

DELTA CHRISTIAN SCHOOL SOCIETY



CONSTITUTION & BY-LAWS

November 2012

SOCIETIES ACT

DELTA CHRISTIAN SCHOOL SOCIETY

CONSTITUTION

1. The name of the Society is the Delta Christian School Society
2. The object of the Society is to establish and maintain a school or schools not subject to any ecclesiastical body nor controlled by the State, but belonging to and controlled by the Society in order to provide for the education of children according to the Word of God as interpreted by the Reformed Standards so that such students may occupy their places worthily in society, church and state, and in the event of dissolution of the Society for any cause, its assets, after paying all of its liabilities, shall be donated to such charitable Christian educational causes or organizations in Canada as the Society may determine. The provision with reference to dissolution is unalterable.
3. The operations of the Society are to be chiefly carried on in the Municipality of Delta, British Columbia.

BY-LAWS

Preamble –

The basis of the Delta Christian School Society is the Word of God as interpreted by the Reformed Standards. With respect to the education of children this implies the following educational principles.

1. Christian education has its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child's personality is formed by instruction in the truth of God and human knowledge leavened with that truth.
2. The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution which is able to carry forward their God-given Task. The authority of the teacher in discipline and character training is derived from the fact that he stands in "loco parentis", and the teacher derives authority in subject matter from faithfulness to the laws of God in Special and general revelation.

3. The child, created in the image of God, is regarded as a spiritual-physical being capable of learning, knowing, and obeying the truth of God's Word and the laws of His creation. He is, as image bearer, regarded as a social creature standing in relation to his fellow man, having moral, intellectual and social needs.

4. The curriculum of the Christian School is the medium through which the child is oriented to a life in Christ and to the culture of this world for fellowship with and service to God in this life and the life to come.

Article I – PRELIMINARY

1. In these By-Laws, unless the context otherwise requires, words importing to the singular number or the masculine gender shall include the plural number or feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

2. In these By-Laws, unless the context otherwise requires, words importing to parent shall include also legal guardian.

3. In these By-Laws, unless the context otherwise requires, words importing to member, members or membership shall be construed only as full member, members or membership.

4. When construing the By-Laws, reference shall be had to the "Societies Act" and words and expressions used in the By-Laws shall, so far as the context does not otherwise require, have the same meaning as would be the case when used in that Act.

Article – II – MEMBERSHIP

1. Membership is open to all those individuals who express their agreement with the basis and purpose of the Society as stated in the Constitution and defined in the preamble to the By-Laws, who are associate members for one year, who attend two orientation sessions, who pay the annual membership fee, and who show such agreement in their life and conduct as judged by the Board of Trustees.

2. No person shall be a member of the Society unless that person is eighteen (18) years of age or over.

3. In order to remain in good standing a member must pay the current annual membership fee within one-half (1/2) year of the beginning of the current fiscal year.

4. The membership fee shall be no less than one dollar (\$1.00) per year. The exact amount is to be determined from year to year at the annual meeting of the Society.

5. The Board of Trustees shall notify members of the fees at any time payable by them, and if any are not paid within ninety (90) days of such notice thereof, the members in default shall thereupon automatically cease to be members of the Society but any such members may be reinstated upon payment of the current membership fee.

6. Any member who desires to withdraw from the membership of the Society may notify the Board of Trustees in writing to that effect and on receipt of such notice the member shall cease to be a member.

7. In case of resignation, a member shall remain liable for payment of any assessment which became payable by him to the Society prior to receipt by the Board of Trustees of his written notice of resignation.

8. Any member may be expelled from the Society by an extraordinary resolution from the Board of Trustees stating the grounds for this action to the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him or without having first been given an opportunity to be heard by the Trustees at a meeting called for that purpose.

9. Any member who resigns, withdraws, or is expelled from the Society shall forthwith forfeit all rights, claims and interest arising from or associated with membership in the Society.

Article III – MEETINGS

1. The Society shall hold two stated meetings each year, one to be held near the beginning of the school year and the other toward the end of the school year, the exact time and place of such meetings to be set by the Board of Trustees.

2. The annual general meeting of the Society shall be held in the month of November. At this meeting reports on the activity and progress of the school shall be rendered by the principal and the secretary, and the treasurer shall present the financial statement for the preceding year.

3. The Spring meeting of the Society, to be held between May 15 and June 30, shall be the principle business session of the year. At this meeting the annual election of board members shall take place and the Board shall present a budget for the ensuing fiscal year. Questions of School policy shall be discussed and decided at this meeting.

4. Notice of any meeting shall be mailed to or handed to each member of the Society at least fourteen (14) days in advance of such meeting. Such notice shall contain the reasons for such a meeting and an agenda for the meeting. Special meetings may be called by the Board on its own initiative, or upon request in writing by at least one-fourth (1/4) of the members of the Society. Notice of a special meeting must also include a statement of the reason(s) for calling such a meeting.

5. Twenty-five percent (25%) of the members shall constitute a quorum at any general meeting of the Society and in the event a quorum is not present within thirty (30) minutes after the time called for the meeting, the meeting shall stand adjourned to a time and place determined by the Chair of the Board. A quorum at any such adjourned meeting shall be those members who shall be present in person or by proxy at such adjourned meeting: provided that in no case a meeting be held unless twenty percent (20%) of the members are present in person.

6. Each member in good standing shall at all meetings of the Society be entitled to one (1) vote and he may vote by proxy. Such proxy shall himself be a member and before voting must deposit with the secretary sufficient appointment in writing from his appointer or appointers.

7. At all meetings of the Society every question shall be decided by a majority of the members present in person or represented by proxy unless otherwise required by the By-Laws of the Society or by law. Every question shall be decided on in the first instance by a voice vote or show of hands, unless a poll be demanded by the members. Upon a show of hands every member having voting rights, shall have one vote, and unless a poll be demanded a declaration by the Chair that a resolution has been carried or not carried, an entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such a resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present in person or by proxy and such a poll shall be taken in a manner the Chair shall direct, and the result of the poll on the matter in question shall be deemed a decision of the entire membership at the Society meeting.

8. At a general meeting of the Society any votes taken in regard to persons must be by secret ballot.

9. In case of an equality of votes at any general meeting, whether upon show of hands, at a poll, or by secret ballot, the Chair shall be entitled to a casting vote.

10. No error or omission in giving notice of any Society meeting shall invalidate such a meeting or make void any decisions taken there.

11. Any questions about procedure shall be settled by this constitution or by Robert's Rules of Order.

Article IV – BOARD OF TRUSTEES

1. The affairs of the Society shall be managed by a Board of Trustees consisting of a minimum of seven (7) Trustees and not more than nine (9), each of whom at the time of his/her election shall be a member of the Society. The Board of Trustees shall be elected by secret ballot at the annual Spring meeting of the Society.

2. Each Trustee shall hold office for a term of three (3) years, which is to take effect at the beginning of the fiscal year following date of election. A Trustee is eligible for re-election for a second 3 year term immediately following the expiration of his first term of office. A Trustee is not eligible for re-election for one year immediately following the expiration of his second consecutive term of office.

3. The Board of Trustees shall nominate candidates for each vacancy prior to the Spring Meeting. Nominations may be made by the Society, to the Board prior to the Spring meeting.

4. Vacancies occurring during the year shall be filled by the Society at its next regular meeting.

5. Trustees may be removed from office for cause prior to the expiration of their terms by the Board of Trustees. This action of the Board must be ratified by a resolution of the General Membership meeting of the Society.

6. The Board of Trustees shall meet at least ten times per year, but more often if deemed necessary. A majority of members shall constitute a quorum. Board meetings may be attended by members of the Society who are not members of the Board, provided they have notified the Chair of their intention and have stated the purpose of their coming.

7. The duties of the Board of Trustees are as follows:

- a. To determine educational policies, standards and methods.
- b. Administer the finances of the Society to:
 - i) Provide necessary educational equipment and supplies.
 - ii) Engage, assist, and supervise all personnel.
 - iii) Maintain buildings and other properties of the Society, and plan for the more efficient use of these facilities and properties.
- c. Propose the construction and/or acquisition of needed property, buildings and facilities to the Society members for approval.

- d. Propose the financial budget to the Society members for approval at each Spring meeting.
- e. Keep proper and complete financial records and render a financial report to the Society members, at least once a year, at the annual Fall meeting.
- f. Promote the cause of Christian education.
- g. Do such other things as may be necessary for the efficient administration of the Christian Schools maintained by this Society, in order that the best possible education may be provided.

Article V – OFFICERS OF THE BOARD AND THEIR DUTIES

1. At a set meeting during the month of September the Board shall elect the following four officers as the executive of the Board: Chair, Vice-Chair, Secretary, and Treasurer.
2. It shall be the duty of the Chair to preside at all meetings of the Board and the Society, and to enforce the provisions of the constitution. The Chair is an ex officio member of all committees and shall be notified of all meetings.
3. The Vice-Chair shall assist the Chair whenever possible in the discharge of the Chair's duties. In the absence or the inability of the Chair, the Vice-Chair shall take his place.
4. The Secretary shall have custody of the seal of the Society; the Secretary shall conduct all correspondence, and enter into the records of the organization the minutes of all meetings of the Society and Board after they have been approved and shall have the custody of all minutes of proceedings of meetings of the Society.
5. The Treasurer is entrusted with the organization's funds and makes all disbursements. All monies received by the Treasurer shall be deposited in the name of the Society in a bank approved by the Board, and no disbursements shall be made except by cheque. No payment shall be made without the approval of the Board. The Treasurer shall report regarding the finances of the Organization at the monthly meetings of the Board and at the stated meetings of the Society as herein previously defined.
6. In case of absence or inability to act of any officer, agent, or employee of the Society or for any reason that the Board may deem sufficient, the Board may delegate all or any of the powers of such person or persons to any other person or persons.

Article VI – COMMITTEES OF THE BOARD AND THEIR DUTIES

1. Committees in addition to those listed may be established as the Board of Trustees deems necessary. Committee members must be full members of the School Society. The appointments and the duration of the terms of committee members shall be regulated by the Board.
2. Education Committee – this committee shall:
 - a. Consider all matters related to the educational program and policies of the school and make recommendations concerning the same to the Board.
 - b. Investigate the qualifications of candidates for administrative and teaching positions and make recommendations concerning such candidates to the Board for appointment and concerning salaries for such candidates.
 - c. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the course of study, discipline, equipment, etc., and make recommendations concerning these and allied matters to the Board.
3. Finance Committee – this committee shall:
 - a. Recommend to the Board a budget for the ensuing year.
 - b. Make suggestions to the Board as to the manner in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources.
 - c. Make recommendations to the Board regarding the payment of tuition for children of parents who are financially unable to pay the required tuition.
4. Development Committee – this committee shall:
 - a. Recommend to the Board a program of action by means of which the cause of Christian Education may be advanced and strengthened.
 - b. Make the necessary arrangements for carrying out such a program.
 - c. Work with committees appointed from the membership of the Society whose duty it shall be to call on parents that are not members or that do

not send their children to the school, and to visit families moving into the community.

5. Maintenance Committee – this committee shall:

a. Concern itself with all phases of the proper care, maintenance, and adequacy of the physical equipment of the school, see to it that adequate insurance is carried on the facilities and make sure that the building and grounds are safe.

b. Take into consideration the reports of the fire and health inspector and recommend to the Board such changes and/or alterations deemed necessary to comply with the regulations of the municipality and/or provincial government.

c. Make recommendations to the Board concerning the appointment, work and salary of the custodian.

6. Admission Committee – this committee shall:

a. Interview parents who have made application to enroll their child(ren) at Delta Christian School and to accept those families deemed suitable by the committee.

b. Manage all matters pertaining to membership including maintenance of records and collection of fees.

c. Make recommendations to the Board regarding admission and membership issues.

Article VII – FINANCES

1. The Board of Trustees shall activate ways and means of obtaining monies by tuition, donations, pledges or any other legal means deemed necessary for the operation of the school.

2. Deeds, transfers, licenses, contracts and engagements on behalf of the Society shall be signed by either the Chair or Vice-Chair and by the Secretary who shall also affix the seal of the Society to such instruments as require the same. Contracts in the ordinary course of the Society's operations may be entered into on behalf of the Society by the Chair, Vice-Chair, Treasurer or by any person authorized by the Board.

3. The Trustees may borrow, raise, or secure the repayment of such sum or sums in such a manner and upon terms and conditions in all respects as they see fit. They may do so particularly by the issue of bonds, perpetual or

redeemable, debentures or debenture stock, or any mortgage, charge, or other security on the undertaking of the whole or any part of the present and future property, both real and personal of the Society, **PROVIDED HOWEVER** that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by two-thirds (2/3) majority of the members of the Society present and entitled to vote at a regular or special meeting.

4. The Trustees are expressly empowered, from time to time to purchase, lease or otherwise acquire, alienate, sell, exchange, or otherwise dispose of securities, lands, buildings and other properties, moveable or immovable, real or personal or any right or interest conditions as the membership may approve.

5. The fiscal year of the Society shall terminate on July 31 or each year.

6. The Board of Trustees shall appoint an auditor or auditors to verify the accounts of the Society before each annual Fall meeting.

7. The books and records of the Society may be inspected by any member at a time and place appointed by the Board and within seven (7) days after the Board receives a request for such an inspection, except that the Board may determine that certain records are of a confidential nature, such reports as pupils prepared by staff members and reports on staff members prepared by the principal, which should be available for inspection only by the legal guardians or staff members concerned.

Article VIII – STAFF

1. All staff shall be appointed by the Board after careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.

2. All members of the staff must become full members of the Society within one (1) year of their date of hire and they must be scripturally sound in their mandate and lead exemplary Christian lives.

3. All staff as well as the Board shall abide by the terms of the contract entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a staff member who proves to be unfit for the work because such staff member's instruction of personal life conflicts with the basis and purpose of the Society.

4. A course of studies outlining the work for each grade shall be prepared by the Principal in collaboration with the teaching staff. After approval by the Board upon the recommendation of the Education committee such a course of studies shall govern all instruction in the school.

5. The school term shall be determined by the Board and such holidays and vacations shall be allowed as may be decided by the Board.

6. The Principal as the expert in all school matters shall be an advisory member of the School Board.

7. The substance of this article shall be made part of all contracts entered into with all members of the staff.

Article IX – MATTERS NOT IN THE CONSTITUTION

In matters other than those mentioned in this constitution the Board shall act according to its best judgment.

1. The By-Laws of the Society shall not be altered or added to except by extraordinary resolution of the Society.

2. For all purposes of the Society “extraordinary resolution” shall mean a resolution passed by a two-third (2/3) majority of such members entitled to vote as are present in person or by proxy at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.