



Constitution and Bylaws Revision Summary

Why?

- Last reviewed 2014
- DPAC / BCCPAC Best Practices
- Technology
- Global editorial, grammar, fluency and layout
- Framework for future

Change Highlights

Section	Change Highlights
1 - Association Name	<ul style="list-style-type: none">• No significant change.
2 - Mission Statement	<ul style="list-style-type: none">• Editorial changes.• Details extended.
3 - Purpose of the PAC	<ul style="list-style-type: none">• Editorial changes.• Details extended.
4 - Membership	<ul style="list-style-type: none">• Clarified “one-vote-per-family” rules.• Added parents and guardians of incoming Kindergarten students are members for purpose of voting at AGM and last meeting of year.
5 - Meetings	<ul style="list-style-type: none">• Clarification regarding types of meetings – General, AGM, Special, Executive and their differentiating details.• Special Meeting mechanism (time constraints or extraordinary issues would be most likely use).

	<ul style="list-style-type: none"> • Added language to reinforce Chairperson Designate’s ability to run meetings, should Chairperson desire. • Remote/Internet based meetings. • Territory Acknowledgement. • Details regarding how minutes are recorded and privacy is maintained.
6 – Quorum, Voting & Secret Ballots	<ul style="list-style-type: none"> • Quorum – Set a minimum and % to allow for a few people to leave and not lose quorum. • Visitors may be asked to leave for discussion, etc. • Secret Ballots – Privacy. How to request and how they work. • PAC Chairperson voting and impartiality. • Ballot rules.
7 – PAC Executive	<ul style="list-style-type: none"> • Moved duties of Exec to Appendix • Accountability statements. • Unity – Disagreements not public. Resign if feel strongly that can’t support Exec. • Conflict of interest language added. • Document retention and safekeeping.
8 – Election of the Exec	<ul style="list-style-type: none"> • Election mechanism details and procedures added. • Unfilled position mechanism. • Resignation mechanism. • Co-chair – Chairperson and Treasurer allowed, now. • Election Chairperson first in hierarchy conduct elections. Principal added. • Order of positions and voting. • Majority vote is not how we’ve run it, technically. Now a clearly defined mechanism for election. Majority for 1 or 2 candidates. Plurality when 3 or more people. • Added only parents and guardians with students registered at Aspenwood the next year will be eligible to vote.
9 – Committees	<ul style="list-style-type: none"> • How committees may be formed and dissolved. • When formed. • Document retention and safekeeping.
10 – Removal of Exec, etc.	<ul style="list-style-type: none"> • Editorial.
11 – Dissolution of the PAC	<ul style="list-style-type: none"> • Editorial. • Clarification regarding General vs. Gaming.
12 – Splitting the PAC into Two or More PACs	<ul style="list-style-type: none"> • Editorial. • Clarification regarding General vs. Gaming.
13 – Finances	<ul style="list-style-type: none"> • Credit Unions, etc. added to where we can keep accounts.

	<ul style="list-style-type: none"> • Added language that a separate Gaming Fund account required and spending must comply with rules. • CRF increased to \$1500 (formerly \$1000). • Formalized change of Signing Officer procedures. • Bank statements should be reviewed each term. • e-Transfer now allowed. • Counting money and PAC events (two people).
14 – Fundraising	<ul style="list-style-type: none"> • Editorial.
15 – Amendments to the CBLs	<ul style="list-style-type: none"> • Added requirement to notify Exec 14 days prior. • Increased notifying membership to 10 days. • Incorporated DPAC requirement to give them copy of most current CBLs.
16 – Code of Conduct	<ul style="list-style-type: none"> • Removed requirements to form Conflict and Bias Committee. • Editorial and expanded details • SPAM. Clarification that mass communications from PAC must go through school.
Appendix	<ul style="list-style-type: none"> • Executive positions (mandatory and optional) and duties added. • Non-elected volunteer positions and duties added. (Different from committees in that they’re usually one-person positions). • Committees and duties added.
Attachments	<ul style="list-style-type: none"> • Statement of Understanding moved here and improved. • Suggested Territory Acknowledgement wording added. • Meeting Sign-In sheet added that allows better tracking for records and clearly identifies who can vote and # needed for quorum. • Reimbursement Request form added. • Other documents used to run the PAC will be added here in the future. Will make it much easier for future PACs to hit the ground running.

Other Changes	<ul style="list-style-type: none"> • School Planning Council Removed from School Act... so this whole section removed from CBLs. • Appendix section added, replacing Addendum. • Attachment section added. • Paragraphs numbered. • Hyperlinks added. • Formatting standardized. • Spelling, grammar and fluency improved. • Terminology harmonized throughout document.
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