



Dorothy Peacock Elementary
Parent Advisory Council
CONSTITUTION and BYLAWS

APPROVED JUNE 2026

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Constitution

Section 1 - Name of Organization

- 1) The name of the organization shall be the 'Dorothy Peacock Elementary Parent Advisory Council' as provided for under the School Act, Part 2, Division 2, Section 8 (1). Here after noted as the PAC.

Section 2 - Purpose of Organization

- 2) The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at Dorothy Peacock Elementary - School District #35 (Langley).

The PAC is dedicated to strengthening the role of parents in education by building an interdependent working team, fostering integrity, recognizing diversity, demonstrating respect, tolerance and nurturing trust.

Section 3 - Objectives of Organization

- 3) The objectives of the organization will be:
 - a) To enhance communication between:

The Community		The School Board
The Parent/Guardian(s)	AND	The School Administration
The Students		The School Staff
 - b) To provide for a formal means of consultation and recommendations for:
 - i) school budgetary matters
 - ii) curriculum offerings
 - iii) new instructional programs
 - iv) facilities and equipment
 - v) learning resources
 - vi) school policies and activities
 - c) To promote cooperation between the home and the school in providing for the education of children.
 - d) To assist parent/guardian(s) in accessing the system and to advocate on behalf of parent/guardian(s) and students.
 - e) To contribute to the effectiveness of the school by promoting the involvement of parent/guardian(s) and other community members.
 - f) To organize and provide additional resources to the school through approved volunteer activities.

Section 4 - Dissolution

- 4) In accordance with the School Act, Part 2, Division 2, Section 8 (4),

“A parents’ advisory council, in consultation with the principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.”

- a) In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final meeting.
- b) In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District #35 (Langley), in the person of the principal of the school.
- c) This provision shall be unalterable.

Bylaws

Section 5 - Membership in a PAC

- 5) Membership

- a) All parent/guardian(s) as defined in section 13 of students registered at Dorothy Peacock Elementary are voting members of the PAC.
- b) Administration and Staff (teaching and non-teaching) of Dorothy Peacock Elementary may be non-voting members of PAC.
- c) Members of the Dorothy Peacock Elementary community, who are not parents/guardians of students registered, may be invited by the PAC and/or Executive Member to become non-voting members of the Council.
- d) No member of the executive shall be an employee or an elected official of any school district or of the Ministry of Education.

Section 6 - Meetings

- 6) Meetings will conform to the following guidelines:

- a) Procedure
 - i) There shall be an Annual General Meeting (AGM) held in June each year.
 - ii) A minimum of eight (8) Scheduled PAC Meetings (including the Annual General Meeting) will be held during one school year.

- iii) Scheduled PAC Meetings can be held during evening or daytime hours and can be held in person or virtually, with the exception of the AGM, which must be held in person. A draft PAC meeting schedule will be determined for the following year during the Annual General Meeting.
- iv) Executive meetings shall be held at the discretion of the Executive.
- v) Special meetings may be called by the Executive, or upon the receipt of a petition representing three (3) voting members of the PAC. Such special meetings shall be held with a minimum two (2) days' notice to all voting members of the PAC.
- vi) Meetings will be conducted utilizing the Robert's Rule of Order, unless they are in conflict with the guidelines in this Constitution.
- vii) Any decisions made by the PAC must fall within the guidelines of the School Act.
- viii) The PAC should review the Constitution during the 1st Scheduled PAC Meeting of the school year. Any amendments to the constitution may occur as per Section 12.

b) Quorum

- i) The voting members present at any Scheduled PAC Meeting shall constitute a quorum, provided that a minimum of six (6) members are in attendance, including at least three (3) Executive members.

c) Voting

- i) A simple majority (50% plus one) shall decide upon questions arising at any meeting.
- ii) On all matters, votes shall be cast personally. No proxy.
- iii) Voting shall be done by a show of hands, with the exception of the election of the Executive membership, which shall be done by secret ballot.
- iv) All voting shall be conducted under the guidelines in Section 6.
- v) All voting for Executive Officers will follow the guidelines in Section 7.

d) Annual General Meeting (AGM)

- i) Shall be held in June each year.
- ii) Shall be held in person.
- iii) Shall follow the same guidelines for quorum and voting as outlined in Section 6.
- iv) Business at the AGM shall include:
 - a) The Annual Report, which shall include:
 - (a) A summary of the year's activities, achievements, and challenges.
 - (b) Detailed income and expense reports, bank balances, and a summary of fundraising activities.
 - (c) Updates from various committees on their activities and outcomes.
 - (d) Review of goals set for the year and progress made.
 - (e) Draft plans, priorities, or budget considerations for the next school year.
 - (f) Recognition of volunteers, staff, and contributors.
 - b) Election for all Executive Officer positions.
 - c) Budget proposal for the upcoming school year.

- d) Amendments or additions to the Constitution and Bylaws.

Section 7 - Election of Executive Officers

- 7) Election of Executive Officers will conform to the following guidelines and be from a slate of officers from the voting members for each school year:

- a) Nominations

- i) The Executive members will include, but not be limited to, President, Vice President, Secretary, Treasurer, and DPAC Representative. Any additional roles will be added by Bylaw amendment with proper notice.
- ii) A Nominations Committee shall be established at the PAC meeting immediately preceding the Annual General Meeting (AGM) and must have at least 2 members. The President shall not serve as a member of the Nominations Committee.
- iii) A call for Nominations shall be initiated at the PAC meeting immediately preceding the Annual General Meeting (AGM). Notice of nominations shall be communicated to all families, no less than 14 days prior to the AGM.
- iv) The Nominations Committee shall be responsible for recruiting candidates for available PAC Executive positions and for communicating the duties and responsibilities of each position.

- b) Election Procedure

- i) Elections shall be conducted by the Nominations Committee at the AGM. Guidelines will be determined by the PAC.
- ii) Voting for Executive Officers will be by secret ballot.
- iii) Voting members of the PAC may cast one vote for each Executive Officer position.
- iv) If more than one candidate is nominated for a position, each candidate shall be given one (1) minute to speak prior to the vote being cast.
- v) The Nominations Committee will announce the Executive election results at the Annual General Meeting. Upon the conclusion of this meeting, all ballots will be destroyed.

- c) Term of Office

- i) The term of office for all Executive positions shall commence on the 1st of July of each year and shall be for a period of one (1) year, after which all elected and appointed Executive members shall resign at the end of their term.
- ii) No person may hold more than one elected executive position at any one time.
- iii) No person shall hold the same Executive position for more than three (3) consecutive terms, except for the DPAC Representative and Hot Lunch Coordinator positions, which may exceed three terms if approved by a majority vote.
- iv) The following are grounds for termination of any Executive Member:
 - (a) Absent from three (3) consecutive meetings without notification.
 - (b) Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
 - (c) Failure to abide by the PAC's Code of Conduct.

d) Executive Vacancy and Resignations

- i) In the event of a resignation or sudden vacancy on the Executive during the year, or if any office is not filled at the time of election, the Executive may appoint a member to fill the vacancy for the remainder of the term, except for the office of the DPAC Representative, which must be elected as per the School Act.
- ii) In the event of a resignation or sudden vacancy during the year in the office of the DPAC Representative, the executive may fill the office by election.
 - (a) Elections to fill a vacancy in the office of the DPAC Representative shall be conducted in accordance with Section 7.
 - (b) In the event of a sudden vacancy in the DPAC Representative position, any references to the “Annual General Meeting” in Section 7 shall be deemed to refer to the “Scheduled PAC Meeting” at which the election to fill the vacancy is held, provided that due notice of the election has been given.
 - (c) The Executive shall ensure that an election to fill a vacancy in the office shall be conducted at the earliest possible date and no more than 45 school days after the office is vacated.

Section 8 - Executive

8) The affairs of the Council shall be managed between General Meetings by the Executive.

a) Executive Officers

Elected officers should include the following positions, with a minimum of eight (8) members:

- President
- Vice-President
- Secretary
- Treasurer
- Representative to the District Parent Advisory Council (DPAC)
- Hot Lunch Coordinator
- Member at Large – Grade 7 Farewell Committee
- Two (2) to Five (5) additional Members at Large
- Plus any additional as per a Bylaw Amendment

b) Roles and Responsibilities of Officers

- i) The elected Executive shall consult with, take direction from and represent all parents/families of the school. The Executive shall work as a team to ensure PAC purposes are achieved.

- ii) All officers are expected to attend all Executive, Scheduled PAC Meetings and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.
- iii) If an Executive member is unable to attend, they should inform the President prior to the meeting.
- iv) Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.
- v) All officers are required to complete the Criminal Record Check provided by the district, no later than September 30 of each year, and must be renewed annually.

All executive positions shall be voting positions except that the President shall be entitled to vote only in the event of a tie.

- vi) President
 - (a) Shall convene and preside at all membership, special, and executive meetings.
 - (b) Shall ensure that an agenda is prepared and distributed within two (2) to five (5) days prior to the Scheduled PAC Meeting.
 - (c) Shall allow input from membership and may dispense with all formal voting procedures on internal PAC matters.
 - (d) Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
 - (e) Shall appoint committees where authorized by the Executive or membership and shall serve as a non-voting ex-officio member of all committees, with the exception of the Nominating Committee.
 - (f) Shall be a signing officer.
 - (g) Shall submit at the Annual General Meeting an Annual Report including a Financial Statement.
 - (h) Shall be the official spokesperson for the organization.
 - (i) Shall ensure representation at District PAC meetings.
 - (j) May, in consultation with the Executive, or upon recommendation of the general membership, appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive.
 - (k) Shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Scheduled PAC Meeting.
 - (l) Shall keep a correspondence binder updated and available.
 - (m) Shall maintain regular communication with the school administration, including before Scheduled PAC Meetings.
 - (n) Shall serve as the account holder for all PAC digital accounts (i.e. email, social media) and is responsible for transferring all accounts and access to the incoming President at the end of their term. Account passwords shall be changed at the end of each year, and the new passwords provided to the incoming President. Access to any account may be granted to another officer at the account holder's discretion.

vii) Vice President

- (a) Shall assume the responsibilities of the President in the President's absence.
- (b) Shall accept extra duties as required.
- (c) May be a signing officer.
- (d) Shall maintain regular communication with the school administration, including before Scheduled PAC Meetings.

viii) Secretary

- (a) Shall record and prepare the minutes of all membership, special and executive meetings; and shall distribute minutes within fourteen (14) days following each PAC meeting.
- (b) Shall issue and receive correspondence on behalf of the organization.
- (c) Shall keep an updated copy of the Constitution and Bylaws.
- (d) Shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safekeeping.
- (e) May be a signing officer.
- (f) Shall safely keep all records of the PAC, except for financial records, which shall be kept by the Treasurer.

ix) Treasurer

- (a) Shall be responsible for and report on the accounts of the organization.
- (b) Shall be a signing officer.
- (c) Shall maintain good record-keeping of all financial activities of the PAC using acceptable accounting standards.
- (d) Will prepare and present printed copies of the financial report at each Scheduled PAC Meeting.
- (e) Shall, with the assistance of the Executive and PAC members, draft a budget and tentative plan of expenditures as per Section 10 to be presented at the Annual General Meeting.
- (f) Shall ensure that another financial signing officer has access to the books and banking papers (including cheques) upon request.
- (g) Shall prepare the year-end Financial Statement and provide such to the President for submission to the membership at the Annual General Meeting.
- (h) Filing year-end reporting as required – i.e. Gaming Grant.

x) Representative to Langley District Parent Advisory Council (DPAC)

- (a) Shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate.
- (b) Shall report District information to the Executive and, as required, at Scheduled PAC Meetings.
- (c) Shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues.
- (d) The term of office may be extended by a majority vote by the executive.

(e) Shall apply for and maintain the PAC's BCCPAC Membership each year.

xi) Hot Lunch Coordinator

- (a) Shall prepare a draft schedule of hot lunch and treat days for the upcoming school year by August and obtain approval from the school administration.
- (b) Shall coordinate with hot lunch vendors.
- (c) Shall enter all hot lunch items into the hot lunch system (i.e. Munch-a-Lunch).
- (d) Shall communicate information related to the hot lunch program to families.
- (e) Shall report on the progress of the hot lunch program at each Scheduled PAC Meeting.

xii) Member at Large – Grade 7 Farewell Committee

- a) Shall act as the liaison between the Grade 7 Farewell Committee and the PAC Executive.
- b) Shall facilitate communication between the Grade 7 Farewell Committee, the PAC Executive, and Grade 7 families.
- c) Shall ensure the Committee operates in accordance with the PAC Constitution, Bylaws, Policies, Procedures, and approved budgets.
- d) Shall provide regular reports at Scheduled PAC Meetings, including fundraising progress, planned activities, anticipated expenditures, and event updates.
- e) Shall work with the Treasurer to ensure all funds raised and expenditures are properly tracked and administered through PAC financial processes.
- f) Shall ensure that all fundraising activities and vendor arrangements receive the required approvals.
- g) Shall maintain records related to committee activities and provide an end-of-year summary to the PAC Executive and incoming Committee Chair, if applicable.

xiii) Member at Large

- a) The Member(s) at Large shall serve as voting members of the Executive and shall support the work of the PAC by assisting with events, fundraising activities, committees, special projects, communication and other duties as needed. Members at Large may chair committees but are not required to do so. They shall promote parent engagement and help further the goals and objectives of the PAC.

Section 9 - Committees

9) Committees

- a) Committees shall be responsible to the Executive and members and shall regularly report their activities at Scheduled PAC Meetings.
- b) Committees (including the Nomination Committee and representation to outside committees) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish terms of reference for each Committee.

- c) The Grade 7 Farewell Committee shall operate as a standing committee of the PAC and shall be responsible for planning, coordinating, and fundraising for Grade 7 year-end celebration activities.
- d) A Nominating Committee shall be appointed as per Section 7.
- e) Members may be appointed to special committees by the President (after consultation with the Executive).
- f) School staff may be afforded representation on committees.

Section 10 - Finances

- 10) All Finances associated with the PAC shall conform to the following guidelines:
- a) A budget and tentative plan of expenditures should be drawn up by the Executive, in consultation with the PAC, and presented for approval at the Annual General Meeting. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
 - b) All funds of the organization will be on deposit in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.
 - c) The Executive shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, two of whom will be the President and Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.
 - d) All monies spent above and beyond two hundred dollars (\$200) will be first presented to and voted on by the Executive and then approved by a majority vote at the next Scheduled PAC Meeting.
 - i) All expenditures need to be preapproved by the President and Treasurer (2 representatives). In one of their absence, then the Vice President.
 - e) Any notice of motion which will allocate over \$500 of PAC funds not previously budgeted must be recorded in the meeting minutes and voted upon at the next Scheduled PAC Meeting.
 - f) A printed Treasurer's Report shall be available to all members at each Scheduled PAC Meeting. A year-end Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General meeting.
 - g) A financial review may be requested at any General Meeting by a simple majority vote of the membership, and notice of such motion shall be waived. At the Annual General Meeting, the membership shall consider whether a financial review is required.
 - h) Any three (3) members may petition to review the financial records, including bank statements and cheque stubs, by providing at least seven (7) days' written notice to the Treasurer.

Section 11 - Code of Conduct

- 11) In accordance with the School Act, Part 2, Division 2, Section 8 (4),

“A parents’ advisory council through its elected officers may advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school.”

- a) Notwithstanding the latitude of the act in this respect (see above), the PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community, but that effective mechanisms exist within the school system for resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.
- b) An Executive member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.
- c) A parent/guardian who accepts a position as a PAC Executive Member shall:
 - i) Uphold the constitution and bylaws, policies and procedures of the PAC.
 - ii) Perform her/his duties with honesty and integrity.
 - iii) Work to ensure that the well-being of students is the primary focus of all decisions.
 - iv) Respect the rights of all individuals.
 - v) Take direction from the members, ensuring that representation processes are in place.
 - vi) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
 - vii) Work to ensure that issues are resolved through due process.
 - viii) Strive to be informed and only pass on information that is reliable and correct.
 - ix) Respect all confidential information.
 - x) Support public education.
 - xi) No Executive PAC member or their immediate family shall profit from any PAC sponsored event or fundraiser unless previously voted upon by the executive with a vote of 75% or greater in favor. Said PAC Executive cannot participate in the vote.

Section 12 - Constitutional Amendments

12) Constitutional Amendments

- a) Amendments to the Constitution and Bylaws of the PAC may be made at any Scheduled PAC Meeting at which business is conducted, providing:
 - i) A minimum of fourteen (14) days Written Notice of the meeting has been given to all members.
 - ii) The notice of the meeting shall include the specific amendments proposed.
- b) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- c) Amendment(s) to the Constitution and Bylaws should be submitted to the Langley DPAC office in the form of a complete amended copy.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the Dorothy Peacock Elementary Parent Advisory Council,

“board” means a board of school trustees constituted under the School Act or a former Act;

“the Board” means the Board of School Trustees for School District #35, Langley;

“educational program” means an organized set of learning activities that, in the opinion of the Board, is designed to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy;

“district parent advisory council” or “DPAC” means the district parents’ advisory council established for School District #35 under section 8.4 of the School Act;

“immediate family” means spouse or common-law partner, parent, grandparent or child;

“notice” means a minimum of fourteen (14) days;

“parent” is 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;
- d) For the purposes of these Constitution and Bylaws, means any parent of a student enrolled in the Langley School District No. 35 and will include: step parents, grandparents, foster parents, billet parents, international student host parent, same sex parent etc.

“parent advisory council” or “PAC” means the parents’ advisory council established for Dorothy Peacock Elementary under section 8 of the School Act;

“school” means the students under the supervision of a principal, vice principal, or director of instruction; the teachers and other staff members; and the facilities associated with Dorothy Peacock Elementary.

“school district” means the area created or constituted as School District #35 Langley, by or under the School Act or a former Act;

“school year” means the period beginning on July 1 and ending on the following June 30;

“student” means a person enrolled in an educational program provided by Dorothy Peacock Elementary.

Section 14 - Addendum

Cash Handling Procedure

- 1) Purpose
 - a) To protect volunteers and ensure accountability, the following procedure must be followed for any PAC event/activity involving cash.
- 2) Eligibility
 - a) Only volunteers with a valid Criminal Record Check provided by SD35 should handle cash.
 - b) List of approved volunteers to be provided by the Administration prior to the event.
- 3) Supervision & Responsibility
 - a) Cash must always be handled by a minimum of two individuals, one of whom must be a Committee Member.
 - b) The Event Committee Chair is responsible for all funds associated with their event, including the secure handling, recording, and transfer of money.
 - c) The Event Committee Chair must provide a complete record of all expenses and revenue to the Treasurer to verify accuracy, reconcile funds, and determine event profitability.
- 4) Floats
 - a) Floats must be requested from the Treasurer (dpepactreasurercontact@gmail.com) at least 7 days before the event.
 - b) Floats must be stored in a secure, locked location until use.
 - c) Immediately before the event, two people must count and record the float amount on the "Cash Counting Form".
- 5) Electronic Payments — Square
 - a) Square devices must be logged in using the PAC account; no personal accounts, and must be verified by a PAC Executive member before the start of the event.
 - b) Square readers must stay in the custody of approved volunteers and be supervised at all times.
 - c) A Square "End of Day Report" must be generated at the conclusion of the event and recorded on the "Cash Counting Form".
- 6) During the Event
 - a) Cash boxes must remain supervised at all times.
 - b) Volunteers must not leave cash unattended or remove funds from the event area.
- 7) End of Event

- a) Immediately at the conclusion of the event, all funds (including the float) must be counted and recorded by two people using the PAC "Cash Counting Form."
- b) Both counters must sign the form to confirm accuracy.
- c) Funds must be sealed in a plastic bag and then secured/locked immediately after counting until deposited in the PAC bank account.

8) Deposit

- a) Funds must be deposited into the PAC bank account as soon as reasonably possible.

Expectations of Committee Chairs

1) Purpose

- a) This policy outlines the responsibilities and expectations for all Committee Chairs within the DPE Parent Advisory Council (PAC). Committee Chairs are accountable to the PAC Executive and general membership, and must operate in alignment with all PAC guidelines, rules, and reporting requirements.

2) Role of the Committee Chair

- a) The Committee Chair is responsible for the successful coordination, execution, and oversight of their assigned committee. This includes financial tracking, communication, leadership, and adherence to PAC policies.

3) Financial Accountability

- a) Track all committee-related expenses and revenue accurately.
- b) Submit all financial information, receipts, and documentation to the Treasurer in a timely manner.
- c) Ensure expenditures remain within the approved budget for the committee.
- d) When appropriate, three vendor quotes must be obtained prior to voting on vendor selection.

4) Reporting

- a) Provide updates at each PAC meeting, including progress, challenges, financial status, and next steps.
- b) Notify the Executive of any concerns, unexpected issues, or decisions requiring PAC approval.

5) Compliance

- a) Follow all PAC Cash Handling Procedures, including deposits, reimbursements, float management, and documentation.
- b) Adhere to all PAC policies, bylaws, school guidelines, and district requirements.

6) Committee Leadership

- a) Lead and support committee members to ensure the committee meets its objectives.
- b) Facilitate communication and task delegation within the committee.

- c) Promote collaboration and ensure the work of the committee reflects PAC goals, values, and expectations.

7) Decision-Making

- a) Committees must use a group decision-making process, using Robert’s Rules of Order.
- b) Decisions are determined by majority vote of committee members.
- c) Any decision that impacts budget, PAC commitments, or school-wide policies must be brought to the PAC Executive or general membership for approval.

8) Accountability

- a) Committee Chairs are accountable to the PAC membership. Failure to adhere to PAC rules, financial procedures, or reporting expectations may result in reassignment of responsibilities at the discretion of the PAC Executive.

Grade 7 Farewell Committee

1) Purpose

- a) The Grade 7 Farewell Committee (hereafter referred to as “the Committee”) shall operate as part of the DPE Parent Advisory Council (PAC).
- b) Its purpose is to support and coordinate fundraising efforts for the Grade 7 year-end celebration activities.

2) Membership

- a) All parents and guardians of Grade 7 students at DPE are eligible to participate.
- b) Participation is open and voluntary.

3) Establishment

- a) The Committee may be formed as early as May of the preceding school year.
- b) Committee leadership position(s) shall be selected and voted in at the PAC AGM of the preceding school year.

4) Governance & Accountability

- a) The Committee is accountable to the PAC and must operate in accordance with all PAC policies and procedures.
- b) Committee activities, decisions, and updates shall be reported at scheduled PAC meetings.
- c) All proposed fundraising initiatives must be presented at a scheduled PAC meeting to avoid overlap with PAC-led initiatives.

5) Decision-Making

- a) Committees must use a group decision-making process, using Robert’s Rules of Order.
- b) Decisions are determined by majority vote of committee members.

6) Meetings

- a) The initial meeting will be coordinated with the DPE Principal and PAC President in the spring of the preceding school year.
 - b) Meeting frequency will be determined by the Committee based on need.
- 7) Financial Management
- a) All funds must be processed through the PAC bank account.
 - b) All funds raised through the Grade 7 Farewell Committee will be used solely for this purpose and not included with general PAC funds.
 - c) Financial activities will be monitored and overseen by the PAC Treasurer.
 - d) All cash handling must comply with the PAC Cash Handling Policy.
 - e) The Committee is not permitted to operate independent bank accounts or financial systems.
 - f) Where appropriate, a minimum of three vendor quotes should be obtained prior to approving expenditures.
- 8) Fundraising Goals
- a) The Committee must establish a clear fundraising goal at the outset of the school year.
 - b) The goal should align with planned activities and anticipated costs for the Grade 7 celebration activities.
 - c) Progress toward the fundraising goal shall be reported at scheduled PAC Meetings.
- 9) Reporting
- a) The Committee shall provide regular updates to both the Grade 7 parent group and the PAC, including:
 - i) Fundraising progress towards the established goal
 - ii) Upcoming fundraising initiatives
 - iii) Feedback/outcome from completed fundraising activities
 - iv) Anticipated expenditures

Engagement of Services & Contractual Agreements

When schools or departments are considering the engagement of any service provider that requires a contract or formal agreement, it is critical that Purchasing is involved early in the process.

Whenever you are securing vendors—whether that’s for food trucks, photo booths, DJs, or any other service—the guidelines should be followed to ensure proper documentation and compliance. This helps us maintain consistency, transparency, and protection for everyone involved.

Early involvement allows the Purchasing Department to:

- Review vendor-proposed agreements;
- Negotiate district-favorable and risk-appropriate terms and conditions; and
- Ensure alignment with District policies, insurance requirements, and legal obligations.

Engaging vendors without prior Purchasing involvement may result in unacceptable contractual risk, unfavorable commercial terms, or delays in execution.

Contract Execution Authority (Binding Agreements)

Please be reminded that any agreement or contract that commits or binds the School District financially or legally:

- Must be reviewed by the Purchasing Department prior to execution; and
- May only be signed by the Secretary Treasurer, Brian Iseli, or in his absence, the Assistant Secretary Treasurer, Shind Chand.

School or department staff do not have delegated authority to sign agreements on behalf of the District.

Required Process

Once a vendor agreement has been received or identified:

- Principal or department lead to forward the agreement to Purchasing for review;
- Purchasing will review, markup, and/or negotiate terms with the vendor as required;
- Final agreement will be routed for authorized signature; and
- A fully executed copy will be returned to the school/department.

Key Reminder

No work should commence under a service arrangement where:

- A contract is required but not yet executed; or
- Terms have not been reviewed and accepted by the District.

Please forward all identified agreements to school principal for review before signing.