

It is important that we involve our members in creating and reviewing our council's constitution and bylaws. Both documents belong to the membership, not to the executive.

We hope to involve our members, by submitting this letter of notice that the constitution and bylaws will be reviewed. Your input is welcome and encouraged. It can be shared at a general PAC meeting (in person or on Zoom), via email: HollyelementaryPAC@gmail.com or can be dropped off at the school without coming to a meeting. Parents are invited to discuss the council's mission, purposes, and operating rules.

Section II MEETINGS OF MEMBERS

FROM:

3. Additional general meetings will be held upon the receipt of a petition from 50 or more voting members of the PAC or at the discretion of the executive.

TO:

3. Additional general meetings will be held upon the receipt of a petition from 25 or more voting members of the PAC or at the discretion of the executive.

Section III VOTING

FROM:

4. Members must vote in person on all matters. Voting by proxy will not be permitted.

TO:

4. Members are allowed to vote in person or by virtual meeting application (ie. Zoom, google meet etc). Voting by proxy will not be permitted.

Section IV EXECUTIVE

FROM:

4. Any voting member of the PAC is eligible to serve as an executive officer, except employees, elected officials of the Delta School District or the Ministry of Education.

TO:

4a. Any voting member of the PAC is eligible to serve as an executive officer, except employees, elected officials of the Delta School District or the Ministry of Education.

4b. Parents/ Guardians who are Crossing guards or noon hour supervisors are exempt from restriction and may be elected to serve as an executive officer.

Section IV EXECUTIVE

FROM:

13. Subject to point #14 (Section IV), any elected member of the PAC may serve on the executive for as many years as he or she is elected to a position but no person may hold any one position for more than two consecutive years.

14. If an executive officer position remains vacant after the annual general meeting in May, further calls for nominations will be made at a June PAC meeting. If no one is nominated at the June meeting, then the person currently holding the position may be elected for a further year, even if it means he or she will have held the position for more than two consecutive years.

TO:

13. Any elected PAC member may serve on the executive for as many years as he or she is elected to a position but may not hold the same position for more than two consecutive years. If a position remains vacant after the May AGM, nominations will be reopened in June. If unfilled, the incumbent may serve another year. An unopposed candidate may continue beyond the two-year limit.

Section IX SCHOOL PLANNING COUNCIL

FROM:

Entire Section

TO:

Remove: SPCs (School act section 8.1 & 8.2) were removed from the School ACT in 2015.
Link to School act here: [Repealed](#)

Appendix B MONEY COUNTING POLICY

FROM:

2. If the fundraiser or other activity involves the sale of goods or services, then the individual(s) volunteering at the event will only sell or provide such goods and services in exchange for cash or a cheque. There will be no "IOU's" issued.

TO:

2. If the fundraiser or other activity involves the sale of goods or services, then the individual(s) volunteering at the event will only sell or provide such goods and services in exchange for cash, electronic payment (ie card reader, etransfer etc) or a cheque hereby referred to as "funds". There will be no "IOU's" issued.

Appendix B MONEY COUNTING POLICY

FROM:

4. For the duration of the fundraiser, or any activity that involves the collection of money on of the PAC, any cheques or cash (collectively, the "Funds") received during a day will be counted at the end of each day and submitted to the Treasurer or another appointed PAC executive or committee head (the "Funds Recipient") in accordance with the following counting procedures:

- a. Two people (the "Counters") will count the Funds at the end of each day. The cheques will be added up and totaled on an adding machine that has paper (or it is sometimes called) or on an excel spreadsheet and then printed.
- b. The Counters will complete the "Daily Money Count" sheet provided by the Treasurer at the end of each day. The paper or tape showing the addition and total of the cheques will be attached to this Daily Money Count sheet.
- c. One of the Counters will submit the Daily Money Count sheet and the Funds counted that day to the Funds Recipient.
- d. If, at any time during a count, one of the Counters needs to leave the counting area, the Funds must be locked in a room and the remaining Counter must stand outside until the other Counter returns. At no time should only one person be left alone with the Funds, unless they are in a sealed envelope as per point 5 below.

TO:

4. For the duration of the fundraiser, or any activity that involves the collection of money, any funds received during a day will be counted in accordance with the following counting procedures:

Two people (the "Counters") will count the Funds at the end of the event.

The Counters will complete the "Daily Money Count" (DMC) sheet provided by the Treasurer.

Counters will deposit the Daily Money Count sheet along with the Funds into the Safe or to the Funds Recipient if they are going immediately to the bank.

If, at any time during a count, one of the Counters needs to leave the counting area, the Funds must be locked in a room and the remaining Counter must stand outside until the other Counter returns. At no time should only one person be left alone with the Funds.

Appendix B MONEY COUNTING POLICY

FROM:

5. Notwithstanding the requirements above to count funds at the end of each day, in a situation where there is no opportunity to count the Funds at the end of a day (for example, if the event takes place late at night or if two appropriate people are not available), then two people should place the Funds into an envelope, seal the envelope and sign their names across the seal of the envelope. A PAC executive officer or a person appointed by a PAC executive office should leave the sealed envelope at the school in a safe place or take the sealed envelope home for safe-keeping until the first day when the Counters can count the Funds together, at which time the envelope will be opened in the presence of both Counters. If there are Funds for more than one activity, a separate envelope will be used for each set of Funds. For example, for a Parent Dance, there will be one envelope for 50/50, one envelope for silent auction, etc., and the counting procedures set out above will then apply.

TO:

5. Notwithstanding the requirements above to count funds at the end of each day, in a situation where there is no opportunity to count the Funds at the end of a day (for example, if the event takes place late at night or if two appropriate people are not available), then two people should place the Funds into an envelope, & seal the envelope. The funds should be placed in the Safe until two Counters can count the Funds together, at which time the envelope will be opened in the presence of both Counters. If there are Funds for more than one activity, a separate envelope will be used for each set of Funds. For example, for a Parent Dance, there will be one envelope for 50/50, one envelope for silent auction, etc., and the counting procedures set out above will then apply.

Appendix B MONEY COUNTING POLICY

FROM:

6. The Funds Recipient (if not the Treasurer) will submit the Daily Money Count sheet and the Funds to the Treasurer on the same day on which the counting took place or the following school day.

TO:

Remove- irrelevant

Appendix B MONEY COUNTING POLICY

FROM:

8. When requesting a float for a PAC activity, a request to the Treasurer must be made in writing, detailing the amount needed, denominations and to whom the float should be given to. The request must be authorized by a member of the PAC executive and must be submitted to the Treasurer two days in advance of the date required.

TO:

Remove. We keep a float in the office at all times.

Appendix B MONEY COUNTING POLICY

FROM:

10. The float must be returned to the Funds Recipient at the end of the fundraiser or event and the Daily Money Count sheet must be completed for the float (in addition to the Daily Money sheet required for the Funds).

TO:

10. The float must be returned to the Funds Recipient at the end of the fundraiser or event in the same way in which it was received. Ie. Rolled coins, small denomination bills.