

For PAC Meeting on January 21 2026 –

Summary of Updates on Constitution & By-Law Updates

Over the past several months, the PAC Executive has reviewed and updated our Constitution and By-Laws to better reflect how our PAC operates today. The goal of these updates is not to change the purpose of the PAC, but to modernize our rules, improve clarity, and make volunteering more sustainable and inclusive for all parents.

	Reasons for Proposed Changes	Section and Updated Clauses
1	<p>We made an important update to the Membership section of the by-laws. The existing rules already state that all parents and guardians of students at Spul'u'kwuks Elementary are voting members of the PAC, while school staff and community members who are not current parents are non-voting members. We have now added a new paragraph to clarify a situation that was not previously addressed. If a school district employee is also a parent or guardian of a child at our school, that person is recognized as a full voting member and is eligible to serve on the PAC Executive. The only requirement is that any potential or perceived conflict of interest must be disclosed and managed appropriately. This change ensures fairness and inclusion, while still protecting transparency and accountability in PAC decision-making.</p>	<p>SECTION IV - MEMBERSHIP (SPAC)</p> <p>4. When a school district employee is also a parent or guardian of a student enrolled at Spul'u'kwuks Elementary School, that individual is considered a voting member and is eligible to serve on the SPAC Executive, provided that any potential or perceived conflict of interest is disclosed and appropriately managed.</p>
2	<p>One important update is in the Voting section. We have added wording in Clause 3 to formally allow voting both in person and through electronic means, such as during virtual meetings. This ensures that parents who participate online have the same ability to vote as those attending in person. At the same time, we have kept the rule that proxy voting is not permitted, to ensure fairness and transparency in all decisions.</p> <p>We added a clause (Clause 4) to clarify voting procedures: routine votes will be by show of hands, while elections and special</p>	<p>SECTION VII – VOTING</p> <p>3. Voting must take place at the monthly or annual meetings and must be done in person or via electronic means, not by proxy.</p> <p>4. Voting shall be accomplished by a show of hands with the exception of the election of officers or special resolutions which shall be done by secret ballot unless otherwise chosen by a majority of voting members present.</p>

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	resolutions will be by secret ballot unless members decide otherwise.”	
3	<p>We have also strengthened the Election and Term section. Executive members are now limited to two consecutive terms in the same position to encourage leadership turnover and broader parent involvement. However, if no new candidate steps forward, the PAC may vote to allow the current member to continue temporarily until a successor is found. We also added language encouraging the immediate Past Chair to remain available in an advisory role to help with smooth transitions, and we clarified that coordinators and committee chairs serve one-year terms with the option for renewal.</p>	<p>SECTION VIII - ELECTION OF EXECUTIVE AND TERM</p> <p>2. The term shall commence on the last day of school in July and shall be for one year.</p> <p>3. No member shall serve more than two (2) consecutive terms in the same position. This term limit is intended to encourage turnover and equitable participation. In the event that no other candidate is nominated, the PAC may, by motion at a general meeting, permit the member to continue in the position until a successor is elected.</p> <p>4. The immediate past chairperson is encouraged to remain in communication with the current PAC in an advisory capacity, to ensure a smooth transition for the year ahead.</p> <p>5. Coordinators and Committee Chairs shall serve a one (1) year term, with the possibility of renewal subject to confirmation and election approval.</p> <p>7. An elected member of the Executive may be removed from Office by a majority vote at a General, Special or Annual General Meeting</p> <p>8. Any Officer may resign from the Office by way of written notice to the Chairperson.</p> <p>9. If any officer resigns during a term of office or if any office is not filled at the time of elections, the Executive may appoint a voting member of the organization to fill the vacancy until the election.</p>
4	<p>Several updates were made to the Executive Officers section to improve structure and workload balance. We clarified the Treasurer’s responsibilities to include applying for the BC Community Gaming PAC Grant, with support from other PAC Executive Officers, before the June 30 deadline. This ensures</p>	<p>SECTION IX - EXECUTIVE OFFICERS</p> <p>2. d. Treasurer(s) The Treasurer(s) shall:</p> <ul style="list-style-type: none"> - - With assistance from PAC Executive Officers, apply for the BC Community Gaming PAC Grant prior to the June 30th deadline.

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	<p>accountability and helps protect an important funding source for the PAC.</p> <p>We also clarified that the PAC can add additional executive roles as needed and formally defined that the Board may include between two and fifteen Members at Large. We also established a clear process for filling vacancies during the year, giving priority to Members at Large before appointing new volunteers. In addition, we introduced a new guideline that no executive member should lead or co-lead more than two major projects per year, to help prevent burnout and ensure responsibilities are shared fairly.</p>	<p>Additional Executive Officers:</p> <p>3. Titles and duties of additional executive officers (e.g. Past Chairperson, Members at Large, Committee Chairpersons, RDPAs representative) may be added as determined by the PAC. The Executive Board shall include no fewer than two (2) and not more than fifteen (15) Members at Large, elected annually at the General Meeting. In the event that a Committee or Coordinator role becomes vacant during the year, the PAC shall first seek to fill the position from among the elected Members at Large, as available. Should no Member at Large be able to serve, the PAC may, by motion at a general meeting, appoint another parent to the position for the remainder of the term.</p> <p>4. Project Leadership Limit: No Executive Board member, including the Chairperson(s), Vice-Chairperson(s), Secretary(ies), Treasurer(s) and any other elected officer, shall lead or co-lead more than two major projects during a single school year. This ensures equitable distribution of workload and prevents volunteer burnout.</p>
5	<p>A completely new section, Role Activation and Workload Management, has been added to support the long-term sustainability of the PAC. This section establishes that roles and committees are considered active only when a volunteer is available to fill them. If a position is vacant, its duties may be paused rather than placed on already busy volunteers. It also commits the PAC to annual recruitment, training, and clear workload limits so that volunteering remains manageable, welcoming, and well-supported.</p>	<p>SECTION X - ROLE ACTIVATION AND WORKLOAD MANAGEMENT</p> <p>To ensure sustainable operation, the PAC adopts the following principles:</p> <ol style="list-style-type: none"> 1. Role Activation: Positions defined in this constitution and bylaws, or committee charters (including committees, coordinators, and specific tasks) shall be considered active only when filled by a parent volunteer. If a position remains vacant, its duties shall be suspended or reassigned temporarily until filled. The Executive Committee is responsible for ongoing recruitment efforts to fill vacant roles. 2. Workload Limits: To prevent volunteer burnout and ensure balanced distribution of responsibilities, each role will have clearly defined workload limits, established by the Executive Committee or as outlined in the bylaws.

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		<p>3. Annual Recruitment and Training: At the beginning of each school year, the Executive Committee shall publish a list of available roles and actively recruit parent volunteers to fill these positions. Training, orientation, and ongoing support will be provided for roles requiring specialized skills or knowledge to ensure volunteers are well-prepared and confident in their duties.</p> <p>4. Project Allocation and Committee Formation: When the combined project capacity of the Chairperson(s) and Vice-Chairperson(s) is reached (i.e., each is already leading two projects), any additional projects must be assigned to Members at Large through the creation of new committees. Each Member at Large may chair or coordinate a maximum of two committees. The Executive Committee is responsible for recruiting suitable Members at Large and formalizing these committees to pursue additional projects.</p>
6	<p>We updated the Committees and Coordinators section to better define the role of Members at Large. Members at Large are intended to be flexible leaders who can chair or coordinate additional committees when needed. To maintain balanced workloads, each Member at Large may lead no more than two committees at a time, ensuring that new projects can move forward without overloading any individual volunteer.</p>	<p>SECTION XI - COMMITTEES AND COORDINATORS</p> <p>5. Members at Large: Members at Large serve as flexible resources to chair or coordinate committees that fall outside the core Executive’s capacity. To maintain balanced workloads, each Member at Large may chair or coordinate no more than two committees simultaneously. When a new committee is created to handle additional projects, a Member at Large shall be appointed or elected to lead that committee in accordance with this limit.</p>
7	<p>Finally, we also updated the Committees and Coordinators section to formally add several new committees that reflect current PAC activities. This helps keep our by-laws up to date and makes roles clearer for parents, while ensuring that committees are activated only when volunteers are available.</p>	<p>SECTION XI - COMMITTEES AND COORDINATORS</p> <p>Standing Committees and Coordinators may include but are not limited to:</p> <p>d. Community Resource Committee: The Community Resource Committee focuses on gathering and sharing resources that support our families and community, including:</p>

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		<ul style="list-style-type: none"> • Health programs • Community activities • Family resources <p>By collecting and sharing these resources, the Community Resource Committee helps connect families with services and opportunities that benefit their well-being.</p> <p>e. Social Media & Website Committee: This committee connects with our website support person to review and suggest updates for the PAC website. Members provide feedback on changes, request technical updates, and ensure the site stays current and helpful for families.</p> <p>f. Cultural Events Committee This committee sources and books culturally relevant performances. Volunteers coordinate with the school and performers, organize support, and plan activities to create welcoming event for students and families as an opportunity to share culture, build connections, and celebrate the diversity of our school (ex. Lunar New Year Lion Dance performance).</p> <p>g. Parent Voice Committee This Committee gathers parent feedback, identifies priorities, and tracks progress on issues that matter to families.</p> <p>h. Translation & Multilingual Committee: The Translation & Multilingual Committee provides translation (such as Chinese – English), ensuring PAC information is accessible to all families.</p>

Overall, these updates are designed to make our PAC more organized, transparent, and sustainable. They help ensure fair participation, clear expectations, and healthy workload distribution, so that our parent volunteers can continue to support our school community in a positive and meaningful way. Thank you for taking the time to review these changes and for your ongoing support of our PAC.