

**CONSTITUTION AND BYLAWS
OF THE
JAMES PARK ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

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DEFINITIONS

1. James Park Elementary PAC – All parents and guardians of students registered at JAMES PARK Elementary School make up the membership of the PAC.
2. Executive – Officers elected during the Annual General Meeting (AGM). The composition of the Executive includes President/Co-President, Treasurer, Secretary and Vice-President. They are essential to the operation of the PAC and must be filled prior to Non-Executive positions.
3. Non-Executive – Officers that may be elected during the AGM.

CONSTITUTION OF THE JAMES PARK ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

SECTION I NAME

The name of the Association shall be the JAMES PARK ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (Coquitlam School District 43), from now on referred to as the “Council” or the “PAC”.

The Council will operate as a non-profit organization with no personal financial benefit.

The PAC shall conduct business without bias toward race, religion, gender or politics.

This PAC has been established with the authority granted in Bill 67 – 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act – 2002.

The Group was established pursuant to Section 8 of the School Act, which states:

1. Parents of students of school age attending a school or a Provincial school may apply to the board or the minister, as the case may be, to establish a parents’ advisory council for that school.
2. On receipt of an application under subsection (1), the board or minister must establish a parents’ advisory council for the school or the Provincial school.
3. There must be only one parent’s advisory council for each school or Provincial school.

SECTION II OBJECTIVES OF THE PAC

1. To support, encourage, and improve the quality of education and the well-being of students at JAMES PARK Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (eg. Programs, policies, plans, and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
3. To promote effective communication and cooperation between the home and the school in providing for the education of children.
4. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children on both the School and District levels.
5. To initiate fundraising activities only when there is a clearly identified need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

SECTION III MISSION STATEMENT

Parent Advisory Council Mission Statement

The JAMES PARK Elementary School PAC mission is to advocate for excellence in education, the safety and well-being of all our students, and for the effective and meaningful involvement of parents as education partners in the school and its policy decisions.

SECTION IV MEMBERSHIP

1. All parents and guardians of students registered at JAMES PARK Elementary School have the right to participate in PAC meetings as voting members, recognising that there is ONE vote per family (see voting Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of JAMES PARK Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the school community residing in the catchment area of JAMES PARK Elementary School may also be nonvoting members of the PAC; but must apply to the PAC through the school office for inclusion.
4. The school will make available to the PAC Chair a list of names of parents/guardians of students and staff if/when it is necessary to decide if a member is eligible to vote. This list shall not be used for any marketing or commercial purposes by members of the PAC.

SECTION V DISSOLUTION

1. In the event of dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another PAC or DPAC within District 43, Coquitlam or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada) or to JAMES PARK Elementary School. This will be determined by the membership at the final general meeting of the PAC.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council or School District 43, Coquitlam.

**BYLAWS OF THE JAMES PARK ELEMENTARY
SCHOOL PARENT ADVISORY COUNCIL**

SECTION VI MEETINGS

1. General meetings may be held as often as necessary, preferably every month, but with a minimum of 6(six) meetings during the academic year. Dates for these general meetings are ideally determined at the beginning of the school year and will attempt to accommodate as many parent's schedules as possible.
2. One general meeting will be named the Annual General Meeting and is preferably to be held in May, but must be held no later than June 15th, for the election of PAC officers for the following year. If vacancies remain a supplementary election shall be held in September.
3. General meetings are for the purpose of discussing PAC business and discussion of issues as outlined in the objectives of the PAC as outlined in Section III. A PAC meeting will not be a forum

for the discussion of individual school personnel, students, parents, or other individual members of the school community.

4. All policy and spending decisions, other than operational needs, shall be made at a general meeting where all parents (not only Executive members) can participate.
5. A special meeting is a separate session held at a time different from that of any regular general meeting and may only be convened by the executive to consider one or two items of urgent business. Maximum possible written or electronic notice of the meeting date and agenda item(s) will be provided to the parents.
6. Executive meetings will be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of meetings will be made available to members on the PAC bulletin board, as a PDF on the school website and emailed to position holding members.
7. The President or Chair Designate will prepare agendas after accepting input from other PAC members and the administration.
8. Any members wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate. The member or their designate is then required to attend the general meeting to present the rationale of that issue to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
9. Each member entering a meeting shall sign the attendance record so that quorum and eligibility to vote may be determined and recorded for any audits of PAC records.
10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged by orderly conduct and respect for other points of view is mandatory. The chairperson will ask any member or guest failing to do so, to leave the meeting. If this request is not met, the meeting shall be adjourned.
11. The Principal and staff members of the school are encouraged and welcomed to attend and report at general meetings. The Principal's role is as consultant on school policies and as a liaison between staff, and parents and the PAC, and shall yield to the autonomy of the PAC, its chair and its members at all meetings.
12. Guests may be invited to any general meeting at the discretion of the Executive to provide information or address agenda items. The guest's speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried, and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they conflict with the rules in this constitution and Bylaws. DPAC may be contacted for clarification and advice.

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SECTION VII VOTING and QUORUM

1. 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. A quorum will be declared or not by chair at each meeting.
2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.
3. 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.

4. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
5. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members voting. That is, when votes are tallied there are more votes for (yes) than against (not), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
6. The PAC chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
7. In case of a tie vote, the motion shall be lost.
8. Voting by members on all matters must be given in person; ie. Voting by proxy shall not be permitted.
9. Each family is allowed one consensus vote at PAC meetings. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instance of joint legal custody, the person who usually has care and control of the child is entitled to vote.
10. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting.
11. When a secret ballot is requested, on blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A "yes" or "no" must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted.
12. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

SECTION VIII EXECUTIVE & NON-EXECUTIVE OFFICERS

1. The PAC's affairs will be managed by a board of elected officers whose titles and duties may be determined by the needs of the Council.
2. The composition of the Executive must include:
 - a. President/Co-President
 - b. Treasurer
 - c. Secretary
 - d. Vice-President

Non-Executive positions may be as follows:

- e. Fundraising Coordinator (1-2 positions)
- f. Hot Lunch Coordinator (1-2 positions)
- g. District Parent Advisory Council Representative (DPAC)
- h. Safety & Emergency Preparedness (1 position)
- i. Health & Wellness Coordinator (1 position)
- j. Member at Large (max 3 positions)
- k. Parent Volunteer Coordinator
- l. Montessori Rep
- m. Fruit and Veggie Coordinator
- n. Lost & Found Coordinator
- o. Grade 5 Fundraiser Coordinator

Non-Elected Positions:

- a. Past-President

3. The Executive positions of President, Treasurer, Secretary and Vice-President are essential to the operation of the PAC. These positions must be filled before any nominations will be accepted for Non-Executive positions. **Should more than 2 positions become vacated, the PAC will be dissolved.**

SECTION IX ELECTION OF EXECUTIVE OFFICERS & NON-EXECUTIVE

1. The Executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of a School District or Ministry of Education shall hold an Executive position.
2. Nominations for the offices of the Executive shall be submitted in writing three weeks prior to the Annual General Meeting. Any voting member may nominate a voting member for these positions. (Refer Section IV Membership.)
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must, however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interest, or prior PAC involvement for members who may not know the nominee.
4. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
6. Only the president's position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
8. Election of Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
9. All written ballots will be destroyed.

SECTION X DUTIES OF THE EXECUTIVE OFFICERS & NON-EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All Executive officers are expected to attend all executive, general 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 (Section XII).

3. If an Executive member is unable to attend, they should inform the President or Secretary prior to the meeting.
 4. Each Executive position shall have a designated binder and/or electronic filing system where all records pertaining to the position are maintained in a current and orderly fashion. These official materials must be delivered to their successors or the President within 14 days following the date at which their successors assume their duties.
- A. PAC PRESIDENT
- Shall convene and preside at all executive, general and special meetings.
 - Shall be familiar with and follow the Constitution & Bylaws
 - Shall ensure that an agenda is prepared and distributed following the Bylaws
 - Shall ensure a quorum is present before calling a meeting to order
 - Shall appoint committees and be the ex-officio member to all committees except the election committee
 - Shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
 - Shall be one of the 4 signing officers
 - Shall produce regular newsletters to keep parents informed of PAC activities
 - Shall ensure good communication between parents, the PAC executive, and the school administration
 - Shall ensure all bank deposits are made in a timely manner.
 - Shall issue and receive correspondence on behalf of the PAC.
- B. VICE-PRESIDENT
- Assumes the responsibilities of the President in the President's absence
 - Attends DPAC meetings when DPAC Representative is unable to or finds an alternate.
 - Accepts extra duties as assigned by the President
 - Shall be one of the 4 signing officers.
- C. TREASURER
- Shall have a demonstrated ability and/or understanding of bookkeeping procedures
 - Shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested.
 - Shall assess all financial undertakings to ensure they are within the annual budget
 - Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
 - Shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the new surplus or deficit
 - Shall be responsible for issuing receipts. Also refer to Section XV, Finances
 - Shall be one of the 4 PAC signing officers
 - Shall ensure all bills are paid promptly
 - Shall draft an annual budget with the assistance of the PAC President
 - Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC.

D. SECRETARY

- Shall record the minutes of all executive, general and special meetings
- Shall prepare within one week of any meeting, complete minutes and ensure its distribution
- Shall be one of the 4 signing officers
- Shall file the original copy of the minutes in the official PAC record binder, through email to position holding members, forward to the Principal as a PDF to post on school website & post a paper copy on the PAC bulletin board.
- Shall file the original copy of the Constitution & Bylaws and submit updated copies to the DPAC office for safekeeping and reference
- Shall ensure safekeeping of all records of the PAC
- Shall ensure the binders/electronic files are collected at the end of the term and appropriately redistributed in September.

DUTIES OF NON-EXECUTIVE OFFICERS

E. FUNDRAISING COORDINATOR – 1-2 positions

- Proposes fundraising projects to the executive and general membership ensuring that they meet the guidelines established in the Constitution & Bylaws and PAC Policies and Procedures.
- Coordinate all activities related to a fundraising event and acts as liaison between the fundraising committee and Executives.
- Maintains a record of fundraising projects, suggestions for future events and possible improvements.
- Ensures all funds received are deposited in a timely manner and documentation is promptly given to the Treasurer.

F. HOT LUNCH COORDINATORS – 1-2 positions

- Recommends varieties of lunches.
- Establishes contacts and prices for the year.
- Orders food and drinks and organizes delivery.
- Coordinates parent volunteers to count money, record class lists, prepare and serve lunches.
- Ensures all funds received are given to the president for deposit in a timely manner.

G. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- Shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- Shall report to the PAC regarding issues discussed
- Shall seek input from the PAC for presentation at DPAC meetings
- Shall vote the PAC's wishes at DPAC meetings
- Shall maintain the PAC's information binders with SPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

H. SAFETY & EMERGENCY PREPAREDNESS COORDINATORS (1 POSITION)

- Shall send representatives to all meetings of the School Emergency Preparedness Committee

- Shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations.
- I. HEALTH & WELLNESS COORDINATOR (1 Position)
- Be the lead on a variety of health & wellness initiatives that include, but are not limited, to lice checks.
 - Obtain written permission to check all the students' heads for lice.
 - Privacy between students and lice checkers
 - Gloves are mandatory and must be changed after every head check
 - Should be done every 6 weeks
 - If a case is found, class is informed by a letter home for each student. In a sealed envelope let parents of the child know that their child has head lice and options of appropriate treatment (to be given to the teacher to distribute to student). If parents/guardians need help with treatment, the Health Coordinator will present solutions and/or treat student if necessary.
 - Make sure all forms are signed, filed and accessible.
- J. MEMBER AT LARGE – (Max 3)
- Accepts duties as assigned by the Executive.
- K. PARENT VOLUNTEER COORDINATOR
- Prepare and distribute volunteer sign-up sheet in September
 - Responsible for maintaining a list of active volunteers
 - Contact volunteers by phone or e-mail as required by the different committees.
 - Committee heads must ensure that the PVC is given a reasonable amount of time to contact and enlist volunteers as needed
 - Shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC President
 - Shall facilitate communication between the PAC Executive and the parent body as whole through these volunteers
 - Shall coordinate any long-term volunteer positions with the school.

NON-ELECTED POSITIONS

PAST PRESIDENT

- Held the position of president immediately preceding the president
- Term of office is one year
- Facilitates the transition between executive positions
- Acts as a consultant to the President
- Adds continuity and history for present executive
- May not be a signing officer for the executive.

SECTION XI EXECUTIVE TERMS OF OFFICE

1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected but may not hold any one position for more than two consecutive years. For the purpose of determining eligibility to continue in office under such a provision, and officer who has served more than half a term since elected is considered to have served a full term in that position.
3. The following are grounds for termination of the office of any Executive member:
 - Is absent from three consecutive meetings (Executive or PAC) without reason acceptable to the Executive
 - Is convicted of a criminal or other serious offence
 - Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
 - Failure to abide by the PAC Code of Conduct.

SECTION XII CODE OF CONDUCT

1. The JAMES PARK School Parent Advisory Council is not a forum for the discussion of individual school personnel, student, parents, or other individual member of the school community. OPEN DISCUSSION IS ENCOURAGED, BUT ORDERLY CONDUCT AND RESPECT FOR ALTERNATE POINTS OF VIEW IS MANDATORY FOR ALL MEMBERS. Any use of profanity will result in the immediate ejection from the meeting.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a financial interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of other member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
4. A parent or guardian who accepts a position as a PAC Executive Member or Committee head
 - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC
 - b) Performs duties with honesty and integrity and meets agreed upon deadlines on projects
 - c) Works to ensure that the well-being of students is the primary focus of all decisions
 - d) Respects the rights of all individuals
 - e) Takes direction from the members, ensuring that representation processes are in place
 - f) Encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
 - g) Works to ensure that issues are resolved through the appropriate process
 - h) Strives to be informed and only passes on information that is reliable and correct
 - i) Respects all confidential information
 - j) Supports public education.

5. Breaching the Code of Conduct or Section XII, Part 3 may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
 - i. A two-thirds vote of the PAC Executive attended by $\frac{3}{4}$ of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice or the motion prior to the meeting. OR
 - ii. A majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Recommended that a Conflict and Bias Committee be convened at the beginning of term, ready to be called on when necessary.

Conflict and Bias Committee

- Shall meet as needed to review circumstances where a member or Executive officer is questioned regarding their involvement on an issue being in a conflict of interest, a possible position of bias or a breach of the Code of Conduct.
 - Shall rule if the member or Executive officer must refrain from participation on the issue as per the Bylaws. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association, employment or conduct.
 - Shall be comprised of three members, who are not employed or elected officials or any School District or the Ministry of Education, and by association or employment are clearly free of conflict of interest or perceived bias in relation to the issue of contention.
3. An ad hoc Election Committee shall be appointed annually before the Annual General Meeting in preparation for the election of a new Executive.
 4. Committees are fully responsible to the Executive and membership.
 5. Other committees may be struck.

SECTION XIV FINANCES

1. A proposed budget should be drawn up by President/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.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for JAMES PARK Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cheques made out to JAMES PARK PAC. Two members (one shall be Executive) must verify and account for monies collected from events or fundraising. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained; and, where possible, bank deposits will be made by the president.
4. There shall be a minimum of four signing officers for banking and legal documents. This shall be the PAC President, the Treasurer, the Secretary and the Vice President (if one is elected).

5. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the 'payee' is left blank. All issued cheques must bear the signatures of two of the four authorized signatories.
6. The general membership must approve all expenditures by 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 300 dollars, whichever is lesser, can be approved by the Executive. The PAC is not obliged to reimburse individuals who exceed these guidelines without prior approval.
7. Expenditures for operations of the PAC may be approved at Executive meetings. All proposed expenditures on capital, school events, or items/services for the school will be first presented to the Executive, and then must be approved by a majority at a general meeting.
8. The Treasurer will submit a written financial report as detailed in Section X, Part C, (Treasurer), at general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (June 30).
9. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.
10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
11. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be 500 dollars. This amount must be carried forward to each new term.
12. Donations – any donations for other charitable groups or in memoriam donations must be approved by the general membership.

SECTION XV FUNDRAISING

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
5. No member or their family shall fundraise at the school without prior PAC/School approval.
6. Special fundraisers for the benefit of the greater community may be undertaken upon approval at a general meeting.

SECTION XVI CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of JAMES PARK School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.

3. Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.
4. A two-thirds (2/3) majority vote by eligible voting members is needed to amend the Bylaws.
5. A three-quarters (3/4) majority by eligible voting members is required to amend any part of the constitution.
6. Where proposed amendments exceed one page, they must be posted on the PAC bulletin board and as a PDF on the school's website to allow all members access the proposed changes.

*** Policies and Procedures have been removed from Bylaws and will be retained as a separate document. ***

Adopted by the Membership at the General Meeting held March 5th, 2018

PAC President

PAC Executive – Position

Date: March 5, 2018