

Final Draft June 12, 2006

Lansdowne Music Parents Association
L'Ecole Intermediaire Lansdowne Middle School (LMS)
Constitution

Section 1: Name

- 1.1 The name shall be Lansdowne Music Parents Association (LMPA)
- 1.2 LMPA will operate as a non-profit organization with no personal financial benefit for LMPA or its members.
- 1.3 The business of LMPA shall be conducted with no bias towards race, religion, gender or politics.

Section 2: Purposes of LMPA

- 2.1 To support, encourage and improve the quality of music education of at LMS.
- 2.2 To support music staff at LMS.
- 2.3 To organize LMPA fundraising activities.
- 2.4 To advocate for the support of music education at the district, city and provincial level.

Section 3: Dissolution Clause

In the event LMPA is dissolved for any cause, its assets shall be realized and the surplus after paying off all its liabilities shall be transferred to the Lansdowne Parents Advisory Committee (PAC), with the request that these funds be targeted for music education enrichment purposes.

Bylaws

Section 4: Membership

- 4.1 All parents / guardians of music students are voting members of LMPA.
- 4.2 Music staff are non - voting members of LMPA executive committee.
- 4.3 Every voting member of LMPA shall be eligible to be on a committee or the executive.
- 4.4 Each family shall have 1 vote at meetings regardless of how many students they currently have in LMPA music programs.
- 4.5 Every member shall uphold the constitution & comply with these bylaws.

Section 5: Meetings

- 5.1 Executive meetings will be held as often as necessary, usually once monthly during the school year, and are open to all LMPA members.
- 5.2 General meetings will be held once in the fall and once in the spring.

5.3 The fall general meeting is the AGM and its purpose is the election of officers.

5.4 The Executive and music staff shall submit a report (verbal and/or written) of the year's activities at the spring general meeting. They shall also make recommendations for the activities and budget for the ensuing year.

5.5 Robert's Rules of Order shall apply if this Constitution & Bylaws does not provide a solution to a situation that may arise with regards to LMPA business.

Section 6: Quorum & Voting

6.1 All executive, general and AGM's must have a quorum present in order to conduct business. A quorum is five (5)-voting members present at any duly called meeting.

6.2 Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members present.

6.3 Voting by proxy is not permitted.

6.4 In the case of a tie the president will cast the deciding vote.

6.5 Except as provided elsewhere in these bylaws, voting shall be done by a show of hands, or where requested by two voting members present, by secret ballot.

Section 7: Election of Executive Officers

7.1 Executive officers shall be elected from voting members at the AGM.

7.2 The term of office will commence after the AGM and continue until the next AGM.

7.3 In the event of a vacancy on the executive during the year, the remaining members may appoint a member to fill the vacancy.

7.4 Any person shall declare a possible conflict of interest prior to running or holding for an executive position.

7.5 Nominations shall be called for at least once prior to the AGM. This call may be made at a general meeting, by notice in the newsletter, or by separate mail out.

Section 8: Executive Officers

8.1 A committee of elected officers will manage the affairs of LMPA.

8.2 The titles and duties may be determined by the needs of LMPA.

8.3 The composition of the executive is as follows:

- a) President
- b) Treasurer
- c) Secretary

AND, may include any of the following positions:

- d) Communications Coordinator

- e) Parent representatives for each grade
- f) Parent representatives for band, strings & choir
- g) Coordinators for fundraising activities
- h) PAC representative
- i) Members at large
- j) Student representatives for each grade

Section 9: Duties of Executive Officers

9.1 President:

- a) Convenes and chairs general, special and executive meetings;
- b) appoints an executive member to chair meetings in his/her absence
- c) ensures that an agenda is prepared and presented;
- d) knows the constitution and bylaws and meeting rules;
- e) appoints committees where authorized to do so by the executive or membership;
- f) ensures that LMPA activities are aimed at achieving the objectives and purposes of LMPA;
- g) shall be the official spokesperson for LMPA;
- h) shall be a signing officer;
- i) shall prepare an annual report with input from the executive;
- j) in the absence of a Communications Coordinator, the President is responsible for communications.

9.2 Secretary:

- a) Ensures that members are notified of meetings;
- b) records the minutes of general, AGM and executive meetings;
- c) posts the minutes of all meetings on the bulletin board in the Music Annex and /or website within 14 days of said meeting;
- d) keeps an accurate and up-to-date copy of the Constitution and Bylaws and has copies available for members upon request;
- e) issues and receives correspondence on behalf of LMPA;
- f) safely keeps all records of LMPA;
- g) shall keep a complete and current inventory, including location, of all LMPA assets;
- h) may be a signing officer.

9.3 Treasurer:

- a) Shall be one of the signing officers of the executive;
- b) receives all funds for LMPA;
- c) deposits all funds collected on behalf of LMPA in an account at a recognized financial institution approved by LMPA;
- d) provides a standard request form (ie. Request for LMPA Funds), and establishes deadlines and procedures for submission for such requests;

- e) disburses funds authorized by the executive or members;
- f) maintains an accurate record of all expenditures of LMPA;
- g) gives a report of all receipts and expenditures at all general meetings;
- h) makes books available for viewing by members upon request;
- i) has the books ready for inspection or audit annually;
- j) drafts an annual budget and tentative plan of expenditures with the assistance of the executive;
- k) ensures that another signing officer has access to the books in the event of his/her absence;
- l) submits an annual financial statement at the spring general meeting of LMPA.

9.4 Communications Coordinator:

- a) prepares and submits information about music program activities to LMS office for monthly school newsletter;
- b) ensures invitations to LMS music events are sent to community supporters of school music programs;
- c) provides communications assistance for fundraising coordinators;
- d) may be a signing authority.

9.5 Parent representatives for each grade:

- a) One parent / guardian for each grade to assist with recruiting volunteer parents / guardians for fundraising activities and music events.

9.6 Parent representatives for band, strings and choir:

- a) One parent / guardian for each of band, strings, and choir programs to provide reports about their respective program in the event the music staff person is unable to attend executive or general meetings. Music staff will provide reports they wish parent / guardian representatives to present at meetings.

9.7 Coordinators for fundraising activities:

- a) Responsible for one or more of LMPA fundraising activities;
- b) coordinates all activities related to a fundraising event and acts as liaison between fundraising committee and the executive.

9.8 PAC Representative:

- a) Reports on events and information from PAC to LMPA;
- b) acts as a liaison for issues of interest to both PAC & LMPA.

9.9 Members at large

- a) Serve in a capacity as requested by the executive.

9.10 Student representatives for band, strings and choir:

a) One student for each of band, strings, and choir programs

Section 10: Finance

10.1 All funds of LMPA will be kept in an account(s) with an insured financial institution.

10.2 All money paid out from LMPA will be as a cheque on receipt of a detailed invoice or receipt.

10.3 All cheques must be signed by two of the three signing authorities.

10.4 Signing authorities cannot be related.

10.5 Members at a general meeting may appoint an auditor to inspect the financial records of LMPA.

10.6 The fiscal year will be in cycle with the spring general meeting, which will be held no later than June.

10.7 The LMPA or its groups shall not have borrowing powers.

10.8 All monies raised by LMPA will belong to LMPA and will be used on activities that are in line with LMPA financial policy.

10.9 All monies raised for individual accounts:

a) shall be used for expenses incurred by a family for LMS trips or other costs relating to LMS (may include rental for a instrument used for school – receipts for said instrument must be provided to the treasurer;)

b) may be kept in trust for future siblings –the treasurer must be notified if monies left in individual accounts are to be kept in trust.

Section 11: Amendments

11.1 The Constitution and /or Bylaws of LMPA may be amended at any general, special or AGM meeting. A special meeting may be convened for this purpose.

11.2 LMPA members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

Section 12: Property in Documents

All documents, records, minutes, correspondence or other papers, electronic, or digital medium kept by a member, executive member or committee member in connection with LMPA shall be deemed to be the property of LMPA, and shall be turned over to the president when the member, or committee member ceases to perform the task to which the information on the medium relates.