



WELCOME TO PAC 101

October, 1st 2025

A GUIDE ON RUNNING A WELCOMING & SUCCESSFUL PAC



PAC Constitution & Bylaws

PAC-101 2025

Outline

1. Constitution Vs. Bylaws
2. Roles & Key Information
3. Canadian Anti-Spam Legislation
4. Questions

Constitution Vs. Bylaws

Constitution

- A written instrument embodying the rules of a political or social organization.
- Eg. PAC Name, PAC Mission Statement, PAC Objectives.

Constitution Vs. Bylaws

Bylaws

- Rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.
- Eg. Meeting procedures, Voting, Members and Roles

Constitution Vs. Bylaws

Review

- You should read your C&B annually and discuss possible changes.
- Updated C&B's should be sent to DPAC43 for filing.

Constitution Vs. Bylaws

C&B Template*

** PAC Constitution & Bylaws can be changed via voting. Make them fit your community needs.*



<https://dpac43.ca/wp-content/uploads/DPAC-Standard-Constitution-and-Bylaws-for-PACs-October-2015.doc>

PAC Executives often change. File a copy of your C&B's with the DPAC office.

office@dpac43.ca

Roles & Key Information

Roles & Voting

- **What is a Parent Advisory Council (PAC)?** Membership includes all parents and staff at that school. All parents and staff are welcome to attend General Meetings, but not all members can vote.
- **Who Can Vote?** All parents and staff who have a child at that school get 1 vote. Each family is allowed one consensus vote at PAC meetings.
- **Who is the PAC Executive?** The PAC Executive is formed by nominating (or self nominate) and members are voted on by voting members of the school's PAC at the Annual General Meeting or by Special Meeting. Adequate notice of the meetings must be provided and a quorum must be formed per the bylaws.
- **What's the role of DPAC43** – To provide support and guidance on PAC issues in School District 43. Feedback channel for the School District 43 School Board.

Roles & Key Information

Mandatory*

- Chair / President
- Treasurer
- Secretary
- DPAC Representative

**No other roles can be nominated until these mandatory positions are filled.*

Other

- Vice Chair / President
- Volunteer Coordinator
- Fundraising Coordinator
- Communication Coordinator
- Parent Education Coordinator
- Members-at-Large
- Other?

Roles & Key Information

Quorum

- Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
- At any duly called general or special meeting, the number of voting members present shall be a quorum, as long as they out-number the non-voting members.
- If the agenda has been provided with less than one week's notice when calling a general or special meeting, a quorum shall be a minimum of 50% of the elected Executive officers plus the voting members present, as long as it totals a minimum of five (5) members.
- For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.

Roles & Key Information

Notice of a meeting

- The President or Chair Designate will prepare agendas after accepting input from the Executive, other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the parents at least seven (7) days prior to a general meeting or whatever is specified in your C&B.
- All items that will be voted on should be included in your agenda, which would be included and attached to your notice.

Roles & Key Information

Budget & Spending

- A proposed budget should be drawn up by the President and the Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
- The general membership must approve all expenditures by the Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to 10% of the budgeted amount or
- \$200, whichever is the lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.

Roles & Key Information

Fundraising

- Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by the PAC. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.

Code of conduct relating to fundraising

- No member or their family shall benefit financially from fundraising at school unless there has been full disclosure to the PAC and the Executive prior to the fundraising starting.

Canadian Anti-Spam Legislation

A few key points (Contact a professional for details)

- **Express Consent (written consent ideally)** – you need written consent from every PAC member you are sending communications to. Reverse opt-in is NOT express consent.
- **Consent Form** – This can be done via an online or offline form, but a record of that consent must be available if requested. PAC must clearly state on the form why they are asking for express consent and provide all contact details (including physical address).
- **Unsubscribe** – every communication must have an unsubscribe option and unsubscribed parties must be unsubscribed within 10 days.

[For more information](http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00211.html)

http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00211.html

Questions

C&B Template*

** PAC Constitution & Bylaws can be changed via voting. Make them fit your community needs.*



<https://dpac43.ca/wp-content/uploads/DPAC-Standard-Constitution-and-Bylaws-for-PACs-October-2015.doc>

**PAC Executives often change. File a copy of your C&B's with the DPAC office.
office@dpac43.ca**

PAC TREASURER 101

-
- Presented by Jimmy Fung & Sherie Bohorquez



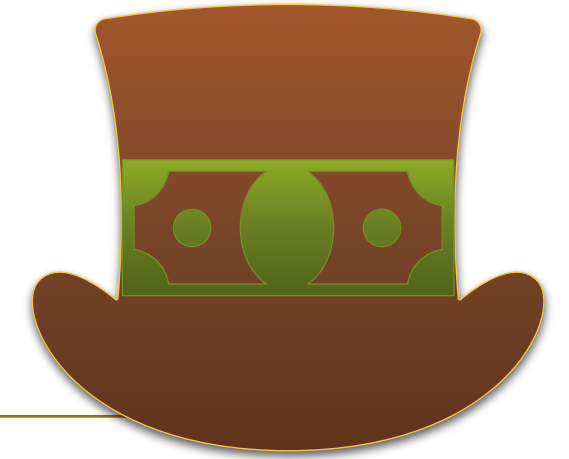
Treasurer 101 Content



- Responsibilities
- Processes & Good Practices
- Suggestions, Ideas and Resources

RESPONSIBILITIES

What does the Treasurer do?

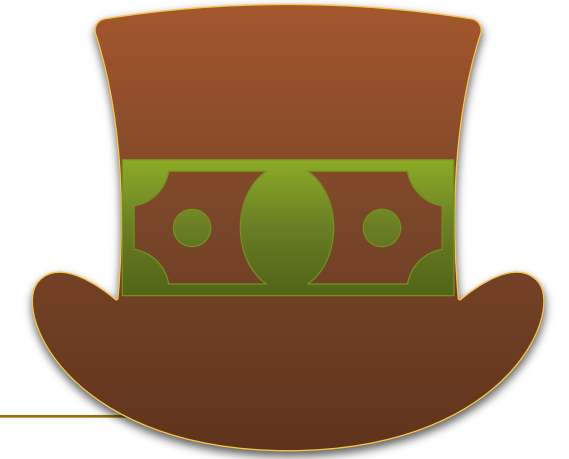


- We are the "**Custodian of Funds**". *The money belongs to the PAC.*
- As treasurers, **we keep track of the money and disburse the money** according to the approved budget.
- We **report on the finances** at each meeting as accurately and as clearly as we can.
- We **prepare an annual report** = budget compared to the actual spending with the bank balances and a proposed budget for the upcoming year. (The proposed budget has to be approved and voted on at the AGM or other scheduled meeting in advance of AGM.)



RESPONSIBILITIES

Reporting to Members



REGULAR MEETINGS

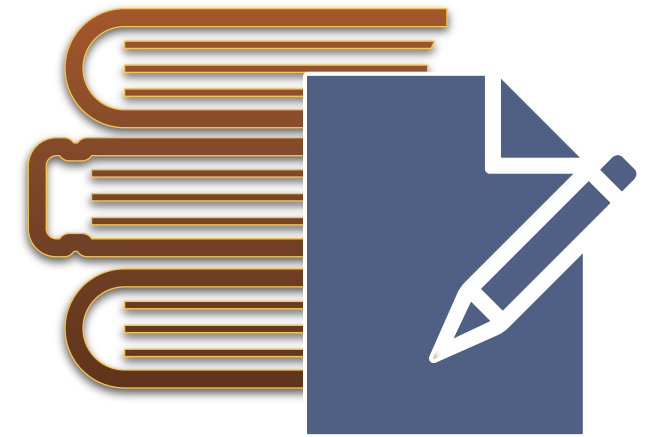
- **Present the Bank balances.** Have the bank statements readily available for inspection.
- **Report the Year to date vs. approved budget** for the year.
- **Share highlights** since the last report. Keep it simple –show the money in and the money out.

ANNUAL GENERAL MEETING

- **Present** the final or projected year end **financial statements compared to the adopted budget** for the year.
- **Ending cash balances** in the bank accounts. Bring paperwork and bank statements to this meeting.
- **Review highlights** for the year –Money raised and received and projects completed.
- **Projected budget** for the following year should be **voted on** and passed **at the AGM before election** of the new officers (unless your bylaws has a separate budget meeting by October for funds disbursement).

PROCESSES & GOOD PRACTICES

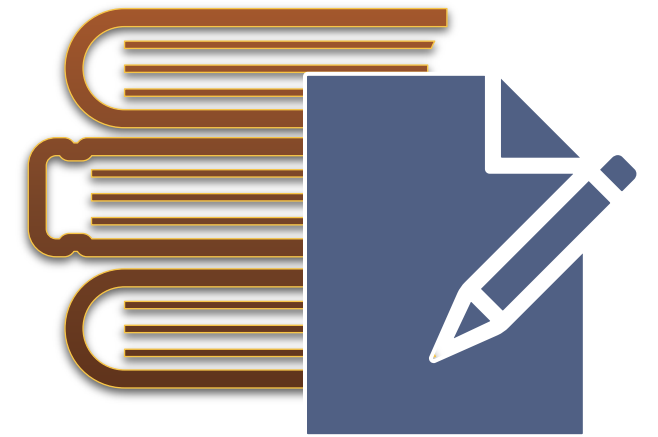
Record Keeping



- **Keep track!** - Every transaction requires a **supporting invoice**, receipt, slip of paper, etc. **All mail from the bank goes to the School office not to the Treasurers home address.**
- **Can manage your records electronically or manually** - Whether you use an accounting software, Excel sheets or pen on paper, **stay current and report at every meeting.** At a minimum you should report the current bank balances.
- **All expenses are approved and anticipated in the budget** - If you decide to spend money on something that is not budgeted get approval from the PAC by way of a motion. Check your C&B for your requirements.

PROCESSES & GOOD PRACTICES

Record Keeping



- **All cheques should have 2 signatures from unrelated people.** (Your principal **cannot** be a signatory because the gaming and fundraising money belongs to the PAC for the benefit of the students not to the school.)
- **All cash transactions from fundraisers should be counted by at least two people and deposited promptly.**
- **Bank reconciliation** should be done **monthly**. Keep your records neat and complete.
- **Ask an Exec. member** or unrelated third party (parent) to review and **sign off on your records at year end**. This should be recorded into the minutes by way of a motion with the name and date of who did the audit.

PROCESSES & GOOD PRACTICES

Preparing a Budget



- Determine your spending **priorities** and the associated **expenses**.
- Estimate and plan your **revenue** –fundraising, gaming, donations, grants...
- **Review and build consensus** with the PAC executive. Share with the school administrator if you want their input.
- **Pass the budget** via motion at a General PAC meeting (the AGM)



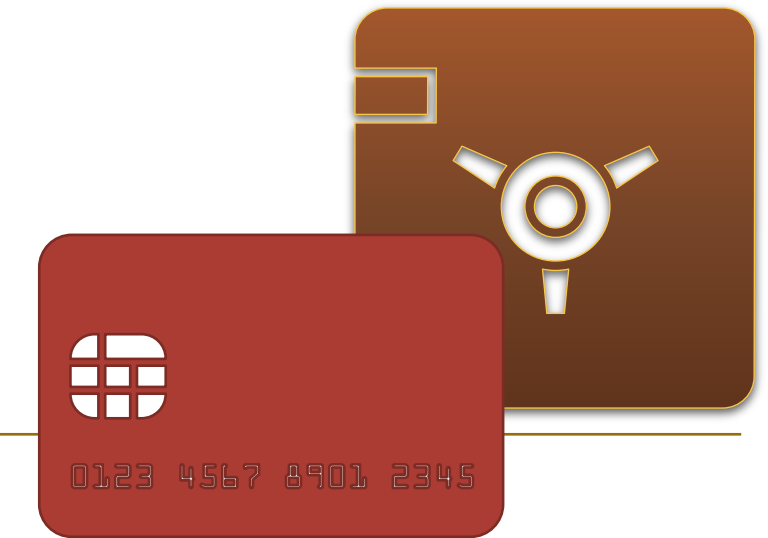
All money raised should have a purpose.

Do fundraising with a goal in mind!

Spend your money each year. Gaming money can only be held for 3 yrs.



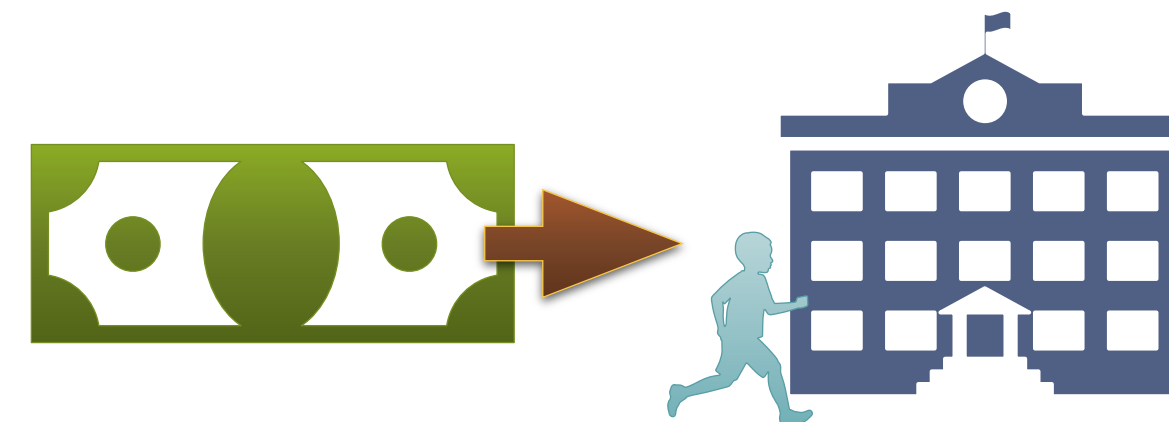
Bank Accounts



General & Gaming Bank Accounts

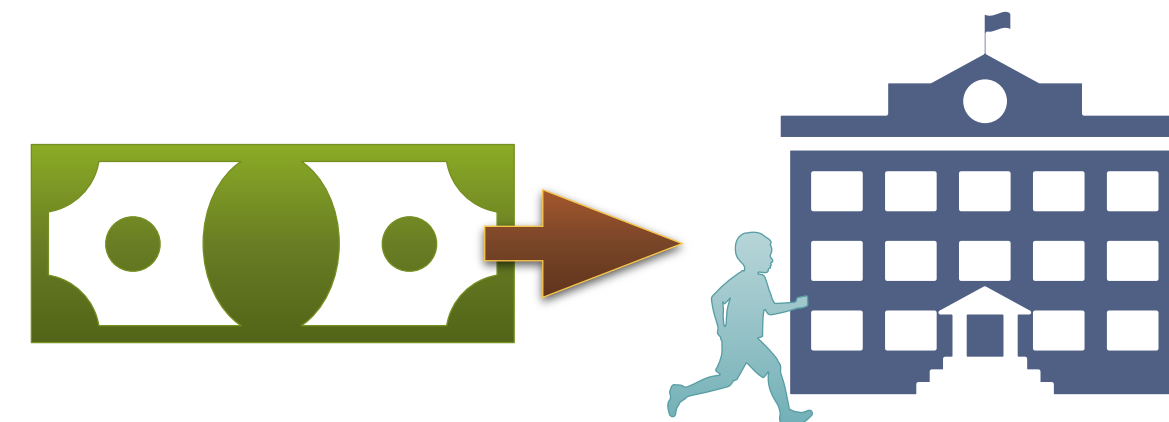
- Unless you are a new PAC, you should have **at least 2 bank accounts**. (Some PAC's might also have GIC's or other investments , to save up for a large project.)
- Have **3 or 4** PAC members as **signers** on the accounts. **Vote and record** into the minutes the **names of people removed and added as signers**. - This is 2 separate motions for clarity and transparency. (*Please do **not** use the Executive titles*)
- **All cheques should have two signatures.**
- The **General account** - holds all the money the PAC raises. (**Unencumbered money** –PAC can spend it as they see fit for the benefit of the school).
- The **Gaming account** - holds money from the Gaming grant. (**Encumbered money** –has to be used as outlined by the BC Gaming Branch).

Gaming Funds



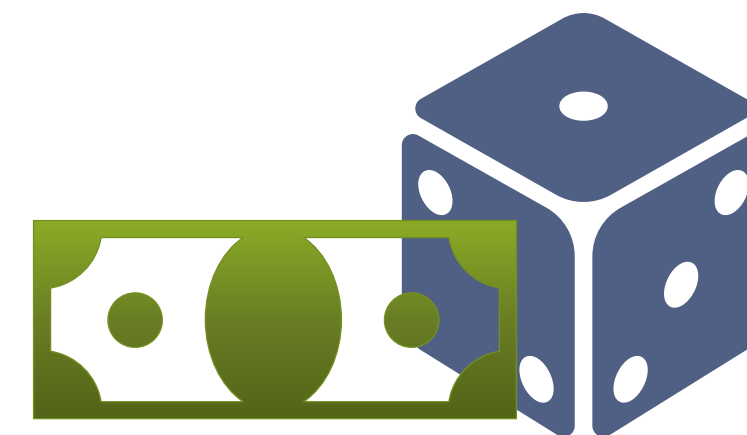
- **Community Gaming Grants** distributes funds from commercial gambling revenues to not-for-profit organizations including PACs and DPACs.
- **GAMING GRANT - Every year** your PAC has to **apply** for the Gaming Grant **between April 1st and June 30th**. Late submissions will be accepted and assessed on a case by case basis. Currently, PACs get **\$20 per student** based on the previous year's enrollment.
- The **Gaming report** has to be submitted to the Gaming branch within 90 days of your PAC's year end. For most PACs the year end is August.
- **Gaming funds** must be **spent within 3 years** and according to the guidelines as described in the following links:
 - <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>

Gaming Funds



- **CAN use gaming funds for - extracurricular opportunities for all K-12 students** such as performances, school spirit events, extracurricular sports equipment, school decor for common spaces, student clubs, BCCPAC membership fees etc. - only within **BC**.
- PAC's **cannot transfer** gaming money **to the school** or the school district.
- **In case of a school closure** or downsizing, that school's PAC may disburse gaming funds to another eligible PAC to reflect the reassignment of students.
- **CANNOT use gaming funds for** - School Curricular activities - Buying school curricular items/equipment - Staff professional development - Sustaining or endowment funds - Past debt, loan or interest payments - Out of province or out of country travel etc.

Fundraising With A Gaming License



- **Gaming Fundraiser:** A fundraiser that is based on chance. (eg. Raffle, 50/50 draw, bingo). Most **gaming in BC requires a License**. If you hold similar gaming/fundraising events throughout the year, you can apply for a license that will cover you for the whole year.
- A license must be **applied for online, up to 3 months in advance** of the proposed event.
- There are **4 classes of licenses**: **A** (>\$20,000 revenue), **B** (<\$20,000), **C** (Provincially registered), and **D** (<=\$5000 revenue) and other factors.
- The class of license you will want also depends on:
 1. types of games you host
 2. how much money you expect to raise.
 3. the value of your prizes.
 4. the price of your ticket.
 - The following will help you to determine the type of license you will need:

<https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/rules-licensed-charitable-gaming.pdf>



Suggestion, Ideas and Resources

- Have notes and information to pass on to the next Treasurer.
- **Create a paper trail**...use a reimbursement form. Protect yourself as the “Custodian of Funds”. Take pictures of cheques. Count all fundraising money with another PAC member.
- Keep a **backup** of your accounting information off-site. This could be USB memory stick, External drive, Cloud Service, Printout of paper files.
- **NEVER hesitate to contact the gaming branch with any questions.** They are very informative and honestly, it is better to get the correct answer than to make a mistake.
- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>
- Submit your yearly gaming summary report via email to:
communitygaminggrants@gov.bc.ca



Questions...



PAC 101: Effective Meetings

October 1, 2025

Presented by Jamie Manchester

Running Effective Meetings

How do we get things done?



ROLES AND
RESPONSIBILITIES



RULES OF ORDER



CONDUCTING THE
MEETING

Roles and Responsibilities

Chair (often President, but doesn't have to be)

- Keeps the meeting on track and agenda is followed
- Ensures everyone is heard/has a chance to speak
- Enforces Rules of Order/bylaws

Secretary

- Takes attendance
- Keeps minutes
- Counts votes for motions

Other Attendees

Contributes ideas, listens to others, and stays respectful

Rules of Order

- Meant to facilitate progress, include members in decision making, and afford everyone an **equal opportunity** to participate and influence the group's decisions
- It is **not required** to follow “Robert's Rules of Order”. Use common sense. It's ok to create your own rules.
- **Setting the tone** of the meetings that fit your PAC is important

Motions

- **Basic breakdown of a motion:**
 - A member **makes** a motion (“I move...”)
 - Another member **seconds** the motion
 - The Chair **states** the motion
 - **Debate** the motion and possible amendments
 - The chair puts the motion to a **vote**
 - **Chair announces the result**

Conducting a Meeting



Allow time at beginning to welcome, introduce and greet each other



Review past meeting minutes and the agenda



Keep in mind the meeting objectives and the agenda during discussions



Seek better ideas than your own



Involve others, get feedback

Concluding the Meeting



Summarize main points



Review important action items



Say “Thank you’s”



Get minutes out as
quickly as possible

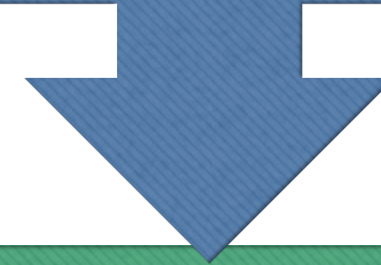
People forget

Questions Expand Discussions

- Invite comments: **What do you think?**
- Clarify: **How should we do it?**
- Seek consensus: **Does everyone agree?**
- Bring in Others: **Your thoughts, (name)?**
- Wrap up: **Have we missed anything?**
- End with **Motion**

Minutes

Minutes are a permanent, formal record of what took place at a meeting—they are the only record that counts.



Minutes provide members and interested outsiders with

a clear and objective summary of the group's activities

a way of updating members who were unable to attend a meeting

a reminder of action to be taken, by whom, and when

a historical record of decisions made.

Essence of Good Minutes



Well Organized and
Concise



Contain a clear
record of necessary
and useful
information



Short paragraphs and a
consistent format using
boldface, *italics*, and
other formatting devices
to highlight decisions,
action items, and key
points.

What Must Minutes Contain?

- A record of the members present. This is used to verify if there is quorum or not
- The wording and result of any motion brought up in the meeting
- A record that the budget or motion was passed (must have quorum defined by your Pac's C&B!)

How Much is Too Much?

- Minutes should **focus primarily on the collective decisions** rather than on actions or words of individuals
- **Avoid verbatim account** of the discussion
 - Can stifle participation and slow down meeting
- In some cases, rationale for decision is important and should be captured, but **not necessary to identify speakers**

Election: Nominations

- Before election, put word out. A **call for nominations** (**key exec positions @ minimum*)
- **At election**, call for nominations again
- Check bylaws, who **can/can't** run?

*(some may require **disclosure**, if so, be **sure** that is done and recorded – TIP: ask each candidate?)*

- Low turnout? Accessible meetings? Social?

Election: Timing

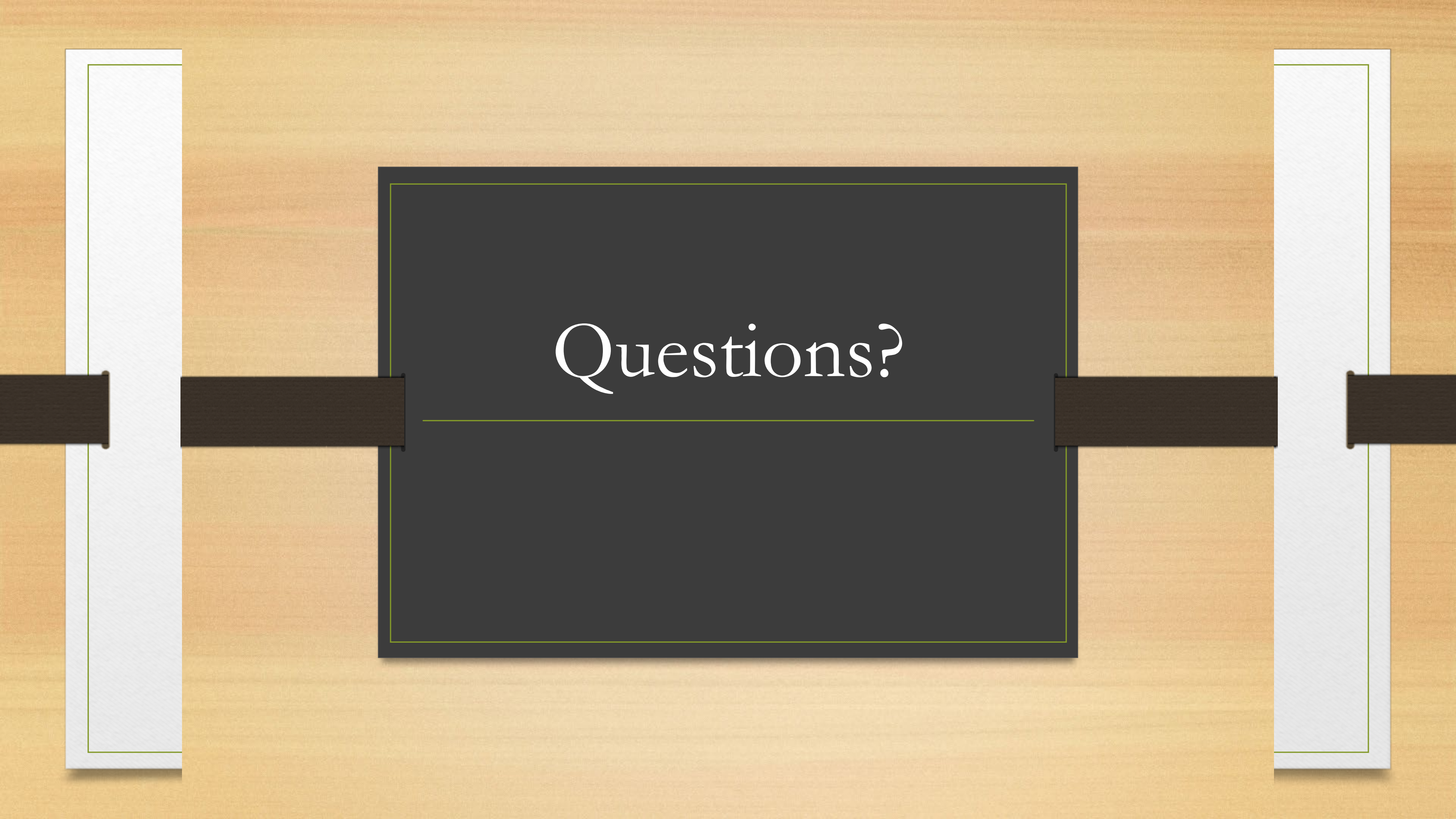
- **Check bylaws:** (*then check again ;)*
 - **when** do you have your **AGM?**
 - how many people for **quorum?**
 - what **roles/positions** are there? Which are **exec?**
 - **when** do elected take **office?** (*usually* next year)
 - When do you vote on your budget?

Election: Voting

Check bylaws (*then check again ;*)

How do you vote?

- Ensure you have **quorum**
- Some roles maybe by show of hands **or** secret ballot
- Some roles **must** be by secret ballot
(example **DPAC Rep**, as per BC legislation)
- If only 1 nominee, **acclamation**
(automatic, no vote)



Questions?



District 43

Parent Advisory Council

PAC 101

FUNDRAISING

TIPS AND BEST PRACTICES

OCTOBER 1ST, 2025



OUTLINE



FUNDRAISING - TIPS AND BEST PRACTICES

- The Purpose of PAC
- Why Fundraise? Where the money goes.
- Types of fundraising
- The Money Collection
- Where to find more ideas & information?
- Q & A

FUNDRAISING REMINDER



KEY PURPOSES OF YOUR PARENT ADVISORY COUNCIL (PAC)

- Organize PAC activities and events for the students.
- Advise the school principal & staff on parents' views and feedback
- Encourage parent involvement in the school.
- Communicate with parents - to promote co-operation between the home and the school in providing support for the education of children and endeavour to provide parent education.

FACT: DPACs & PACs are NOT required to fundraise but most PACs choose (feel obligated) to do so

From BCCPAC Presentation "PAC A to Z" : at https://bccpac.bc.ca/images/Events/BCCPAC_PAC-A-to-Z_Feb-10-2022.pdf

WHY FUNDRAISE?



TIPS AND BEST PRACTICES - MUST HAVE AN IDENTIFIED GOAL & PURPOSE FOR THE \$\$\$

- Fundraising allows you to put money into the General Account - holds all the money the PAC raises.
- This is Unencumbered money –PAC can spend it towards a goal for the benefit of the students and school. *For example, with this money PAC can:*
 - Provide teachers with some funding for extra supplies in the classroom.
 - Fund inclusive school wide activities & events. (eg. contest or event)
 - Assist in funding school equipment used by whole school community but not fully covered by the district... etc.

TYPES OF FUNDRAISING

FUNDRAISING - TIPS AND BEST PRACTICES

- Single Event fundraiser - eg. movie night, seasonal product sales with a company, fair, etc. - Note: A **Gaming License** is required for gambling/chance type fundraisers (50/50 draw, bingo, roulette wheel etc.)
- Repeated Event fundraiser - eg. munch-a-lunch monthly pre-order hot lunch
- Continuous/Passive fundraiser - contract with local company to donate a % of regular sales when purchased under the school name. Collect check 1 or 2 times per yr.
- Co-operative fundraiser - fundraising event hosted by 2 or more schools together

THE MONEY COLLECTION



HOW TO COLLECT THE MONEY

- Cash - cash only purchase items. eg. after school open to all treat sale. Direct deposit.
- Credit Card - online sale fundraisers. eg. Munch-a-lunch site, or FB based company fundraisers . Fee per purchase.
- SQUARE payment method - direct onsite payment into General account. To setup an account need a bank statement, C&B & Gaming summary report. Fee per purchase.
- Reimbursement - check given by company of agreed % of sales after sales complete
- Company payback - eg. product sale fundraiser where \$ collected by PAC then check issued to company for cost of items sold before items are delivered.

MORE IDEAS AND INFO?



FUNDRAISING - TIPS AND BEST PRACTICES

- PACs Helping PACs - BC Lower Mainland facebook group.
- Need company ideas? I can share what companies my PAC has worked with. Can email me (Sherie) at <secretary@dpac43.ca> .

FACT: DPACs & PACs are NOT required to fundraise but most PACs choose (feel obligated) to do so

QUESTIONS?



FUNDRAISING - TIPS AND BEST PRACTICES

Questions?

What have I missed?

Thank You On Behalf of DPAC!