

**Lakeland Ridge Parents Action Society**  
**Draft Bylaws**  
11/17/2009

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Membership

- (a) Membership consists of all parents and/or legal guardians of children attending Lakeland Ridge School.
- (b) Temporary membership consists of any individual who expresses an interest in fundraising for our society for the betterment of the school community.

Representative Governance Model

In following a Representative Governance Model, each member has the delegated authority of the Lakeland Ridge School community to responsibly determine and represent the views of the Lakeland Ridge School community to the Officers of the Society. The Society Officers act as a Board of Directors to conduct the day to day business of the Society and report back to the wider membership at the Annual General Meetings.

Rights and Responsibilities of Members

- (a) Members shall act in the best interests of the students and the school and not merely represent personal interests, in accordance with the Society's Bylaws.
- (b) Members have the right to share information, voice their concerns, attend meetings, stand for election and exercise their voting privilege.
- (c) Members/Officers of the Society have no right to remuneration for their volunteer service to the Society.
- (d) Members have the right to inspect the books of the Society at any Annual General Meeting or by prearrangement with the Treasurer or Chairperson.

Resignation or Termination of Membership or Elected Position

- (a) Membership is automatically terminated when the member no longer has a child attending Lakeland Ridge School.
- (b) Officers resigning their position (other than during elections) must give seven days notice prior to the effective date of resignation.
- (c) Removal of any member/Officer of the Society, for just cause, requires that such member has been notified seven days in advance of a Special Meeting of the Society and is afforded the opportunity to be heard at this meeting. The final decision regarding removal is decided by a 60% majority vote at this meeting.

Officers

- (a) The Officers of the Society shall consist of a Chair, Vice Chair, Secretary, Treasurer, and three or more Directors at Large.
- (b) The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of the officers shall so decide
- (c) The Principal or his/her designate.
- (d) A parent member will be elected to chair the Society.
- (e) The Officers will be elected for a one year term at the Annual General Meeting held in September of each year.
- (f) The Officers are volunteers and will receive no remuneration for their volunteer services to the Society.

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## Duties of Officers

- (a) Chair
  - Chairs all Society meetings held during the year.
  - Prepares in consultation with the Principal an agenda for the Society meeting.
  - Works to assist the various co-ordinators and committees where needed.
  - Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year\*.
  - Submits Society renewal forms.
  - Prepares and submits year end report.
  - Acts as a Liaison with the school council
- (b) Vice Chair
  - Chairs any meeting that the Chair is unable to attend.
  - Steps in to take over the Chair's duties should they be unable to complete their term of office.
  - Has been an active elected Officer of the Lakeland Ridge Parents Action Society for at least one year\*.
  - Records the minutes in the absence of the Secretary.
- (c) Treasurer
  - Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
  - Handles the issuing of cheques approved by the Society and Council and the depositing of all funds to the bank accounts for the Society or Council.
  - Provides written reports at every Society meeting as to the current standing of the gaming accounts.
  - Maintains separate accounting for the general and gaming accounts.
  - Provides the necessary documents for auditing purposes and to prepare yearly financial statements and income tax forms.
  - Attends Council meetings and provides written reports as to the current standing of the general account.
  - Is responsible for the remittance of all government forms.
  - Provides information on the financial matters affecting the Society.
  - Has been an active member of the Lakeland Ridge Parents Action Society for at least one year\*.
- (d) Secretary
  - Records minutes at the meetings of the Society.
  - Types correspondence as requested.
  - Provides minutes from the previous meeting for adoption at the next meeting.
  - Maintains files at the school, (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted on by the Society.
  - Copies of the minutes from the previous meeting will be made available to those in attendance at the next meeting.
  - An original copy of the minutes with all attachments and the treasurer's report will be filed in the Society filing cabinet at the school.
  - Will keep an accurate list of names and addresses of the Society Officers
- (e) Directors at Large
  - To sit on committees as needed
  - To assist in the running of Society activities
- (f) All of the above positions will attend Society meetings regularly

\*with the exception of the first year of organization

### Vacancies

- (a) A position will be considered vacant after two consecutive months of inactivity or no contact.
- (b) With the exception of the Society position filled by the Principal, the Officers may appoint qualified persons to fill vacancies until the vacancy can be filled at the September Annual General Meeting.

### Meetings

- (a) Annual General Meetings of the members of the Lakeland Ridge Parents Action Society will be held in Lakeland Ridge School in September and May of each year.
- (b) Regular meetings of the Officers of Society will be held as needed October through June at a date and time established by the Officers.
- (c) The Officers may convene a Special Meeting whenever they wish, or by written request of ten (10) parents of the school community.
- (d) Minutes of all meetings will be taken by the Secretary, or in their absence, the Vice Chair.
- (e) Business from the floor, not already approved and included on the agenda, can be brought forward and voted on at the meetings.
- (f) In times of school vacation, labour strikes, school closures or situations beyond our control, the Society reserves the right to call a meeting in a forum outside the confines of Lakeland Ridge School.

### Quorum

- (a) A quorum for the Annual General Meeting will consist of five (5) members.
- (b) A quorum for the Regular Meetings will consist of three (3) of the Officers.
- (c) A quorum for Special Meetings will consist of three (3) members.

### Notice of Meetings

- (a) Notice of Annual General Meetings and Regular Meetings will be included in the school newsletter two to four weeks in advance.
- (b) Notice of Special Meetings of the Officers will be done one to two days in advance.

### Voting Procedures

- (a) Annual General Meetings
  - Voting rights are established as one vote per member and the member must be in attendance to vote.
  - Voting by proxy is not permitted.
  - All items must be motioned, voted, and passed by a 60% majority.
  - All members may vote at both Annual General Meetings.
- (b) Regular/Special Meetings
  - Voting rights are established as one vote per Officer and the Officer must be in attendance to vote.
  - Voting by proxy is not allowed.
  - All items must be motioned, voted and passed by a 60% majority.

### Auditing

- (a) The fiscal year of the Society in each year shall be August 31.
- (b) The Lakeland Ridge Parents Action Society financial records will be audited annually by a duly qualified accountant or by two members of the Society. To be completed by November 30th.
- (c) The Treasurer, Chairperson and one Director at Large hold signing authority.
- (d) Cheques must have two signatures: the Treasurer and one other of the Chair or Director at Large.
- (e) Members and the Officers have no legal right to borrow funds in the name of the Society unless for the express purpose of running a casino.

### Conflict Resolution

Any internal conflicts that might arise among the Society members, between the Society and the community or between the Society and the School must be brought to the Principal or the Society Chair. A conflict requiring mediation will be discussed at a prearranged date and time with the parties involved and the Principal and the Chair of the Society. If a resolution can not be reached, then outside mediation should be brought in to settle the conflict.

### Amendment to the Bylaws

- (a) The bylaws remain in force from year to year unless amended at an Annual General Meeting.
- (b) The bylaws of the Society may be amended by a 75% majority at an Annual General Meeting of the Society.
- (c) Notice of intent to amend bylaws by Special Resolution must be circulated 21 days or more in advance of the Annual General Meeting.

### Fundraising

A committee shall run all fundraising activities. The committee shall consist of Officers of the Society and any interested members. Duties will be decided by consensus.

### Dissolution

Upon dissolution of the Lakeland Ridge Parents Action Society, any assets remaining after paying debts and liabilities are to be:

- 1) Disbursed to Lakeland Ridge School to purchase classroom and program resources that would otherwise not be available in order to improve and enrich the educational experience of our children.
- 2) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Officers of the Society

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Dated: \_\_\_\_\_

Signature:	Address		
Print Name:	City/Town	Province	Postal Code

Signature:	Address		
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