

Spectrum PAC Bylaws

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MEMBERSHIP

Voting members

- All parents/guardians of students registered at Spectrum School are voting members of the Spectrum PAC.

Non-voting members

- Administrators and staff (teaching and non-teaching) of Spectrum School may be included as non-voting members of the Spectrum PAC.
- Members of the school community who are not parents of students registered in the public school system may be included as non-voting members of the Spectrum PAC.
- At no time will the Spectrum PAC have more non-voting than voting members.

GENERAL MEETINGS

Fundamental rules

- General meetings shall be held once a month with the exception of December, March, July and August and will happen at a time and place agreed upon by the Spectrum PAC and Spectrum School Administration. One of these meeting must be the Annual General Meeting.
- A PAC meeting shall not be a forum for the discussion of any individual member of the school community, including Spectrum School personnel, students, and parents.
- If procedural problems arise during a meeting and the issue is not covered in these bylaws then Robert's Rules of Order shall apply.

Quorum

- All general meetings must have a quorum present in order to conduct business. A quorum is one half of the executive positions currently filled plus two other voting members.
- 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.

Notice

- Members will be given reasonable notice of general meetings via school website, newsletters or email.
 - A calendar of meetings for the year satisfies the requirements for reasonable notice.

Voting

- 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).
- The chair may vote. In the case of a tie vote, the chair does not have a second or casting vote and, the motion is defeated.
- Members must vote in person on all matters. Voting by proxy will not be permitted.
- Except as provided elsewhere in these bylaws, voting is by a show of hands
- Where requested by two voting members present, voting shall be by secret ballot.

EXECUTIVE

- The role of executive is to manage the Spectrum PAC's affairs between general meetings.
- The executive shall include but not be limited to the following positions:
 - the chair
 - vice chair
 - secretary
 - treasurer
 - a VCPAC representative
- Instead of a chair and vice-chair, the individuals elected as chair and vice-chair may agree to lead the Spectrum PAC as co-chairs.
- One executive role will also serve as social media officer in the administration of the Spectrum PAC Facebook page.
- Any voting member of the Spectrum PAC is eligible to serve on the executive and must not be in conflict as defined below
 - employees or elected officials of Greater Victoria School District No. 61 or the Ministry of Education must disclose their employment or election as a possible conflict of interest prior to running or when accepting a nomination for an executive position.
- **CONFLICT OF INTEREST:** with respect to an individual delegate or
 - Executive member includes but is not limited to any of the following situations:
 - a. The individual or the individual's family might benefit financially from the decision being processed.
 - b. The individual has responsibilities to an outside organization that might limit that individual's ability to discharge his or her responsibilities relative to the decision being processed.
 - c. The individual has a position of authority in another organization that might conflict with his or her responsibilities in representing a member relative to the decision being processed.

Election of executive

- A call for nominations for election to the executive shall be made at least one month prior to the Annual General Meeting (AGM). The executive will be elected at the AGM from the voting members at the AGM and voting members who have accepted their nominations in advance of the meeting.
- The current chair or a delegate shall conduct elections.
- In accordance with section 8 (6) of the [School Act](#), if there are more than two candidates nominated, the election of a member to be the Spectrum PAC's VCPAC representative must be by secret ballot.

Term of office

- The term of office shall be one year (July 1-June 30) with a maximum of four terms consecutively in the same role.
- If an executive member ceases to be a voting member of the PAC (for example: they no longer have a child at Spectrum) their position shall be immediately vacated.
- An executive member is deemed to have resigned if he/she has not attended three consecutive meetings without prior notice to another executive member.
- If an executive member ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the Spectrum PAC to fill the vacancy until the next annual general meeting.

Removal or resignation of executive

- The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may appoint an eligible member to complete the term.
- 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 at which the vote will be held.
- If an executive member decides to resign from their position they must provide 14 days written notice stating their intentions.

Remuneration and reimbursement of executive

- No executive member may be remunerated for serving on the executive.
- Executive members may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Spectrum PAC's affairs.

EXECUTIVE MEETINGS

Fundamental rules

- Executive meetings will be held at the call of the chair and/or vice chair.
- At least one executive meeting will be held before each AGM.
- The school principal and or vice principal may be included in executive meetings at the discretion of the current executive. (Non-voting)

Quorum

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

Notice

- Executive members will be given a minimum of two week notice of executive meetings.

Voting

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

DISTRICT PARENT ADVISORY COUNCIL – VCPAC

- The Victoria Confederation of Parent Advisory Councils (VCPAC) is the district parent advisory council (DPAC) for School District 61. DPACs are recognized in the [School Act](#).
- Every PAC is entitled to elect one of its members to be its representative on their DPAC for a term of one year.

Vacancy

- If VCPAC representative ceases to hold office for any reason, the membership may elect an eligible member of the Spectrum PAC to fill the vacancy for the remainder of the term.

DUTIES OF EXECUTIVE AND REPRESENTATIVES

General

- An executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

Chair

The Chair will:

- Convene and preside over general and executive meetings
- Ensure that an agenda is prepared and presented for general and executive meetings
- Know the constitution and bylaws relating to the Spectrum PAC
- Assist members to find resources
- Speak on behalf of the Spectrum PAC
- Consult with Spectrum PAC members on issues relating to Spectrum PAC as appropriate
- Constitute committees and appoint members to those committees where authorized by the membership or executive
- Ensure that the Spectrum PAC is represented in school and SD 61 activities
- Ensure that the Spectrum PAC activities achieve the purposes set out in the constitution
- Be a signing officer
- Submit an annual report

Vice-Chair

The Vice-Chair will:

- Know the constitution and bylaws relating to the Spectrum PAC
- Support the chair
- Assume the duties of the chair in the chair's absence or upon request
- Speak on behalf of the Spectrum PAC in the absence of the chair
- Assist the chair in the performance of his or her duties
- Be a signing officer
- Submit an annual report

Secretary

The secretary will:

- Ensure that members are notified of meetings
- Record and file minutes of all meetings

- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the Spectrum PAC
- Ensure safekeeping of all records of the Spectrum PAC
 - Special Note: General financial records must be kept for seven years. Gaming records must be kept for 5 years.
- Keep a complete and current inventory, including locations, of all Spectrum PAC assets
- submit an annual report

The Secretary may:

- Be a signing officer

Treasurer

The Treasurer will:

- Ensure all funds of the Spectrum PAC are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and executive meetings
- Make financial records available to members upon request
- Have the financial records and books of account ready for inspection
- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records, books, and accounts in the treasurer's absence
- Be a signing officer
- Submit an annual financial statement at the annual general meeting
- Ensure the Gaming Reports are completed and submitted on time.

VCPAC Representative

The VCPAC Representative will:

- Act as a liaison between the Spectrum PAC and the VCPAC
- Represent and vote on behalf of the Spectrum PAC at VCPAC general meetings
- Report back to the Spectrum PAC information about VCPAC general meetings orally or in writing

Members-at-Large

Members-at-Large will:

- Serve in a capacity determined by the Spectrum PAC

Immediate Past Chair/Vice Chair

The immediate Past Chair and Vice Chair will:

- Advise and support the current executive and membership
- Provide information about resources, contacts, and other matters relating to the Spectrum PAC
- Ensure transfer of all relevant information to current executive members

Immediate Past Treasurer

The immediate Past Treasurer will:

- Ensure transfer of all relevant information to the current treasurer, including facilitating the updating of all banking information and signing authorities.

COMMITTEES

- The membership and executive may authorize the chair to constitute committees and appoint members to further the Spectrum PAC's purpose and carry on its affairs.
- A committee shall be not less than three (3) persons.
- 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
- Committees will report to the membership and executive as specified in the terms of reference for the committee or at the request of the membership or executive.

FINANCIAL MATTERS**Financial year**

- The financial year of the Spectrum PAC will be July 1 to June 30.

Power to raise money

- The Spectrum PAC may raise and spend money to further its purposes.

Bank accounts

- All funds of the Spectrum PAC must be kept in an account in the name of the Spectrum Parent Advisory Council with an insured financial institution registered under the [Bank Act \(Canada\)](#) or incorporated under the [Credit Union Incorporation Act](#).
- All money paid out from the Spectrum PAC will be as a cheque on receipt of invoice or receipt.

Signing authority

- The executive will name at least three signing officers for banking and legal documents.
- Two signatures will be required on all of these documents.
- Signing authorities cannot be closely related to one another (spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, niece or nephew, sister-in-law, brother-in-law).

Annual budget

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

Non-budgeted expenditures

- The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- The executive may at any time during the school year approve, between meetings, expenditures up to and including \$500 but must provide receipts for these expenditures.

Notice of Large Expenditure Votes

- Votes on the expenditure of PAC funds over one thousand (\$1,000) dollars requires at least 14 days notice to all parents.

Treasurer's report

- A treasurer's report will be presented at each general meeting.

CONSTITUTION AND BYLAW AMENDMENTS

- Notice of any amendment to the Constitution and/or Bylaws shall be given at least 14 days prior to any General Meeting at which business is conducted. The notice shall include the specific amendments proposed.
- A two-thirds majority vote of the quorum will be required to amend the Constitution and/or Bylaws.

PROPERTY OF DOCUMENTS

- All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Spectrum PAC shall be deemed to be property of the Spectrum PAC and shall be turned over to the chair, and/or deleted at the chair's request, when the member,




executive member, representative, or committee member ceases to perform the task to which the papers relate.

DISSOLUTION

- A notice of Motion of Dissolution shall be given 14 days prior to the last meeting.
- A two-thirds majority of the quorum will be required to pass the Motion to Dissolve.
- Upon winding up or dissolution of the Spectrum PAC
 - all records of the Spectrum PAC shall be given to the current principal of Spectrum School, and
 - after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Spectrum PAC shall be distributed to another parent advisory council or councils in School District No. 61 having purposes similar to those of the Spectrum PAC.

Adopted by Spectrum School Parent Advisory Council at Victoria, British Columbia, on
April 8, 2025

Signatures of the chair, vice chair and one other executive member

Title	Name	Signature	Date
Chair	Kindree Draper		April 25, 2025
Vice Chair	Christine Surridge		April 25, 2025
Treasurer (title of executive)	Janice Mangano		April 26, 2025