

## Lambrick Park Baseball Parent Association (LPBPA)

### Constitution and By-Laws

September 2009

#### Constitution

At Lambrick Park Secondary School, we believe all parents have the right and responsibility to be involved in all aspects of their child's educational program. The Lambrick Park Diamond for Excellence Baseball and Softball Program (the Academy) is a shared partnership between Lambrick Park Secondary School and the parents and the students of the Academy.

The purpose of the LPBPA is to foster meaningful parent participation which will, in turn, help the growth of the Academy.

#### Objectives of the Association:

- (a). To enhance communication between parents, school staff and students.
- (b). To provide a forum to review, discuss, consult, advise and recommend to the school staff regarding:
  - i. Program outcomes
  - ii. Facilities, equipment and contracts
  - iii. Annual Budget projections and expenditures

#### By-Laws

##### Membership and Voting

- (a). The members of the LPBPA are the parents or guardians of students enrolled in Lambrick Park Secondary School and the Academy.
- (b). The staff of Lambrick Park Secondary School Academy shall be non-voting members of the Association but will be full participants regarding programs, facilities and the annual budget. With the exception of voting for positions of Directors of the Association, the outcome of any motion requiring a vote will be brought to the Principal of Lambrick Park Secondary School in the form of a recommendation.
- (c). The amount of the annual Academy fees shall be recommended by the members of the Association at a general meeting of the Association prior to May 15<sup>th</sup> of each school year. A fee recommendation requires the approval of the School Planning Council and the Board of Education in accordance with Section 82.1 of the School Act 82.1.

## Meetings

- (a). General Meetings of the Association must be held at Lambrick Park Secondary School at a time the Directors in consultation with the school administration and Academy staff decide. There shall be at least 2 general meetings per school year scheduled at least 3 months apart.
- (b). Notice of a general meeting must include an agenda indicating the time and location of the meeting as well as specific agenda items. The notice will be created in consultation with the Directors of the Association and will be delivered via email no less than 1 week prior to the meeting date.
- (c). The accidental omission to give notice of a meeting, or the non-receipt of a notice by any of the members does not invalidate proceedings at that meeting.
- (d). The first annual general meeting of the Association must be held not later than October 30, 2009. Subsequent general meetings must not held later than May 30.
- (e). A quorum shall be a simple majority (3) of Directors.
- (f). A resolution proposed at a meeting needs to be seconded, and the chair of a meeting may not move or propose a resolution (as per Robert's Rules of Order).
- (g). Each parent or guardian who is present at the meeting and has a child who is presently attending the Academy (proxy votes will not be recognized) is entitled to one vote regardless of the number of children they have registered in the Academy.
- (h). Voting is by show of hands. Voting by secret ballot requires a motion by members.

## Directors

- (a). There shall be 5 Positions: 5 Directors - one of whom will be the President.
- (b). The President is voted on separately.
- (c). The length of term for Director shall be one year, with nominations for new Directors being accepted at the final AGM of any given school year. An election may be acclamation; otherwise it must be by ballot. Elections shall be conducted by the Principal of Lambrick Park Secondary School at the AGM. Duties of the President and Directors shall commence June 1<sup>st</sup>.
- (d). Any member may seek election as President.
- (e). The members may, by special resolution, remove a director, before the expiration of his or her term of office and may elect a successor to complete the term of office.

(f). A Director must not be remunerated for being or acting as Director, but must be reimbursed for expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Academy.

(g). Directors shall meet at Lambrick Park to conduct business and set General meeting agendas. Directors' meetings shall be open to all members. Members attending Directors' meetings may be recognized but will not be allowed to vote.

(h). The President can appoint any member of the Association to chair a committee when authorized to do so by the Directors. This committee shall report to the Directors.

#### Duties of the President

The President shall aid in the smooth transition from the year finishing to the year starting. The President shall chair the nominations for new Directors at the AGM. When there is no President, the Principal of Lambrick Park Secondary School shall ask a Director to Chair the nominations for new Directors. When there is no Director, the Principal of Lambrick Park Secondary shall chair the nominations for new Directors. The President presides at all meetings of the Association. The President will help coordinate meetings between the Directors and the Principal. The President may contact the LAMPAC President and request to attend a LAMPAC meeting to report activities of the membership.

#### Notices to Members

(a). The Academy staff and the Directors maintain the e-list serve for Academy Members. Any e-list serve notices must be approved by the school principal or vice-principal prior to being distributed to the membership.

## Constitutional Amendments

Amendments to the Constitution and By-Laws of the LPBPA may be made at any General Meeting providing:

- (a). Written notice of the amendment has been given to all members 8 days prior to the meeting.
- (b). A two-thirds majority vote of those voting members present at the meeting is required to amend the Constitution and By-Laws.
- (c). All members of the Association will have available through no personal cost a copy of the Constitution and By-Laws.

## Ethics

- (a). LPBPA shall endeavour to foster an environment of cooperation, understanding and respect among students, parents, Academy staff, Administration and the Community.
- (b). A Director who is approached by a member with a concern relating to ethics is expected to treat such discussion as confidential. Directors should encourage members with concerns to approach the school administration or Academy staff to act on their own behalf.
- (c). Discussion of School /Academy concerns shall be based on accurate and first-hand information.