

Hello Parents,

In accordance with our constitution and bylaws updated May 2003 we are required to provide you with written notice of the proposed amendments to be voted on at the next PAC meeting on December 02, 2008.

We are looking to add item 2:1 to Section XIV Committees as follows:

2.1 After Grad is a parent led event that is held following the Grad Dinner & Dance in May. It provides Grade 12 students with a fun & safe (alcohol & drug free) environment to celebrate their graduation. The planning and organization of the event are the responsibility of an After Grad Committee, comprised of Grade 12 parents. It is recommended that an After Grad Committee be convened at the beginning of the school year. At the first meeting, parents present will elect a Chair, Secretary and Treasurer. The Committee shall:

- Meet as needed to democratically make plans to effect a successful After Grad function.
- Ensure minutes are recorded of all meetings and that a copy is forwarded to the PAC.
- Establish sub-committees, as required.
- Send a representative from the After Grad Committee to report at monthly PAC General Meetings.
- Communicate with other groups in the school (such as student groups and the Principal or his/her designate) to ensure a coordinated approach to graduation and After Grad events.
- Establish appropriate timelines with the PAC President and Treasurer at the beginning of the school year to deal with issues pertaining to requests for BC Gaming applications and monetary matters (issuing cheques, depositing funds).
- Be responsible for all costs associated with the After Grad function.
- Determine a budget as soon as possible and present to the PAC, along with plans for fundraising events.
- Deposit all funds raised to a PAC account. This income, including any bank interest earned, shall be used only for matters relating to the After Grad function, and any balance remaining at the end of the year shall be rolled over into the next year's After Grad budget.
- All costs associated with the function are to be paid by cheque for the purpose of accountability.
- Ensure each sub-committee coordinator completes a report following the After Grad function to assist parents planning future events. These reports are to be submitted to the Committee Chair by the end of June and placed in the master file.
- Ensure the master file is turned over to the new chair by the beginning of October.

To amend: Section VI:2 change “ If vacancies remain, a supplementary election should be held in **September.**” to “ If vacancies remain, a supplementary election should be held in **October.**”

Justification: We do not hold meetings in September as the first PAC meeting of the year is held in October.

To amend: Section XII:1 change “ from parents or legal guardians of students **enrolled in the school**” to “ from parents or legal guardians of students **in attendance at Port Moody Secondary School.**”

Justification: Allow for consistency throughout. Section IV:1 reads “ All parents and guardians of students in attendance at Port Moody Secondary School.”