

**CONSTITUTION AND BYLAWS**  
**adopted by Parent Advisory Council November 12, 1997**  
**(as amended to October 21, 2025)**

**CONSTITUTION**

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**SECTION I NAME**

The name of the Council is Seycove Community School Association Parent Advisory Council (School District Number 44).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

**SECTION II PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and, in particular, the interests of Seycove Secondary at sáyamətən.
5. To provide leadership in the school community.
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To provide parent education and professional development, and a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of North Vancouver Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

**SECTION III INTERPRETATION OF TERMS**

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s Constitution and Bylaws

“district” means School District No. 44

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 44

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Seycove Secondary at sáyəmətən

“parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 44

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 44

## **BYLAWS**

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### **SECTION I MEMBERSHIP**

#### **Voting members**

1. All parents and guardians of students registered in Seycove Secondary at sáyamətən are voting members of the group.

#### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of Seycove Secondary at sáyamətən may be invited to become non-voting members of the group.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

#### **Compliance with bylaws**

5. Every member will uphold the Constitution and comply with these Bylaws.

## **SECTION II MEETINGS OF MEMBERS**

### **General meetings**

1. General Meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting.

### **Conduct**

2. Meetings will be conducted efficiently and with fairness to all members.
3. At General meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

### **Notice of meetings**

5. Members will be given reasonable notice of General Meetings.

## **SECTION III PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for General Meetings will be a minimum of 5 members.
2. If at any time during a General Meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Voting**

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

## **SECTION IV EXECUTIVE**

### **Role of Executive**

1. The Executive will manage the Council's affairs between General Meetings.

### **Executive defined**

2. The Executive will include the President, Vice-President, Secretary, Treasurer, District Parent Advisory Council Representative, Members at Large (as required) and such other members of the Council as the membership decides.
3. Any or all of the above positions may be shared by two people.

### **Eligibility**

4. Any voting member of the Council is eligible to serve on the Executive, except employees or elected officials of School District No. 44 or the Ministry of Education.

### **Election of Executive**

5. The Executive will be elected at each Annual General Meeting.
6. Elections shall be conducted by the chair of the Nominating Committee.

### **Terms of office**

7. The term of office shall commence after the vote at the Annual General Meeting and shall expire at the election of new officers at the following Annual General Meeting.
8. Any elected member of the Council, with the exception of the Treasurer, may serve on the Executive for as many years as they are elected to a position but no person may hold the same position for more than four years. The Treasurer may serve on the Executive for as many years as they are elected but may not hold the position for more than two years.
9. No person may hold more than one elected Executive position at any one time.

### **Vacancy**

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 Council to fill the vacancy until the next Annual General Meeting.

### **Removal of Executive member**

11. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of their term of office, and may elect an eligible member to complete the term.
12. Written notice specifying the intention to make a motion to remove the Executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of Executive**

13. No Executive member may be remunerated for serving on the Executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

## **SECTION V EXECUTIVE MEETINGS**

### **Meetings**

1. The Executive Meetings and additional General Meetings shall be held at the discretion of the Executive.

### **Quorum**

2. A quorum for Executive meetings will be a majority (50% plus 1) of the members of the Executive.

### **Notice**

3. Executive members will be given reasonable notice of Executive meetings.

### **Voting**

4. All matters requiring a vote at Executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **SECTION VI CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

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

### **Representing the Council**

2. Every Executive member and representative must act solely in the interests of the parent membership of the Council.

### **Privilege**

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 permission of the person giving the information.

### **Disclosure of interest**

4. An Executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of their interest to the membership and Executive.
5. Such an Executive member or representative must avoid using their position on the Council for personal gain.

**SECTION VII DUTIES OF EXECUTIVE AND REPRESENTATIVES**

**A. The President will:**

- a) preside at membership and Executive meetings
- b) consult with Council members
- c) ensure that an agenda is prepared
- d) appoint committees where authorized by the Executive or membership
- e) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- f) speak on behalf of the Council
- g) be a signing officer
- h) submit an annual report

**B. The Vice-President will:**

- a) support the president
- b) assume the responsibilities of the president in the president's absence or upon request
- c) assist the president in the performance of their duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report

**C. The Secretary will:**

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) keep an accurate copy of the Constitution and Bylaws and make copies available to members upon request.
- d) issue and receive correspondence on behalf of the Council
- e) be a signing officer as required
- f) ensure safekeeping of all records of the Council
- g) submit an annual report

**D. The Treasurer will:**

- a) ensure all funds of the Council are properly accounted for
- b) be a signing officer
- c) disburse funds as authorized by the membership or Executive
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts and disbursements at General and Executive meetings
- f) present monthly Treasurer's Report, consisting of statement of financial position (including restricted and unrestricted funds), statement of operations, and bank reconciliations that have been reviewed and signed off by another Executive member, at General Meetings
- g) make financial records and books of account available to members upon request
- h) have the financial records and books of account ready for inspection or audit annually
- i) submit an annual Treasurer's Report, as described in f) above, at the Annual General Meeting
- j) with the assistance of the Executive, draft an annual budget
- k) ensure that another financial signing officer has access to the financial records and books of account in the event of their absence
- l) submit an annual report

**E. The District PAC (DPAC) Representative will:**

- a) attend all meetings of North Vancouver Parent Advisory Council and represent, speak, and vote on behalf of the Council
- b) maintain current registration of the Council
- c) report regularly to the membership and Executive on all matters relating to the DPAC
- d) seek and give input to the DPAC on behalf of the Council
- e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- f) receive and act on all other communications from the DPAC
- g) liaise with other parents and DPAC representatives
- h) submit an annual report

**F. Members-at-Large will:**

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b) submit an annual report



**SECTION VIII COMMITTEES**

1. The membership and Executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the Membership or Executive decide.
3. A Nominating Committee will be appointed annually before the Annual General Meeting.
4. Committees will report to the Executive and Members as required.
5. Members may be appointed annually to committees by the President (after consultation with the Executive).

**SECTION IX FINANCIAL MATTERS**

**Financial year**

1. The financial year of the Council will be May 1 to April 30.

**Power to raise money**

2. The Council may raise and spend money to further its purposes.

**Bank accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

**Signing authority**

4. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

**Annual budget**

5. The Executive will prepare a budget and present it to the membership for approval before the current budget expires.

**Non-budgeted expenditures**

6. The Executive will present all proposed expenditures beyond the current budget for approval at the next General Meeting.

**Treasurer's report**

7. A Treasurer's Report will be presented at each General Meeting.

**Auditor**

8. Members at a General Meeting may appoint an auditor.

**SECTION X CONSTITUTION & BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's Constitution and Bylaws.
2. Written notice specifying the proposed amendments must be posted in a conspicuous place in the school or made accessible to all members not less than 14 days before the meeting.

**SECTION XI PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by a member, Executive member, representative, or committee member in connection with the Council shall be deemed to be property of the 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.

**SECTION XII DISSOLUTION**

1. In the event of winding up or dissolution of the Council, and following payment of all outstanding debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 44 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution all records of the Council shall be given to the principal of the Seycove Secondary at sáyəmətən.

**CODE OF ETHICS**

1. Seycove Community School Association Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member, committee member or representative:
  - a) Upholds the Constitution and Bylaws, policies and procedures of the PAC.
  - b) Performs their duties with honesty and integrity and in the interests of the Council.
  - 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 membership and Executive.
  - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
  - g) Works to ensure that issues are resolved through due process.
  - h) Strives to be informed and only passes on information that is reliable.
  - i) Respects all confidential information.
  - j) Supports public education.
  - k) Abstains from voting on particularly noted issues where they are in a potential conflict of interest (such as employees of Seycove Secondary at sáyəmətən, School District 44 North Vancouver, or any other District and/or the BC Ministry of Education).

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ of Seycove Community School Association Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive/Committee Member or Representative: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

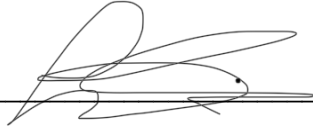
## CONSTITUTION & BYLAWS adopted by Parent Advisory Council November 12, 1997

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Adopted by Seycove Community School Association Parent Advisory Council at North Vancouver, British Columbia, on October 21, 2025.

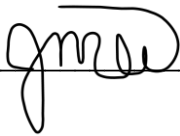
Name of President:  Lisa Stewart

Signature

A handwritten signature in black ink, appearing to be 'Lisa Stewart', written over a horizontal line.

Name of Executive Member:  Julia Wagner

Signature

A handwritten signature in black ink, appearing to be 'Julia Wagner', written over a horizontal line.