

## Seycove Secondary at sáyaməṭən PAC Meeting Minutes

**Date:** October 21, 2025

**Time Start:** 7:00 pm

**Location:** Library

**Members in attendance:** Lisa Stewart (President), Carla Cove (Interim Treasurer), Julia Wagner (Secretary), Kara Guedes (DPAC Rep), Wendy Kennedy (Member at Large), Meghan Downie (Principal), Paul Ruben (Vice-Principal)

**Regrets:** Mandy Young (Family of Schools Rep)

Agenda Item	Speaker	Discussion	Action Items
<b>Acknowledgment &amp; Announcements</b>	Lisa S.	We are situated today on the unceded and traditional territories of the Squamish (Skwxwú7mesh), Musqueam (xʷməθkʷəy̓əm) and Tsleil-Waututh (səlílwətaʔt) First Nations. Gratitude for the magic and glory of the sunshine, trees, sea and sky and land.	
<b>Introductions</b>	All		
<b>Approval of Agenda</b>	Lisa S.	Approved by: Wendy K, Cheri T.	
<b>Approval of Minutes</b>	Lisa S.	Approved by: Kara G., Wendy K.	
<b>Principal's report</b>	Meghan Downie, Paul Ruben	<p>-Attendance: part of culture of care, includes staff taking daily attendance and students' commitment to attendance.</p> <p>-Professional Development Day Friday, October 24: staff have shared many interesting plans.</p> <p>-BC Post Secondary Institute Night at Seycove: Thursday, October 30, 6:00-7:45pm, for Grade 11s and 12s</p>	

		<p>-Clubs:</p> <ul style="list-style-type: none"> <li>--A lot of staff sponsorship &amp; student engagement.</li> <li>--<a href="https://www.sd44.ca/school/seycove/Students/clubs/Pages/default.aspx#/=">List of clubs online</a> (under Students section of Seycove website: <a href="https://www.sd44.ca/school/seycove/Students/clubs/Pages/default.aspx#/=">https://www.sd44.ca/school/seycove/Students/clubs/Pages/default.aspx#/=</a>) has been updated with dates and rooms and teacher sponsors, so students can message teachers if any questions.</li> </ul> <p>-Parent Teacher Conferences: Thursday, November 6, 2-4pm and 6-8pm. Student early dismissal 1:05pm.</p> <p>-Planning for next school year is already underway.</p> <p>-Grad Boat Cruise: Tuesday, December 2; ticket sales on.</p> <p>-Staff Wishlist:</p> <ul style="list-style-type: none"> <li>--Dream wishlist, not limited to items eligible for gaming funding.</li> <li>--Has been shared with PAC.</li> <li>--Administration appreciates any support the PAC can offer, and looks forward to opportunities for input.</li> </ul> <p>-Trades Field Trip: parent appreciation for event, hands-on opportunities for diversity of Trades. Coordinated by Mr. Muter.</p> <p>-Skilled Futures Career Fair: Thursday, November 13, 9am-1pm in Cafeteria</p> <ul style="list-style-type: none"> <li>--Will include Trades, with a heavy machinery simulator.</li> <li>--Mostly focused on Gr 11/12 students.</li> <li>--Grade 10 Career students will also attend.</li> <li>--May have student from other schools, including some Cove Cliff Grade 7s.</li> </ul>	
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		<p>-Yearbook Athletics Teams and Music Photos by Artona:</p> <ul style="list-style-type: none"> <li>--In past has been difficult to get all team photos into yearbook so have schedule Artona to do photos in time to meet yearbook printing deadlines.</li> <li>--Fall teams: Thursday, October 23, 3:30pm in Gym</li> <li>--Winter teams: Thursday, December 4, 3:30pm in Gym</li> <li>--Spring teams: Tuesday, March 31, 3:30pm in Gym</li> <li>--Athletes asked to come in uniforms.</li> <li>--Will also be doing photos of Bands and Choirs in uniforms.</li> <li>--Would like to grow into something more in future to include individual shots.</li> <li>--Parent suggestion to have individual team member photos displayed in gym with projector/screen for sporting events, as done at Mulgrave.</li> </ul> <p>-Wrestling:</p> <ul style="list-style-type: none"> <li>--Unable to find staff sponsor so students going to practice at Windsor for now.</li> <li>--Seycove and Windsor plan to share coaches and alternate schools for practices.</li> <li>--Mr. Cardle looking into purchasing wrestling mats because Seycove's current mats not adequate.</li> </ul> <p>-Some teams may be heading to Provincials: Girls' field hockey team has good chance.</p> <p>-PLP documentary night - The Cost of Silence (Project: Don't be a Dictator): Monday, October 27, 6:30-7:30pm in Vortex.</p> <p>-Ultimate Team development parent feedback: Student interested in Ultimate team was informed that in the past it has been difficult to form a team because of low girl sign up for the co-ed sport. When student played ultimate in PE, teams were not co-ed, and girls' team lost to boys' team. Parent suggested that ultimate team</p>	
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		development could benefit from more supportive environment in PE programming. Admin expressed appreciation for opportunity to improve education about game and to build athletics program, and will raise with Physical Health Education (PHE) department. Parents also encouraged to discuss directly with teachers.	
<b>Treasurer's Report</b>	Carla C.	<p>-Report and bank reconciliations were reviewed by Kara G. and Wendy K.</p> <p>-Budget approved at September PAC meeting has been added to report: \$38,000 not categorized for spending available for the year. Amount includes funds from 2025 Family of Schools (FoS) Auction and projected funds for 2026 FoS Auction.</p> <p>-Gaming Funds received: \$11,740 was deposited directly to the Seycove PAC Gaming account on October 3, 2025. (After this report, therefore not included.)</p> <p>-T3010 Registered Charity Information Return filed online.</p> <p>-As of today, Tuesday, October 21, 2025, Carla C. is resigning as Interim Treasurer, as per letter received by PAC Executive on September 22, 2025.</p>	
<b>DPAC Report</b>	Kara G.	<p>-Kara G. is resigning from DPAC Rep position to provide opportunity for another parent.</p> <p>-Motion by Lisa S. to nominate Tansy S. as DPAC Rep. Approved by unanimous vote.</p> <p>-May need to update Executive contact information with NVPAC.</p> <p>-Tansy S. will need PAC gmail access to receive NVPAC communications.</p>	<p>-Kara G. and/or Tansy S. to contact NVPAC to update DPAC rep contact information.</p> <p>-Kara G. to provide Tansy S. with PAC gmail access.</p>

<b>Social Media, Website and Fundraising Updates</b>		<p>-PAC gmail: Tansy S. will manage.</p> <p>-Fundraising:  --Administration tries to coordinate fundraising a year ahead to coordinate many groups/clubs/teams.</p> <p>--Food-related fundraising activities:  ---May be possible with careful planning with administration.  ---Must adhere to <a href="#">Guidelines for Food and Beverage Sales in BC Schools</a> and food safety regulations, and consider student safety situations.  ---Bake sales only allowed with prepared/packaged items and must adhere to Guidelines above.  ---Parent-run fundraisers outside of school are not limited by Guidelines above, and may be possible if planned with administration.  ---Basketball doing Krispy Kreme fundraiser: had to be carefully planned with administration.</p> <p>--PAC does look for fundraisers and welcomes new ideas.  Suggestions:  ---Apple cases (Kara G.)  ---Seafood (Russell B.)  ---Emergency Kits (Kim T.): Lisa recommends kits under \$100 for parent buy-in, based on her previous research.</p>	
<b>New Business</b>	Julia W.	<p><b>-Seycove PAC Constitution &amp; Bylaws (C&amp;B) Proposed Amendments:</b>  --C&amp;B last amended in 1999.  --C&amp;B Review Committee included Julia W. &amp; Carla C. &amp; Wendy K.  --Proposed amendments were posted on PAC page of Seycove website: <a href="#">PAC Constitution and Proposed Bylaw Changes - Seycove Secondary</a> and notice of vote was included in October 3 school newsletter and in Seycove Parents Facebook group on October 6.</p>	<p>-Julia W. to append proposed amendments to Minutes.</p> <p>-Julia W. to send amended C&amp;B to Ms. Dawe for posting on PAC page of Seycove website.</p>

		<p>--Proposed amendment were based on sample Constitution &amp; Bylaws in <a href="https://www.bccpac.bc.ca/upload/2016/05/lm-tab6_constitution_bylaws_0.pdf">BCCPAC Leadership Manual</a>:  <a href="https://www.bccpac.bc.ca/upload/2016/05/lm-tab6_constitution_bylaws_0.pdf">https://www.bccpac.bc.ca/upload/2016/05/lm-tab6_constitution_bylaws_0.pdf</a></p> <p>--Summary of proposed amendments included:</p> <ul style="list-style-type: none"> <li>---re-organization of sections</li> <li>---change of name to Seycove Secondary at sáyəmətən</li> <li>---rewording and additions to purposes of Council</li> <li>---addition of definition of terms</li> <li>---fewer General Meetings (minimum of 4 per year instead of monthly)</li> <li>---removed Robert's Rules of Order as guide for conduct of meetings</li> <li>---Quorum for General Meetings changed from 10 to 5: Based on BCCPAC Sample Bylaws which recommend that quorum be “the minimum number of voting members that can reasonably be expected to attend.”</li> <li>---Terms of Office: changed from “Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.” to “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.</li> <li>---Removal of Executive Member section added</li> <li>---Code of Conduct renamed Code of Ethics and to be signed by Executive members at start of each term</li> <li>---Treasurer role updates including monthly reporting details</li> <li>---Financial year defined: May 1 to April 30.</li> <li>---Constitution &amp; Bylaw amendments changed from 2/3 to 75% majority vote required</li> </ul> <p>--Motion by Julia W. to approved proposed amendments. Approved by unanimous vote.</p>	<p>-Lisa S. to post notice of C&amp;B amendments to Seycove Parents Facebook group.</p>
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	<p>Lisa S.</p> <p>All</p> <p>Wendy K.</p>	<p><b>-Executive Elections:</b></p> <p>--Motion by Lisa S. to vote on June 2025 nomination of Carla C. as Vice-President, now that she has resigned as Interim Treasurer. Approved by unanimous vote.</p> <p>--Motion by Lisa S. to nominate Kara G. as Member-At-Large: Approved by unanimous vote.</p> <p>--Treasurer position still vacant.</p> <p><b>-Staff Wishlist Funding Approval Process:</b></p> <p>--Executive aims for process for reviewing and allocating funding for Staff Wishlist to be transparent and inclusive.</p> <p>--Vote to approve wishlist funding will be held at November PAC meeting.</p> <p>--Wishlist Townhall to review and determine proposed funding allocation: Wednesday, November 12, 7pm in Library.</p> <p>--Summary of wishlist will be shared with parents (PAC members) before meeting.</p> <p>--Motion by Lisa S. to invite PAC members to Wishlist Townhall and contribute to funding proposal. Approved by Wendy K. and Tansy S.</p> <p><b>-Business Club Funding Request Presentation:</b></p> <p>--Club contacted Wendy K. and asked her to share presentation with PAC on their behalf.</p> <p>--Club has about 15 members.</p> <p>--Club wants to have holiday fair on December 13 at lunch:</p> <p>---Will make or find products to sell to students to buy as holiday gifts.</p> <p>---25% of proceeds will be donated to food bank charity and 75% will be used for other Club activities.</p> <p>--Request for \$400: \$150 for supplies for holiday fair and \$100 for guest speakers, workshops, and food (to entice student participation).</p>	<p>-Tansy S. to contact NVPAC and/or BCCPAC to inquire how long PAC can continue to function without Treasurer.</p> <p>-Lisa S. to post notice of Wishlist Townhall to Seycove Parents Facebook group.</p> <p>-Kara G. to create summary of wishlist to post on PAC page of Seycove website to share with parents before meeting.</p>
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		--Health and safety concerns about selling homemade cosmetics. --Club has consulted with Ms. Downie and will need to research safety and appropriateness of products to be sold and check in with Ms. Downie along the way. ---Gaming funds can be used to support this request --Motion by Lisa S. to give Club \$150 for Winter Fair supplies. Approved by unanimous vote.	
Adjourned	Approx: 8:50 pm.		
Next PAC Meeting: Tuesday, November 18, 2025 at 7pm in Library			

**In Attendance:** Russell B., Cheri T., Tansy S., Tree C., Kim T., Patricia H., Christine C.



## CONSTITUTION AND BYLAWS

adopted by Parent Advisory Council November 12, 1997

(as amended to June 09, 1999)

(as amended to Month Day, 2025)

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*COMPARISON OF*

*1999 VERSION in blue text*

*and*

*2025 PROPOSED AMENDMENTS in black text*

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## CONSTITUTION

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Section I Name

Section II Purposes

Section III Interpretation of Terms

### SECTION I NAME

The name of the Association shall be the 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.

The business of the Council shall be unbiased towards race, religion, gender or politics.

## **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**

1. To promote co-operation between the home and the school in providing for the education of children.
2. To communicate with the school principal and staff on parental views about school programs, policies and activities.
3. To communicate with parents about current and/or proposed school policies and programs.
4. To advocate on behalf of students and parents.
5. To organize PAC activities and events and manage the Seycove School Scholarship funds.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## **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 sáyəmətən.
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 V Executive Meetings

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Section VII Duties of Executive and Representatives

Section VIII Committees

Section IX Financial Matters

Section X Constitution and Bylaws Amendments

Section XI Property in Documents

Section XII Dissolution

Code of Ethics

### **SECTION III MEMBERSHIP**

1. All parents and guardians of students registered at Seycove Secondary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Seycove Secondary 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.
4. Students of Seycove Secondary School are encouraged to attend General Meetings.

### **SECTION I MEMBERSHIP**

#### **Voting members**

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

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

2. Administrators and staff (teaching and non-teaching) of Seycove Secondary at sáyəmətən 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 IV MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of officers held each year and additional General Meetings shall be held at least once a month during the school year to conduct current business.
2. The Executive Meetings and additional General Meetings shall be held at the discretion of the Executive.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. Robert's Rules of Order will be used as a guide to conduct the business of the PAC meeting.
5. General Meeting agendas will be made available to all parents one week prior to the meeting.
6. RESOLUTIONS:
  - a) Parent, Seycove Community School Association or BC Parent Advisory Council Resolutions shall be placed on the General Meeting Agenda for discussion.
  - b) Voting for Parent, Seycove Community School Association or BC Parent Advisory Council Resolutions shall occur at the next monthly General Meeting. If necessary, a special General Meeting will be scheduled to accommodate the Resolution's deadline.
  - c) After circulation or presentation of BC Parent Advisory Council Resolutions, a motion can be made to authorize the District PAC Representative to vote (at the BC PAC AGM) using his/her best judgement.

## **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 V VOTING**

1. A quorum of the PAC at any Annual or General Meeting shall be a minimum of 10 members.
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 on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands, unless otherwise provided.

**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 VI ELECTION OF EXECUTIVE OFFICERS**

1. The Voting Members shall elect the Executive Officers at the Annual General Meeting.
2. Call for nominations shall be made one month prior to the Annual General Meeting.
3. In the event of a vacancy on the Executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the Nominating Committee chairperson.

### **SECTION VII TERM OF OFFICE**

1. 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.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.
3. No person may hold more than one elected Executive position at any one time.



## **SECTION VIII EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected executive officers.

2. The Executive Officers will be as follows:

- A. President
- B. Vice-President
- C. Treasurer
- D. District Parent Advisory Council Representative
- E. Members at Large (as required)
- F. Secretary

3. Any or all of the above positions may be shared by two people.

### **A. PRESIDENT:**

- a) shall convene and preside at all membership, special, and executive meetings
- b) shall ensure that an agenda is prepared and presented one week prior to the General Meeting
- c) shall appoint committees where authorized to do so by the executive or membership
- d) shall be an ex-officio member to all committees except the Nominating Committee
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization
- f) shall be the official spokesperson for the organization
- g) shall be a signing officer
- h) shall submit an annual report

**B. VICE PRESIDENT:**

- a) shall assume the responsibilities of the president in the president's absence
- b) shall accept extra duties as required
- c) shall be a signing officer
- d) shall be responsible for promoting positive communications for the Seycove Secondary School community
- e) chair the Nominating committee
- f) shall submit an annual report

**C. SECRETARY:**

- a) shall record the minutes of membership, special and executive meetings
- b) shall distribute minutes to Council members
- c) shall keep an accurate copy of the Constitution and Bylaws and, if and when changes are made, they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school board office for safekeeping
- d) shall issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) shall keep safely all records of the Council
- g) shall submit an annual report

**D. TREASURER:**

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the signing officers of the Executive as per Section XI
- c) shall prepare a financial report for publication at the Annual General Meeting and at monthly General Meetings as required
- d) shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XI
- 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

**E. District PAC REPRESENTATIVE:**

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall submit an annual report

**F. MEMBERS AT LARGE:**

- a) shall serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require
- b) shall submit an annual report

## **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 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 X COMMITTEES**

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the Executive and Members.
4. Members may be appointed annually to committees by the President (after consultation with the Executive).

## **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 XI FINANCES**

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of May of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.

3. The Executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. All cheques require two signatures.

4. All money spent above and beyond a predetermined petty cash amount (five hundred dollars) will be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.

5. A Treasurer's Report to all members shall be published at the Annual General Meeting.

6. Every year a financial review will be completed by a committee (of not less than 2 voting members, in addition to the Treasurer) before the Annual General meeting. A motion for an audit of the Seycove Community School Association financial assets can be made at any General Meeting.

## **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 XII CONSTITUTION & BYLAW AMENDMENTS**

Amendments to the Constitution and By-laws of the Seycove Community School Association 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 (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.
4. A Constitution review shall be required every three (3) years.

## **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 XIV DISSOLUTION**

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursements of remaining funds will be decided upon by the membership at the final General Meeting.
2. In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District Number 44 in the person of the principal of the school.

## **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 sáyamətən.

### **SECTION XIII CODE OF CONDUCT**

1. The 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:
  - a) Upholds the constitution and bylaws, policies and procedures of the PAC.
  - b) Performs her/his duties with honesty and integrity.
  - 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 and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward their concerns.
  - g) Works to ensure that issues are resolved through due 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) Abstains from voting on particularly noted issues where they are in a potential conflict of interest (such as employees of Seycove Secondary School, School District 44 North Vancouver, or any other District and/or the BC Ministry of Education).

**CODE OF ETHICS**

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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.
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**Appendix to Seycove PAC Minutes October 21, 2025:  
Proposed Amendments to Seycove PAC Constitution & Bylaws**

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**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 \_\_\_\_\_

President

Secretary

Vice-President

DPAC Rep

Treasurer

Date



**Appendix to Seycove PAC Minutes October 21, 2025:  
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Adopted by Seycove Community School Association Parent Advisory Council at North Vancouver, British Columbia, on (date).

Name of President: \_\_\_\_\_

Signature \_\_\_\_\_

Name of Executive Member: \_\_\_\_\_

Signature \_\_\_\_\_