

**School District 43
(Coquitlam)**

**LEIGH ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL**

CONSTITUTION

June 21, 2017

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SECTION I NAME

The name of the Association shall be the LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), hereinafter referred to as the “

Council or the PAC. The Council will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender, or politics. “The 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.”

SECTION II MISSION STATEMENT

Leigh Elementary School PAC mission is to advocate for excellence in education, the safety and well being of our students, and for the effective and meaningful involvement of parents as education partners.

SECTION III OBJECTIVES

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well being of students in Leigh Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. 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 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 at both the School and District levels.
5. To initiate fundraising activities when there is a 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).
7. To organize PAC activities and events.

SECTION IV MEMBERSHIP

1. All parents and guardians of students in attendance at Leigh Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of Leigh 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 community residing in the catchment area of Leigh Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.

4. The school will make available to the President 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.

SECTION V DISSOLUTION

In the event of the dissolution of the PAC:

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

SECTION VI MEETINGS

General Meetings

- A. General Meetings shall be held as often as necessary, approximately every six weeks, but with a minimum of six meetings during the academic year.
- B. Additional general meetings may be called by the Executive with a minimum of 7 days' notice.
- C. General Meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, 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.
- D. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the Executive officers, can participate.
- E. The President will prepare agendas after accepting input from other PAC Executive or committee members and the Administration. A meeting is duly called if/when the agenda has been posted around the school and on the PAC website preferably seven days, but no later than five days, prior to a general meeting
- F. Any member wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate within 48hrs prior to meeting. 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.
- G. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- H. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
- I. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between

staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.

- J. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be limited to 15 minutes so not to dominate the meeting. Any guest requiring more time should be invited to a special meeting.
- K. 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 are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.
- L. Minutes of General meetings will be made available a week prior to the next scheduled General meeting. Attendees may request an email copy of General Meeting minutes from the Secretary.

Special Meetings

- A. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.
- B. Minutes of Special meetings will be made available within two weeks of the meeting to members, once they have been approved by the Executive. Attendees may request an email copy of Special Meeting minutes from the Secretary.
- C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

Executive Meetings

- A. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas.
- B. Executive members may request an email copy of Executive Meeting minutes from the Secretary.
- C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- D. Coordinators/Representatives are welcome to attend and participate at Executive meetings by invitation.
- E. Executive meetings may also be called to make time sensitive decisions or purchases as deemed fit by the executive members.
- F. Any motions passed at an Executive Meeting must also be voted on at the next General Meeting.

Annual General Meeting

- A. One general meeting will be named the Annual General Meeting and be held in May for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in September.
- B. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

- C. Minutes of the Annual General meeting will be made available within two weeks of the meeting to members, once they have been approved by the Executive. Attendees may request an email copy of Annual General Meeting minutes from the Secretary.

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.
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 actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), 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 President 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. This does not prohibit a parent, other than the PAC President, from voting on behalf of the family.
7. In case of a tie vote, the motion shall be lost.
8. Voting by members on all matters **must** be given in person; i.e. voting by proxy shall not be permitted.
 - a. Each family is allowed one consensus vote at PAC meetings excepting in circumstances of "conflict of interest". **See "Code of Conduct" Section XIV.**
 - b. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
9. 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. Prior to any motions being put forth, the President shall ask PAC members whether anyone would prefer a secret ballot.
 - a. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The President or Chair Designate 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.
 - b. 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 OFFICIALS & COMMITTEE MEMBERS

The Executive will be as follows:

- A. President(s) (required)
 - B. Vice-President(s)
 - C. Treasurer(s) (required)
 - D. Secretary(s) (required)
 - E. Past President(s)
1. The affairs of the PAC shall be managed by the Executive members whose titles and duties may be determined by the needs of the PAC.
 2. The positions of President, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.
 3. The term for Executive Positions shall be two (2) years, unless otherwise noted.
 4. Coordinators/Committees/Representative Positions may be formed and struck as deemed necessary, and may be as follows:
 - A. District Parent Advisory Council (DPAC) Representative(s)
 - B. School Planning Council (SPC) Representative(s)
 - C. Communications Coordinator
 - D. Fundraising Coordinator
 - E. Emergency Prep Coordinator
 - F. Hot Lunch Coordinator
 - G. Parent Education Coordinator
 - H. Traffic Coordinator
 - I. Volunteer Coordinator
 - J. Member at Large

SECTION IX ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting. Any member standing in Executive office that is an employee of a school district or the Ministry of Education must refrain from discussing, influencing and voting upon any matter before the PAC in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the PAC for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and Bias Committee for a ruling, should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.
2. The call for nominations shall be made at the meeting in April.
3. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. (***Refer Section IV Membership.***)
4. 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, interests, or prior PAC involvement for members who may not know the nominee.

5. In the event a mandatory position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
6. Prior to the Annual General meeting the President may appoint an Elections Chairperson to chair the elections. Elections shall be conducted by the President or, the Elections Chairperson. 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

SECTION X DUTIES OF THE 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 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 XIV)**.
3. If an Executive member is unable to attend a PAC meeting, they should inform the Secretary prior to the meeting and provide any report that may be required.
4. The Executive shall elect a "Chair Designate" early in the term from the Executive officers. This person shall convene and preside at PAC meetings when requested to do so by the President. The "Chair Designate" must always be a voting member that meets Executive eligibility criteria.
5. Executives shall maintain and deliver to their successors or the Chairperson within 14 days following the date at which their successor assumes duties, the following documentation:
 - A. Agendas
 - B. Committee Reports
 - C. Meeting Minutes,
 - D. Budgets
 - E. General Ledger
 - F. Financial Records (bank statements, cheque requisitions, gaming grant reports, etc)

SECTION XI EXECUTIVE TERMS OF OFFICE

1. The term of office shall commence on July 1 of each year and end on June 30 the following year or until their successor is elected. The new Executive MUST allow for transition between exiting and incoming officers following the AGM in May. The term for Executive Officers shall be two (2) years
2. Each year the Executive Officers will read and sign the Constitution.
3. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected. The Executive positions may be audited at the request of any voting member.
4. No person may hold more than one elected executive position at any one time. If a volunteer does not come forward for a vacant executive position, no other officer shall assume the duties of that position.
5. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that they two people share one (1) consensus vote.
6. Should circumstances arise that a position is vacated during the term, the person who has held that position previously for two (2) years may reassume that position with a two third majority vote of the

council executive. Should this position be that of Treasurer, the accounts shall be submitted to school district 43 financial services or other independent individual or firm for audit to ensure proper accounting procedure.

7. The past president shall hold the office for one year.
8. The following are grounds for termination of the office of any Executive member:
 - A. Absence from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive
 - B. Conviction of a criminal or other serious offence
 - C. Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
 - D. Failure to abide by the PAC Code of Conduct

SECTION XII 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. The Term for Committee members and Coordinators shall be one (1) year
3. Committees are fully responsible to and will run under direction from the Executive Members.

SECTION XIII PAC Representation to the School Planning Council

Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council (SPC) from parents or legal guardians of students enrolled in the school.

SPC Elections:

1. One of the representatives must be Leigh Elementary School Parent Advisory Council Executive member.
2. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
3. An absent member can be nominated at the meeting when PAC-SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the President for reference during the meeting. The absent member should submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
5. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgment of others.
6. The PAC will appoint two members, called "tellers" to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.
7. The election will require at least two ballots.
8. It is possible that a ballot may not elect any candidates, and further balloting is required.

9. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
10. When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.
11. When all balloting is completed, a motion will be made to destroy the ballots.

SPC Voting:

1. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The President can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly write the voter’s name. If a name is incorrectly written, it should still be counted if the voter’s intention is clear.
3. A blank ballot indicates an abstention and is therefore not counted.
4. Only one name can be recorded on the ballot for PAC Executive SPC representative. More than one name will make the ballot void.
5. On the ballot for the other two PAC-SPC representatives, only two names can be written on any ballot, more than two names will make that ballot void.
6. A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast.
7. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast.
8. If there is no majority of “yes” votes over “no” votes for any candidate, then the election has failed and the President announces “no election”. New nominations are taken and another secret ballot held.
9. The Tellers’ report should follow this form:

Tellers’ Report	
a. Number of votes cast	17
b. Necessary for election (majority)	9
c. Candidate A received	12
d. Candidate B received	11
e. Candidate C received	6
f. Illegal Votes	1, etc.
10. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC-SPC reps, the two highest majority numbers will be elected.

SPC Terms of Office:

The term of office for the Leigh School Planning Council representatives shall be for one year or until their successor is elected.

SECTION XIV CODE OF CONDUCT

1. The Leigh Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (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 another 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, SPC Representative or a Committee Member:
 - 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
 - K. shall inform the Secretary or President prior to the PAC meeting if they are unable to attend & provide reports to be presented on their behalf.
 - L. Standing and ad hoc committees shall be formed as struck as deemed necessary by the Executive
5. Breaching the Code of Conduct 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:
 - A. a two-thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting,
 - B. OR 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 XV FINANCES

1. A proposed budget should be drawn up by the President/ Executive and be modified and approved by the membership at the first general meeting of the year.
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 Leigh Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse:
 - A. monies as directed by the members as expressed at executive and general meetings.
 - B. Monies submitted shall be requested in the form of cheques made out to Leigh Elementary School PAC.
 - C. Two members (one shall be Executive or designate) must verify and account for monies collected from events or fundraising.
 - D. 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 a member of the PAC executive, or designate.
4. There shall be at least four signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and two other Executive officer, or designates, as decided by the Executive.
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" or amount 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, the Executive can approve an expense up to 10% of the budgeted amount or \$40 dollars, whichever is lesser. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
7. The Treasurer will submit a written financial report at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (August 31).
8. 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.
9. 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.
10. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$5,000 dollars. This amount must be carried forward to each new term.
11. Current regulations for use of gaming funds must be met.

SECTION XVI FUNDRAISING

1. By the first general meeting of a school year the PAC should draw up an agenda of goals to be achieved during that school year and, if necessary, how to fundraise for them (**See Section XV, 1**). 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 benefit financially from fundraising at the school.
6. Special fundraisers for the benefit of the greater community may be undertaken upon approval at a general meeting.

SECTION XVII CONSTITUTION AMENDMENTS

1. The Constitution and Bylaws of the Leigh Elementary School Parent Advisory Council may be rewritten every 5 years, or at the discretion of the Executive.
2. Amendments to the Constitution and Bylaws of Leigh Elementary School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
3. Amendments to the constitution shall be added to the end of the current constitution and signed by the Executive.
4. 4 Amendments at the back will be rewritten into the constitution every 5 years, or at the discretion of the school principal
5. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
6. Written notice of proposed amendments must be given to members of the PAC at least five (5) days prior to presentation at a meeting.
7. A three-quarters (3/4) majority by eligible voting members in quorum is required to amend any part of the Constitution.

Revision Log

Date	Description of Revision(s)
June 21, 2017	<ul style="list-style-type: none"> • Section III retitled from Vision Statement to Objectives • Section V – Dissolution format changes only • Section VI – General Meetings changed availability of minutes from one week after meeting to one week prior to next meeting • Section VI – Special Meetings changed availability of minutes from one week after meeting to two weeks after • Section VI – Special Meetings added reference to attendance log • Section VI – Annual General Meetings added reference to availability of minutes and use of attendance log • Section VIII - Executive officials and committee members 4(e) changed from Health and Safety Coordinator to Emergency Prep Coordinator • Section IX – Election of Executive Officers removed statements 6 and 7 as these were identical to Section XI points 4 and 5 • Section IX – Election of Executive Officers changed 6 (previously 8) to remove contradiction of when an Elections Chairperson could be appointed. • Section X – Duties of the Executive Officers changed 5 from binders and written materials to general description of the records to be maintained regardless of format • Section XI – Executive Terms of Office 1 changed from new executive attending June meeting to the new executive must allow for transition • Section XI – executive Terms of Office 2 changed from signing Statement of Understanding to reading and signing the Constitution annually • Section XII – Committees was previously Section XIV, no other changes • Section XIV – Code of Conduct previously Section XIII • Section XIV – Code of Conduct 4 removed reference to job duties • Section XIV – Code of Conduct removed 5 as it was the same as Section X point 4 • Section XIV – Code of Conduct removed 6 as it was the same as Section X point 5 • Section XIV – Code of Conduct removed 8 as it was the same as Section XI point 2 • Section XV – Finances 1 changed from approving budget at final general meeting to approval to first general meeting • Section XV – Finances 4 removed reference to independent monthly review of bank statements • Section XV – Finances 7 removed reference to Treasurers Report form in Appendix A and corrected the end of fiscal to August 31 • Section XV – Finances 9 removed reference to review occurring at the school • Section XVII – retitled from Constitution and Bylaw Amendments to Constitution Amendments, as there are no Bylaws • Section XVII – Constitution Amendments removed reference to voting quorum for amendments to bylaws as there are no bylaws
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Annual Review

Reviewed by the Executive members: _____
YYYY-MM-DD

PAC President

Print Name *Signature* YYYY-MM-DD

PAC President

Print Name *Signature* YYYY-MM-DD

**PAC Vice-
President**

Print Name *Signature* YYYY-MM-DD

**PAC Vice-
President**

Print Name *Signature* YYYY-MM-DD

PAC Treasurer

Print Name *Signature* YYYY-MM-DD

PAC Secretary

Print Name *Signature* YYYY-MM-DD

PAC Secretary

Print Name *Signature* YYYY-MM-DD

**PAC DPAC
Representative**

Print Name *Signature* YYYY-MM-DD

**Leigh Elementary
Principal**

Print Name *Signature* YYYY-MM-DD