

Dear Parents/Guardians of Students at Shuswap Middle School,

PAC Executive members have recently done a review of the current PAC Constitution and Bylaws. There are several changes proposed, to update the bylaws to be more in line with current PAC circumstances.

To change the constitution and bylaws, as per **Section XI: Constitution and Bylaw Amendments**, written notice of the meeting must be given to all members (as a parent/guardian you are automatically a member of PAC), and this notice must include the specific amendments proposed. A two-thirds majority vote of those voting members *present at the meeting* will be required to amend the Constitution and Bylaws.

This document is the written notice of the proposed changes. For each recommended change:

- the original bylaw is stated first
- the recommended change and the reason for the change is stated second

The next regular PAC meeting is Tuesday, June 1st at 6:30pm, via Teams. The proposed amendments will be tabled and voted on at this meeting. Please plan to attend if you would like to speak to any of the recommendations noted below.

If you have any questions, please feel free to contact PAC Secretary, Tiffany Loewen via email: tiffany.a.loewen@gmail.com

Thank you,

SMS PAC Executive

SECTION IV: MEMBERSHIP

1. All parents and guardians of students registered at Shuswap Middle School may be a voting member of the group.

Recommended change:

1. All parents and guardians of students registered at Shuswap Middle School may be a voting member of the group, **except those who are administration and staff (teaching and non-teaching) of Shuswap Middle School, or elected officials of the School District or the Ministry of Education. The exempted parents or guardians may be non-voting members of the group.**

Reasoning: clarification of who may be a voting vs non-voting member of PAC.

SECTION V: MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year and an additional 6 monthly general meetings shall be held during the school year to conduct current business.

Recommended change:

1. There shall be an Annual General Meeting for the purpose of election of officers held in September of each year and an additional 5 monthly general meetings shall be held during the school year to conduct current business.

Reasoning: currently SMS PAC has been holding meetings (in addition to the AGM) in October, November, February, April, May, and June. The change allows for flexibility when meetings are a challenge to schedule, mainly due to the school calendar.

SECTION VI: VOTING

1. The quorum at any duly called meeting, shall consist of six (6) voting members.
8. The Election of representatives to the School Planning Council must be by secret ballot. [School Act, S. 8(6)]
9. The Election of the DPAC Rep must be done by secret ballot, [School Acts. 8.4(3)]

Recommended change:

1. The quorum at any duly called meeting, shall consist of **four (4)** voting members.

Strike items 8 and 9 completely.

Reasoning: Attendance of meetings by eligible PAC members is significantly and historically low. By reducing the required number of members to achieve quorum, this allows the executive and other members who attend to continue to pass budgets and make decisions. Without quorum, this cannot happen. All members are encouraged to attend every PAC meeting.

Items 8 and 9 in respect to the election of the School Planning Council and DPAC Representative are redundant and covered in **Section VII: Executive Officers, Item 4.**

SECTION VII: EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting-members at the Annual General Meeting, except that no employee or elected official of the School District or Ministry of Education shall hold an executive position with the exception of employees in the sole role of noon hour supervision.

Recommended change:

1. The executive officers shall be elected from the voting-members at the Annual General Meeting, ~~except that no employee or elected official of the School District or Ministry of Education shall hold an executive position with the exception of employees in the sole role of noon hour supervision.~~

Reasoning: By changing Section IV: Membership, Item 1, this sentence now becomes redundant. Executive officers can be elected from voting-eligible members, as outlined in Membership. With this change, school district staff can now be executive officers provided they are not employed at SMS (which is covered in the same section, item 2).

SECTION VIII: DUTIES OF EXECUTIVE OFFICERS

A. Chair

Strike Item 3. Shall give proofed minutes to the school secretary for distribution

This item has been handled by the PAC Secretary and is recommended to move there.

D. Secretary

Item 1. Responsible for taking minutes at the general meetings, typing and giving them to the Chair and Principal for proof reading before the next Executive meeting.

Change to: Responsible for taking minutes at the general meetings, typing and distributing them prior to the next Executive meeting.

Reasoning: This is commonplace among most PAC's – minutes are reviewed by prior attendees to confirm accuracy and they are formally approved at the next meeting

Item 4. Assist with the updating of the bulletin board

Strike – no longer applies

Item 5. Send out thank-you cards

Strike – this can be assigned to anyone as necessary

Add Item: Provide approved minutes to school staff for posting on the SMS website

SECTION X: FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of March of each year.

Recommended Change:

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of **November** of each year.

Reasoning: Determination of PAC budgets including teacher wish lists and school requests do not occur until the following school year (September), therefore this bylaw should read by November, rather than March.