



Semiahmoo Trail Parent Advisory Council

3040 145A Street, Surrey, BC V4P 1P8

Constitution and Bylaws



Last Approved Amendment: May 2017



How to Interpret this document:

Example = Original Bylaw PAC is wanting to take out

Example = Black text is the original Bylaw that is not up for vote to change

Example = All green text is a proposed change by PAC

Example = Explanations

Example = Original table of contents that is not up for vote to change

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ROBERT'S RULES OF ORDER



CONSTITUTION

Section 1: NAME

Name The name of this organization shall be Semiahmoo Trail Elementary Parent Advisory Council (PAC)

Section 2: PURPOSE

~~1)To operate as a non-profit organization with no personal financial benefit.~~

1. Advancing Equity, Inclusion, and Social Justice- PAC is dedicated to advocate for and support policies, candidates, and initiatives that promote equality, inclusivity, social justice, and the well-being of all individuals and students, regardless of race, religion, gender, sexual orientation, family status, physical or mental ability, or political beliefs. All PAC decisions shall adhere to a democratic and inclusive process that actively encourages diverse voices and perspectives

Original nr.2 to be removed and embedded into the new nr.1

~~2)To ensure the business of the Council is unbiased towards race, religion, gender or politics.~~

Nr.2 is a suggested addition

2.Non-Profit Commitment for student and Community Benefit- PAC operates strictly as a non-profit organization, with an explicit mandate against personal financial gain. All efforts and resources are directed towards advancing our mission, benefiting our student body and the greater school community.

Original nr.3 & nr.4 to be combined into new nr.4

~~3)To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children~~

~~4)To encourage parent involvement in the school, and to support programs that promote parent involvement.~~

4. Student-Centric Governance, Parental and community Engagement- ST-PAC is dedicated to responsive and student-centric governance, recognizing that our primary duty is to address the needs of both students and their parents. We commit to actively fostering transparent communication and collaboration between the school and students' homes, aiming to build a bridge of understanding and engagement that enhances the educational experience. Through open dialogue, we seek to empower students and parents, ensuring their voices are heard and their concerns addressed, ultimately enriching the learning environment and nurturing a stronger sense of community within our school. We prioritize initiatives and programs that encourage parents to actively participate and collaborate with the school, furthering the well-being and educational experiences of our students.



Original nr.6 & nr.7 to be combined into new nr.6

~~6) To promote the interests of public education and, in particular, the interests of Semiahmoo Trail Elementary School, and the welfare of students in the school.~~

~~7) To assist parents in accessing the school system, and to advocate on behalf of parents and students~~

6. Advocacy for Access and Student Welfare- PAC is dedicated to aiding parents in navigating the school system and advocating for the interests of both parents and students. This includes promoting the welfare and educational interests of Semiahmoo Trail Elementary and its student body within the broader context of public education.

Original nr.8 & nr.9 to be combined into new nr.7

~~8) To advise the principal and staff on any matter relating to the school, other than matters assigned to the school planning council.~~

~~9) To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.~~

7. Advisory Role and Participation- PAC shall actively engage in advising the principal and staff on all matters concerning Semiahmoo Trail Elementary. Furthermore, we will provide guidance and participate in the activities of School District 36, District Parent Advisory Council, and the BC Confederation of Parent Advisory Councils, ensuring our collective voice is heard and advocating for the best interests of our school and the broader educational community.

Original nr.10 & nr.11 to be combined into new nr.8

~~10) To provide leadership and contribute to a sense of community within the school and between the school, home, and neighbourhood.~~

~~11) To organize PAC activities and events.~~

8. Community Engagement and Events- PAC is committed to fostering a vibrant and connected school community. We shall actively organize, support, and engage in community events and activities that promote unity, inclusivity, and a sense of belonging among students, parents, teachers, and all members.

SECTION 3: MEMBERSHIP

Original nr.1, nr.2 & nr.3 to be combined into new nr.1, a,b,c

~~1. All parents and guardians of students registered at Semiahmoo Trail Elementary School may be voting members of the group, including a staff member who may also be a parent.~~

~~2. Administration and staff (teaching and non-teaching) of Semiahmoo Trail Elementary School may be non-voting members of the group.~~

~~3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.~~

1. All parents and legal guardians of students currently enrolled at STE are voting members of the Parent Advisory Council (PAC).



A) Additionally, a staff member of STE who is also a parent or legal guardian of a student may be a voting member of the PAC.

B) In the event of a staff member being a parent or legal guardian, they shall exercise their voting rights independently and without influence from their staff position.

C) Members of the school community who are not parents of students currently in the system may also hold non-voting membership within the PAC.

Original nr.4 to be replaced with new nr.2

~~2. 4. At no time shall the PAC have more non-voting than voting members.~~

Every member, voting and non-voting members of PAC shall uphold the constitution and comply with these bylaws in their entirety.

SECTION 4. MEETINGS

~~1. There shall be an Annual General Meeting for the purpose of election of officers held in MAY of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.~~

1. An Annual General Meeting (AGM) shall be conducted in May of each year for the purpose of electing PAC executives, adopting an annual budget for the upcoming school year and establishing PAC goals and priorities for the upcoming year. A minimum of an additional 7 general meetings shall be held during the school year to address current business matters.

2. The executive meetings and additional general meetings shall be held at the discretion of the Executives.

~~3. Meetings will be conducted efficiently and with fairness to the members present.~~

3. Meetings shall be organized, follow a meeting agenda and conducted efficiently, ensuring fairness to all members present.

Nr.4 is a proposed addition

4. Members are prohibited from discussing individual students, parents, school personnel, or community members in a personal capacity during general meetings

~~4.~~ 5. Every member will uphold the constitution and comply with these bylaws.

~~5.~~ 6. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they conflict with the guidelines in this Constitution.

SECTION 5: PROCEEDINGS AT GENERAL MEETINGS



1. The voting members present at any duly-called general meeting shall constitute a quorum
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote
3. In the case of a tie vote, the motion will be lost.
4. Voting by members on all matters must be given personally, voting by proxy shall not be permitted.

~~5. Voting shall be done by the show of hands with the exception of the election of officers and representatives to the School Planning Council which shall be done by secret ballot.~~

5. Voting shall generally be done by a show of hands, with the exception of the election of executive PAC member positions, which shall be conducted by secret ballot

SECTION 6: EXECUTIVE

~~1. The executive will manage the committee's affairs between general meetings.~~

1. PAC executives shall manage the affairs of PAC between general meetings. As well as oversee and provide support to any PAC appointed committees to ensure their effective functioning and alignment with the PAC's objectives.

~~2. The executive will include the president, vice president or co president, secretary, treasurer, District Parent Advisory Council Representative, and Past President. It may include two or more members at large, and such other members of the committee as the membership decides (may choose to have directors)~~

2. The executive will include the president, vice-president or co-president, secretary, treasurer, District Parent Advisory Council Representative. It may include members at large, co-secretary and co-treasurer.

3. Any voting committee member is eligible to serve on the executive, except employees of Semiahmoo Trail Elementary School.

~~4. The executive will be elected at each annual general meeting.~~

4. PAC executives shall be elected during each Annual General Meeting (AGM). All executives seeking to retain their positions shall be subject to re-election annually during the AGM. Voting is conducted by secret ballot.

5. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.

6. No person may hold more than one elected executive position at any one time.

7. No two members of the same family may serve on the executive at the same time.



The executive will hold office for a term of one year beginning September 1st, in accordance with the fiscal year.

~~9. Any elected member of the PAC may serve on the Executive for as many years as he/she is elected to a position.~~

9. Elected members of the PAC may hold the same executive position for a maximum of 4 consecutive years, provided they are successfully re-elected. After four years in a specific executive role, an outgoing elected executive member becomes eligible to seek election for a different executive position within the PAC

OR (Vote for a 4 year term or 5 year term)

9. Elected members of the PAC may hold the same executive position for a maximum of 5 consecutive years, provided they are successfully re-elected. After four years in a specific executive role, an outgoing elected executive member becomes eligible to seek election for a different executive position within the PAC

Suggested Removal of original nr.10

~~10. The Past President(s) shall hold that office for a minimum of one year.~~

~~11.~~ 10. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the committee, by vote, to fill the vacancy until the next annual general meeting.

~~12.~~ 11. The members, by a majority of not less than 75% of the votes cast, may remove an executive Member before the expiration of his or her term of office, and elect an eligible member to complete the term. Prior to this vote, written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the vote. Written notice may be delivered by hand or by electronic means.

~~13.~~ 11. No executive member may be remunerated for serving on the executive, including receiving gifts using PAC funds, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Committee's affairs.

Removal of original Section 7 as School Planning Council no longer exist

~~SECTION 7: SCHOOL PLANNING COUNCIL REPRESENTATIVES~~

~~1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the committee executive.~~



~~2. The election of representatives for the School Planning Council must be done by secret ballot. 3. The School Planning Council Representative will hold office for a term of one year. If a School Planning Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such election must be done by secret ballot.~~

SECTION 7: CONDUCT OF EXECUTIVES AND REPRESENTATIVES

~~1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.~~

1. Every executive member, upon being elected into office, shall thoroughly read, understand, and sign the PAC's constitution and bylaws.

This signing shall serve as documented acknowledgment, confirming their understanding of the expectations, responsibilities, and obligations associated with their executive position and commitment to uphold the PAC's principles and guidelines. Document to be uploaded to PAC drive.

2. Every executive member ~~and representative~~ must act solely in the interests of the membership and of the Committee.

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.

Original nr.4 to become new nr.4 with A, B, C, D

~~4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.~~

4. Any executive member who has a direct or indirect interest in a proposed contract or transaction with PAC must promptly and fully disclose the nature and extent of their interests to both the membership and the executives.

a. The disclosure shall include all relevant details regarding the proposed contract or transaction, as well as the executive member's personal or financial interests associated with the matter.

b. The disclosure shall be made in writing and presented at the earliest opportunity following the awareness of the interest.

c. In the event of a conflict of interest, the executive member involved shall abstain from voting on the matter in question and shall not attempt to influence the decision on the proposed contract or transaction.

d. The abstention shall be recorded in the official minutes of the meeting where the matter was discussed and decided.



Nr.5 to become new nr.5 with A

~~5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.~~

5. All executive members are strictly prohibited from utilizing their position within PAC for personal gain.

- a. Personal gain includes but is not limited to financial profit, personal family advantage, or any form of self-enrichment that could result from the abuse or misuse of one's position within PAC.

SECTION 8: DUTIES OF THE OFFICERS

1. PRESIDENT(S)

A. Shall convene and preside at all membership, special and Executive meetings

~~b) shall ensure that an agenda is prepared and presented~~

B. Shall ensure the preparation of an agenda for each PAC meeting in consultation with Executive members. The agenda will be sent electronically for distribution to membership

Removal of C

~~c) shall appoint committees when authorized to do so by the Executive or membership~~

Original D to become new C

~~d) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization~~

C. Shall hold the responsibility of overseeing and managing PAC executives and committees. This shall include the delegation of tasks and duties, ensuring their timely completion, and conducting follow-ups to verify that delegated actions are accomplished as per by-laws by the specified due dates.

Original E to become new D

~~e) shall be the official spokesperson for the organization~~

D. The President shall speak on behalf of PAC maintaining impartiality, and aligning with Surrey District PAC's inclusivity guidelines.

D to become E

~~d) E. shall be a signing officer~~

G is a proposed addition

G. shall oversee the orientation process for newly elected executive PAC members, ensuring that they read and comprehend the constitution and bylaws. The President shall also be



responsible for ensuring that executive and committee members understand the expectations and duties of their respective positions for the upcoming term

2. VICE-PRESIDENT(S) or CO-PRESIDENT(S)

A. shall assume the responsibilities of the PRESIDENT(s) in his/her absence or share responsibilities if Co-President.

~~B. shall accept extra duties as required~~

B. Assist the President or other executive members in the performance of their duties

C. shall be a signing officer

3. SECRETARY

~~A. shall ensure the membership is notified of meetings~~

A. May be responsible for ensuring that the membership is notified of meetings and provided with the meeting agenda electronically no later than 7 days before a member meeting

B. Shall record the minutes of membership, special and Executive meetings

~~C. shall distribute minutes to PAC members~~

C. Shall distribute the draft minutes to PAC members electronically no later than 10 days before the next general meeting. Approved meeting minutes are to be sent to School Admin to be posted on the Semiahmoo Trail Elementary Website no later than 7 days after approval at the general meeting.

D. Shall keep an accurate copy of the Constitution and Bylaws ~~and if and when changes are made~~ All amended copies shall be dated and initialized and a copy submitted to the school board office and District PAC for safekeeping

E. May issue and receive correspondence on behalf of the organization

F. May be a signing officer

~~G. Shall safely keep all records of the PAC~~

C. Shall be responsible for uploading, organizing, and securely maintaining meeting minutes and agendas in the PAC online drive. Additionally, the Secretary shall safely preserve all records of the PAC

4. TREASURER(S)

A. Shall be responsible for and report on the financial accounts of the organization

~~B. shall be one of the three signing officers of the Executive~~



B. May serve as a signing officer on the Executive PAC .

~~C. shall prepare a monthly financial report for presentation at general meetings~~

C. Shall prepare a monthly financial report and reconciliation report shall be sent to executive electronically and be presented at general meetings.

D. Shall, with the assistance of the executive, draft an annual budget and tentative plan of expenditures for the upcoming year. Budget to be presented at AGM for approval

E. Shall ensure that another financial signing officer has access to the books in the event of his/her absence

~~F. shall submit an annual report~~

F. Shall submit and present a comprehensive and detailed annual report at the Annual General Meeting (AGM)

G is a PROPOSED ADDITION

G. The Treasurer(s) shall keep detailed, accurate, and up-to-date financial records of all PAC's expenses and earnings. The records shall include, but not be limited to, receipts, bank statements, invoices, and financial reports

5. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE(DPAC)

~~A. shall attend DPAC meetings~~

A. Shall attend meetings of School district no.36 DPAC meetings and represent, speak, and vote on behalf of Semiahmoo Trail PAC

B. Shall report back to PAC with DPAC news, announcements and parental or student resources

C. Shall seek input from the PAC

D is a proposed addition

D. Shall Maintain Pac's council registration with Surrey DPAC

6. MEMBERS AT LARGE

A. shall serve in a capacity to be determined by the PAC and at other times throughout their tenure as the needs of the PAC might require

Proposed Removal

~~7. PAST PRESIDENT(S)~~

~~a) shall help smooth transition between President(s)~~

~~b) shall assist and advise the Council~~

~~c) shall act as a consultant for the President(s)~~



SECTION 9: COMMITTEES

Original nr.1 to be replaced with new nr.1 A & B

~~1. Standing and ad hoc committees shall be formed when necessary.~~

1. Committees shall be established as deemed necessary by the executive body, such as but not limited to initiatives like a Hot Lunch program or fundraising program.

a. The formation of committees may be proposed by the executive members, their establishment shall be confirmed by a majority vote of the executive body.

b. Committees shall be formed to address specific needs, projects, or initiatives within the PAC's mission and objectives

Original nr.2 to be replaced with new nr.2 A, B & C

~~2. Committees are responsible to the Executive and members.~~

2. Each committee shall have a designated committee leader(s) appointed by executives with the title "[Name of Committee] Coordinator(s)."

a. The "[Name of Committee] Coordinator(s)" may be shared by two people.

b. The [Name of Committee] Coordinator shall serve a term aligned with the fiscal year and may be re-appointed for additional terms as desired by the PAC executives. Re-appointments shall be considered post AGM but prior to the first general meeting of the fiscal year, where the executives shall deliberate and vote regarding a coordinator's continued service

c. Executive Members, are eligible to undertake the additional role of [Name of Committee] Coordinator(s) in parallel with their executive mandates within the PAC but should not take precedence over their executive responsibilities

Original nr.3 to be replaced with new nr.3 A,B & C

~~3. Members may be appointed annually to committees by the president(s) (after consultation with the Executive).~~

3. The responsibilities of the [Name of Committee] Coordinator(s) shall include but are not limited to:

a. Developing a strategic plan for the committee's initiatives while consistently adhering to PAC constitution and bylaws.

b. Overseeing the successful execution of tasks and projects assigned to the committee.

c. Reporting on the committee's progress and outcomes to the executive body.

Nr.4 is a proposed addition



4. The Executives, through a vote where no less than 75% of the votes cast concur, possess the authority to remove an appointed [Name of Committee] Coordinator(s) from their position before the conclusion of their term.

- a. Following the removal, the PAC shall proceed to elect a qualified and eligible member to fulfill the remaining term of the vacated position.
- b. Prior to conducting the vote for the removal of a [Name of Committee] Coordinator(s) written notice must be provided to the [Name of Committee] Coordinator(s), specifying the intention to propose the motion for removal. This notice shall be dispatched no less than 14 days before the scheduled vote.
- c. The written notice may be delivered through hand-delivery or electronic means.

SECTION 10: FINANCIAL MATTERS

1. The Committee may raise and spend money to further its purposes. Fundraising should have a purpose. Clear communication with members what funds are being raised for.

2..Budget:

The Executive will prepare a budget and present it for approval before the current budget is set to end at ~~a general meeting prior to the end of May of each year~~ the annual general meeting.

- a. Budget may be amended at any general meeting by a vote.
- b. If the budget has a surplus members shall be notified and asked for input on how to spend surplus at a general meeting.
- c. If less revenue comes in than expected; Members shall be notified and asked for input on any budgetary cuts needed to balance the budget.

Nr.3 is a proposed addition

4. Year end Review: An annual review of the organization's financial books and records is to be conducted by 2-3 members who do not have signing authority on the organization's bank accounts. The team of reviewers are to be appointed by a motion passed by the membership at a general meeting. The review is to be handed in to PAC executives by June 1st each year.

3. 4. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.

Nr.5 is a proposed addition

5. All cash or cheque funds collected through fundraising or other PAC initiatives must be deposited to the bank or financial institution within 3 business days of possession.



Nr.6 is a proposed addition

6. All cash or cheque funds must be counted at school premises and kept at Semiahmoo Trail Elementary's office safe until deposited in a bank or financial establishment.

Nr.4 to become new nr.7

~~4.~~7. The Executive shall name at least three signing officers ~~(one of whom will be the treasurer)~~, for banking and legal documents. Two signatures will be required for these documents.

Nr. 5 to become new Nr.8

~~5.~~ 8. The Executive may authorize expenses up to \$200.00 without approval from the membership. Any amount spent outside of the approved budget must be brought to members' attention at the next general meeting.

~~6.~~ 10. A Treasurer's report will be presented at each general meeting. Treasurer's report shall consist of the following; Bank statements with canceled cheques, Activity report reflecting full transparency of incoming and outgoing revenue, A year to date report.

~~7.~~ 11. If a need for audit is agreed upon by the members at any general meeting, an independent auditor will be appointed.

~~8.~~ 12. Approval for individual expense items, and special project budgets, over \$10,000.00 shall be given additional considerations.

a. A focus group meeting, separate from any ~~regular~~ general PAC meeting, shall be held at least 14 days prior to voting for approval. Notice of the focus group meeting shall be sent home with students or by electronic means 7 to 14 days in advance. It shall include a brief description of the expense under consideration as well as the date, time, and location of the focus group meeting.

b. At a focus group meeting, a member(s) of the PAC Executive shall present to attendees the size, nature, purpose, and timeline of the expense in question. All alternatives should be presented for consideration. Summary handouts are to be made available for attendees to keep.

c. Following the presentation, a member of the PAC Executive shall preside over an open question period. Minutes of the meeting, including the question period, are to be recorded. Copies of the summary handout and the minutes shall be sent home with students or by electronic means within 7 days.

d. If it is determined by the PAC Executive that multiple focus group meetings may be required, the notice period of each meeting will remain 7 to 14 days prior, and the final such meeting shall be at least 14 days prior to voting for approval.

~~9.~~ 13. All PAC funds are to be used exclusively for Semiahmoo Trail Elementary ~~School~~ and not redirected to external causes.



14 IS A PROPOSED ADDITION

14. All cash handling procedures must be adhered to. (See Appendix 1).

SECTION 11: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Semiahmoo Trail Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members within 14 days. (can be either by notice sent home with students or by electronic means)
2. The notice of the meeting shall include details of the specific amendments proposed or provide access to such details.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

SECTION 12: PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the Semiahmoo Trail Parent Advisory Council shall be deemed to be the property of the Semiahmoo Trail Parent Advisory Council and shall be turned over to the President when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

2 IS A PROPOSED ADDITION

2. All property acquired with PAC funds for PAC purposes must be surrendered to the PAC President by PAC executives, committee members, and all members once the intended use of the purchased item(s) has concluded

SECTION 13: DISSOLUTION

In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this council, as the members of the Council may determine at the time of winding up or dissolution. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of Semiahmoo Trail Elementary School.



Last revised - May, 2017

Adopted by Semiahmoo Trail Parent Advisory Council at Surrey, B.C. on
M/D/Y _____.

Co-President _____

Co-President _____

Secretary _____

Treasurer _____

D-PAC Representative _____

Member at Large _____

Member at Large _____

Principal _____

Appendix - Robert's Rules of Order

Summary Version For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while



another has the floor is out of order! Must be recognized by the Chair before speaking!

SEMAIHMUO TRAIL PARENT ADVISORY COUNCIL - CONSTITUTION AND BYLAWS

version: May 2017

- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
 - Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
 - The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution
 - Amendment - Motion to Postpone
 - The member moving the "immediately pending question" is entitled to preference to the floor!
 - No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
 - All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
 - The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!
- The Rules
- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
 - Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
 - Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
 - Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
 - Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
 - Main Motion: Brings new business (the next item on the agenda) before the assembly
 - Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)



- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and the method of selecting members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

SEMAIHMUO TRAIL PARENT ADVISORY COUNCIL - CONSTITUTION AND BYLAWS

version: May 2017

- Take from the Table: Resumes consideration of item previously "laid on the table"; - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate";if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole"; - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other



business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

APPENDIX 1 – Cash Handling Procedures

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. The deposit slip must be initiated by both parties prior to leaving the school property. No uncounted funds are to leave the school.
2. The returning deposit slip must be attached to the original cash tally sheet and filed in the financial books.
3. The PAC Treasurer or designate, is responsible for deposits and this individual must be present at the time the cash/cheques are tallied. The designate would be the event coordinator or event leader, whenever possible.
4. At the end of an event day, anyone with cash and/or cheques to be deposited must hand them over to the PAC Treasurer or designate for tallying or deposit, or for tallying and storage in the school admin office safe. The Administration (of Semiahmoo Trail Elementary) must be notified if there is money in the PAC safe.
5. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC Executive for reimbursement by cheque or e-transfer. These expenses must be approved prior to the event whenever possible.
6. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost, or stolen monies.
7. Under "Special Circumstances", the event Coordinator or Committee Chair may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.



8. Funds collected from pre-orders for a specific event must be counted and reported together with sales from the same event/fundraiser. If cash, These funds may be kept in the safe until the event and used as float money. If pre-orders are online sales with online payments those sales are to be reported in our financial reports the same as cash sales during an event. The amount used must be recorded and signed by an Executive and the Event Coordinator/Committee Chair. The float amounts must be subtracted before counting and recording event sales, even though both pre-sales and day of event sales can be deposited as one deposit. This will ensure that the pre-order sales and day of event sales are properly recorded for the Event Reports.

