**Proposed Amendments to Prospect Lake Elementary School Parents’ Advisory Council Constitution and Bylaws**

**June 2023**

***Substantive Changes***

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| **Location(s)** | **Change** | **Justification** |
| Constitution: Preamble | Add text | This addition enables readers to understand the basis of the document. |
| Constitution and Bylaws main body | Changes and updates to headings, placement, formatting, footers, and numbering throughout the document | These changes will add clarity and structure to the document to enable easier reading and understanding. |
| Constitution and Bylaws main body | Minor changes to wording and changes to which section information is found throughout the document | These changes will add clarity to the document but not change the meaning o or intention of the original text. |
| Constitution: Section II – Purposes of the Council | Rename the section heading, add wording for a purpose, add a paragraph entitled “Objectives”, remove previous list of purposes and add a list of objectives | To clearly identify the long-term, overarching goal of the organization (Purpose) and the set of tasks and actions that will enable the organization to reach that goal (Objectives). |
| Constitution: Section III –Interpretation of Terms | Remove definitions of “community organizations”, “School” and “SPC” | No longer required. |
| Constitution: Section III –Interpretation of Terms | Update definition of “parent” and “Members”Add definition of “Council” | To reflect wording in the *School Act* and include non-voting members in the definition of “Member”Defining “the Council” allows subsequent reference to the Prospect Lake Elementary School Parents’ Advisory Council in the bylaws using a specifically defined term. This leaves no ambiguity regarding what Council is being referred to |
| Bylaws: Table of Contents | Added a Table of Contents | These changes will add clarity and structure to the document to enable easier reading. |
| Bylaws: Section I – Membership, Voting Members | Added wording concerning PLES staff with children registered at PLES | This addition clarifies the membership status of PLES staff. |
| Bylaws: Section I – Membership, Non-Voting Members | Added wording concerning PLES staff without children registered at PLES | This addition clarifies the membership status of PLES staff. |
| Bylaws: Section II - Meetings of Members, General Meetings | Add wording relating to the method of conducting meetings. | This change clarifies that meetings may be held in person and virtually. |
| Bylaws: Section II – Meetings of Members, Notice of Meetings | Move this section into the General Meetings section | This change simplifies the document by moving the information into as already established section. |
| Bylaws: Sections II – Meeting of Members, Proceedings at General Meetings | Change quorum number from “three” to “five” | This change more accurately represents the minimum number of members that would be expected to attend a meeting. |
| Bylaws: Section II - Meeting of Members, Voting | Addition of matters requiring an approval by vote. | Previously there was no direction regarding what matters required approval by vote. The addition of this list removes this ambiguity. |
| Bylaws: Section II – Meeting of Members, Voting | Addition of wording concerning abstaining of voting for members who are also staff at PLES | This addition ensures that there is no conflict of interest for staff at PLES |
| Bylaws: Section III – Executive, Executive Defined | Addition of wording on the minimum roles of executive that must be filled and wording on the ability to share positions | Previously there was not direction on these issues. |
| Bylaws: Section III – Executive, Eligibility | Remove wording concerning the eligibility of employees of SD63 and the Ministry of Education and addition of wording concerning abstention of voting and conflict of interest | This changes allows parents who are also staff or employees to become part of the executive. Potential conflict of interest or bias is address in other parts of the bylaws concerning abstention of voting requirements, the Code of Conduct and the Statement of Understanding |
| Bylaws: Section III - Executive, Election of Executive | Addition of wording to allow the outgoing president to conduct elections | This change allows more flexibility in conducting elections. |
| Bylaws: Section III - Executive, Term of Office | Change maximum time one person can hold the same executive position from “two” years to “four” years | This change permits an individual to hold the same executive membership positions for a maximum of four years. This change will help to promote institutional knowledge and continuity of long-term projects by allowing executives to retain their roles for longer if they *and* *the membership* wish them to do so.  |
| Bylaws: Section III – Executive, Removal of Executive | This section has been expanded to include a complete administrative process. | Previously there was no direction on how this administrative process will be conducted. This allows for a fair process for all involved. |
| Bylaws: Section IV – Executive, Meetings | Remove “At least one meeting will be held before each general meeting” | These meetings are not necessary for the executive to conduct its business. |
| Bylaws: Section V – Confederation of Parents’ Advisory Councils of Saanich (COPACS) | Remove all references to School Planning Council | The School Planning Council was removed from the *School Act* therefore it is unnecessary. |
| Bylaws: Section VI – Conduct of Executive and Representatives, Code of Conduct | Addition of wording referring to a Code of Conduct (Appendix A) and Statement of Understanding (Appendix B) | Previously there was no code of conduct or code of ethics although the current Bylaws refer to a code of ethics and holds the executive accountable |
| Bylaws: Section VII – Duties of Executive and Representatives | All duties have been updated to reflect current practices. The positions of Volunteer Coordinator and School Planning Council Representative have been removed. | This changes clarifies what the actual roles and duties are and removed positions that are no longer required at this time. |
| Bylaws: Section IX – Financial Matters, Financial Controls | Addition of wording concerning the implementation of a Financial Controls and Best Practice Guide (Appendix C) | Previously there was no direction on proper financial practices. |
| Bylaws: Section IX – Financial Matters, Power to Raise Money | Remove wording concerning fundraising only taking place when there is clearly identified need and that fundraising will activities will only be undertaken in consultation with the school administration. Addition of wording concerning the purpose of fundraising | Previously there was no direction on providing the most benefit or the significance of the role the PAC plays in fundraising verses it’s other roles. |
| Bylaws: Section IX – Financial Matters, Signing Authority | Addition of wording identifying who will be the signing officers | Previously this information was only in the roles and tasks section |
| Bylaws: Section IX – Financial Matters, Annual Budget | Addition of wording concerning when the approved budget expires, what is included in the budget, and the status of unexpended budget items | Previously there was no clarity on when the approved budget expired or how to manage unexpended items |
| Bylaws: Section IX – Financial Matters, Non-budgeted Expenditures | Remove the authority for the executive to spend a total of “$200.00 per month on non-budgeted expenditures”.Add the authority for the executive to spend a total of “$400.00 per requirement on non-budgeted expenditures” and language to provide guidelines on its use | This authority will allow the Executive to make limited financial decisions to advance the purpose and objectives of Council in between meetings. |
| Bylaws: Section IX – Financial Matters, Treasurer’s Report | Addition of language that allows another executive member to present the treasurer’s report if the treasurer is unavailable | This change ensures the report is presented at meetings when the treasurer is unavailable. |
| Bylaws: Section IX – Financial Matters, Audit | Addition of wording at allow an audit if the membership approves. | Previously this authority was not included. |
| Bylaws: Section XII – Constitution and Bylaw Amendments | Remove wording concerning how proposed amendments are distributed based on the length of the amendments. | This direction is not necessary as all communication is given to every member. |