integral part of the position involves meeting with Parents, administration, staff, District Parent Advisory Council members, School District 41 Board staff and Board members.
- (2) Help Parents negotiate their interfaces with the PAC organization and School Administration in a mutually beneficial way.

Vice President

1. The Vice President is responsible for:
 - (1) Administrative Professional's Day;
 - (2) posting notices for the monthly general meetings in and around the school;
 - (3) Classroom representatives (recruiting and/or contacting) – if they are being used;
 - (4) 'thank you' notes, as required;
 - (5) assisting the President, as needed, especially with Election balloting; and
 - (6) organizing the Staff Appreciation Luncheon and for forming a committee to do so.

Secretary

1. Attend all Executive Committee meetings and general meetings.
 2. At both Executive Committee and general meetings:
 - (1) review the action items from the previous meeting and take notes on what the result was.
 - (2) take detailed notes at the meetings ensuring:
 - (a) all action items are documented;
 - (b) those in attendance are noted – for the general meeting this will involve circulating a 'sign in' sheet where attendees may note their name and e-mail address;
 - (c) all decisions are passed and carried, including documenting the person making the motion as well as the person seconding it.
 3. Prepare the minutes (typewritten) of the meeting and email them to all Executive Committee members for review and approval. Revise minutes, as required. Once the minutes are finalized:
 - (1) Executive Committee minutes:
 - (a) keep a copy the completed minutes in a binder along with a copy of the agenda for that meeting.
 - (2) General Meeting minutes:
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- (a) keep a copy of the completed minutes in a binder along with a copy of the agenda and the attendance sheet for that meeting;
- (b) make photocopies of the minutes and give one (1) copy to the following people: Principal; Vice Principal; Head Teacher; and Teacher's Representative. Place one (1) copy in the following places: PAC box; teachers' bulletin board; West building bulletin board; and East building bulletin board. The copies that go on the public bulletin boards must be initialed by Head secretary, before they are posted. Forward the approved minutes to Head Teacher to be posted on the website.

Treasurer

1. Monthly:

- (1) attend monthly Executive Committee and general meetings;
- (2) act as contact person for School Administration, General Membership, and Executive Committee regarding financial affairs of PAC;
- (3) provide bookkeeping for PAC finances, recording all cheques and deposits in an Excel spreadsheet. Prepare and present a Treasurer's Report which sets out the financial activity and financial position of the PAC for the month before the PAC Executive and General Meeting. A current copy of the financial statements and the bank statements must be available at each Executive Committee and general meeting. The PAC President (or other designated member of the PAC Executive) should review and initial the monthly bank statements;
- (4) make regular bank deposits into appropriate VanCity accounts for fundraising activities – the Treasurer's Assistant or an Executive Committee member may also deposit funds. The actual money count is completed by the Project Treasurers;
- (5) check Treasurer's box (located in West Building Office) on a regular basis for cheque requisitions. Complete and sign cheques when required;
- (6) make sure that the budget is maintained and discuss situation with the Executive Committee should budget over runs be required. Approval of both the Executive Committee and the General Membership is needed in such situations;
- (7) actively maintain accounts, investing money when possible, to maximize income in VanCity accounts; and

(8) ensure that (where possible) receipts for school related purchases with HST applied are paid by the school (with the PAC reimbursing the school for the amount owing) so that the school may apply for a HST rebate.

2. **Annually:**

(1) prepare, with the input from the Executive Committee, an annual budget proposal;

(2) present budget proposal to General Membership at a general meeting, answer questions and have budget approved by General Membership. This should be done at the September General Meeting;

(3) verify and update signing officers with VanCity annually;

(4) prepare Year End Financial Statements, present them to the Executive Committee and the General Membership for approval each fall;

(5) once Year End is approved, at the discretion and approval of PAC members, have Year End Financial Statements reviewed by 3rd party accountant/bookkeeper as required;

(6) provide a gaming account summary report and apply online for the Community Gaming Grant

(7) file annual financial reports, cheque requisitions, receipts, deposits and general financial information in PAC office. All files are available for perusal by membership upon request.

District Parent Advisory Council Representatives (“DPAC Representatives”):

1. DPAC Representatives attend one (1) DPAC meeting per month (9 per year) and report pertinent information to the PAC at the general and the Executive Committee meetings.

Members-at-Large

1. Members-at-Large support the other Executive Committee members in the execution of their duties and provide help in general for PAC activities.

Canadian Parents for French Representative (“CPF Representative”)

1. CPF Representative attend CPF monthly meetings and report pertinent information to the PAC at the general and the Executive Committee meetings.

Schedule B, PAC Financial Policy

This policy applies to the PAC, any of the PAC's Standing Committees, and any of the parent run committees within the school. This policy ensures all assets are properly received, adequately protected, accurately recorded, and effectively used. Effective controls protect the assets of PAC, any of the PAC's Standing Committees, and any of the parent run committees within the school. In addition, effective controls protect the reputation of the volunteers in positions of financial responsibility in the management of those assets and those parties receiving PAC, PAC Standing Committees, and parent run committees' funds. Adherence to this policy also builds trust and confidence among all stakeholders that their money is being properly managed. Please also refer to "section 11 Financial Matters".

A. Accounting and Reporting

- 1** No one person is in complete control of any accounting function. All cheques and withdrawals from PAC accounts require the signature of two signing officers and supporting documentation must be available for each signing officer to review.
- 2** All financial documents (e.g., bank statements, bank reconciliations, records of investment, monthly financial statements) are to be reviewed by a minimum of one (1) member of the Executive (other than the PAC Treasurer) on a regular basis. This individual must sign and date all documents he/she has reviewed to indicate the review has taken place.
- 3** All expenditures must be made by cheque upon submission of receipt(s) and/or invoice(s). No cash transactions should take place, other than the deposit of cash revenue into a bank account.
- 4** Cash is to be counted and recorded under dual custody. All cash received must be recorded on a PAC Tally sheet and signed off by both individuals.
- 5** Blank cheques are never to be pre-signed by one (1) signing officer.
- 6** PAC financial records will be available for review, upon request, at any time. Any member of the Marlborough School community is encouraged to seek clarification of any transaction. The Treasurer is responsible for providing the information requested in a timely manner.
- 7** Monthly financial statements, bank statements, and bank reconciliations are to be available at all General PAC Meetings for review.

- 8 All paper and computer financial records, along with all supporting documentation (cheques, cheque stubs, requisitions, invoices and receipts, deposit books, budgets, financial reports and ledgers) must be kept organized and accessible for a period of seven (7) years.

B. Expenditures

- 1 The PAC Treasurer is responsible for the proposed expenditure of PAC funds in accordance with the annual budget (& any subsequent budgets) approved each year at a General PAC Meeting. A draft budget is prepared, reviewed, and approved by the PAC Executive and then is brought to the General PAC Membership for approval.
- 2 All spending request outside the approved budget must be formally approved at a General PAC Meeting and those approvals must be recorded in the minutes. Unapproved expenditures will not be reimbursed. Money must be spent in the year in which it is approved. No approvals will carry forward to future years without prior PAC approval.

C. PAC Standing Committees and any of the parent run committees within the school

- 1 All parent run committees and PAC Standing Committees operating at Ecole Marlborough School fall under the PAC umbrella.
- 2 **Grade Seven Graduation Committee** will:
 - (1) run all their fiscal matters (including fundraising) through PAC bank accounts;
 - (2) be responsible for:
 - (a) orchestrating the creation of the Graduation Hoodie;
 - (b) planning, ordering, serving, and cleaning up after the graduation luncheon (any receipts for expenses should be submitted to the school's secretary for reimbursement – the school will invoice the PAC for its portion of the graduation luncheon expenses);
 - (c) decorating the venue of the graduation luncheon; and
 - (d) organizing the graduation photo day with a photographer.

3 Quebec Trip Fundraising Committee

Currently, the Grade Seven Early French Immersion students and their teachers go to Quebec towards the end of the school year. By discussing how the fundraising committee, the PAC is not suggesting either that this trip must run annually or that other teachers at Marlborough are precluded from running a similar trip for his/her class.

Currently, the **Quebec Trip Fundraising Committee** is comprised of interested Grade Seven Early French Immersion students and their parents. This Committee raises funds so that:

- (1) Children (who might not otherwise be able to go on the trip) in the Grade Seven early French Immersion program may go on the trip to Quebec; and
- (2) Children who are participating on the fundraising committee may have an opportunity to raise a position of the funds required for their trip to Quebec.

The amount required to be raised for the children described in subsection 3(1) is established in consultation between the Grade Seven Early French Immersion teachers and the parent(s) or guardian(s) of the children in question.

Prior to the Quebec Trip Fundraising Committee planning and/or undertaking any fundraising activities, it must:

- (1) speak to the PAC Treasurer about how it intends to manage its funds;
- (2) in instances where the Quebec Trip Fundraising Committee (with the PAC Treasurer's approval) decides to maintain its own bank accounts and approve its own expenditures, the Committee is responsible for adhering to good accounting principles and practices regarding the control and safeguard of assets with the exception of Schedule B item seven (7) under the heading "Accounting and Reporting". In instances where the Quebec Trip Fundraising Committee maintains its own bank account, expenditures must be formally approved by the Quebec Trip Fundraising Committee before payment is issued and those approvals must be recorded in their minutes. Administration and teachers may be consulted when determining appropriate expenditures. Financial statements from all Committees will be submitted to the PAC Executive monthly; and

- (3) submit a fundraising calendar/plan to the PAC Executive for discussion. The intention of this submission is to ensure that there isn't overlap of activities between PAC fundraising and Quebec Trip Fundraising.

D. Gaming

- (1) No raffle, 50/50 draw, or other gaming event can be held by PAC or its Committees and/or parent run committees without a gaming licence being obtained in advance from the BC Gaming Policy and Enforcement branchy. All license applications must go through the PAC Treasurer.
- (2) All gaming funds raised by PAC or its Committees and or parent run committees must be deposited to the PAC gaming bank account and will be disbursed for any gaming eligible item approved by PAC or its Committees and/or parent run committees upon submission of receipts.
- (3) As all gaming fund expenditures must be reported to the BC gaming Policy and Enforcement Branch annually by the PAC Treasurer, all required documentation from each gaming event held by PAC or its Committees and/or parent run Committees (licenses, tally sheets, receipts, invoices, gaming event summary reports) must be provided to the PAC Treasurer at the conclusion of each gaming event.
- (4) It is the responsibility of the gaming event organizer to ensure they understand all requirements set out by the Gaming Policy and Enforcement Branch, that these requirements are adhered to, and all necessary forms are completed.
- (5) Gaming expenditures, not in the approved budget, will be reimbursed under the discretion of the PAC Executive.
- (6) Budgeted gaming funds must be spent in the year in which they are approved.
- (7) Reimbursements of approved gaming expenditure to the school:
 - a) must have supporting documents as follows:
 - i. reimbursement forms
 - ii. vendor invoices and receipts
 - iii. copies of school cheque stubs as proof of payment
 - b) PAC will reimburse only 32% of the GST amounts.

Document Change Record

Date	Action	Ratified
January 19, 1999	Initial draft	
October 22, 2002	Added Sections 15, 16, 17	October 2004 – Modifications approved at 2003/4 AGM inserted and document stored electronically.
May 5, 2005	Rewrite Section 11.12 to add auditing requirements.	May 2005 AGM
May 15, 2008	Rewrite entire document to update bylaws and constitution	May 2008 AGM
May 2009	Amended section 7 (4) (c) and added section 7(4) (g). Amended section 11 (4) and deleted section 11 (5)	May 2009 AGM
May 2011	Amended sections 6(2), 7(4) (c), 8(3), 11(8), 11(9), Schedule A Vice President item 1(6), Treasurer items 1(3),4, 7, and , added Schedule B	May 2011 AGM
May 2016	Amended section as detailed in the files: PAC Constitution Proposed Changes draft 2.pptx and PAC_Constiution_Proposed_Admendments_2016-05-05.pdf	May 2016 AGM
May 25, 2018	Amended sections as detailed in the files: 2018 Proposed C&B Amendments for AGM.pdf and 2018 Draft Marlborough Constitution and ByLaws.docx	May 2018 AGM
June 6, 2023	Amended multiple sections to add Member-at-Large positions information.	June 2023 AGM

June 10, 2024	Amended multiple sections to add Canadian Parents for French Representative ("CPF Representative") position information.	June 2024 AGM
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