

**File Number: S33879**

# **CRANBROOK CHRISTIAN SCHOOL SOCIETY**

## **CONSTITUTION AND BY-LAWS**

**Registered as a Society in the Province of British Columbia July 6, 1995**

**Last revision October 24, 2022**

**Cranbrook Christian School Society**

**CONSTITUTION**

**Article 1**

The name of the Society is the “Cranbrook Christian School Society”.

**Article 2**

The purposes of the Society are:

- A. To establish and maintain a Christian school to serve the Cranbrook area.
- B. To hold as Trustees or otherwise own, buy, sell, convey, mortgage, lease or otherwise deal in lands and properties calculated to help and affect the above mentioned objective that may benefit the Society.

## **Cranbrook Christian School Society**

### **BY-LAWS**

#### **1. Interpretation**

1.1. In these bylaws, unless the context otherwise requires:

- 1.1.1. "Act" means the Society Act of British Columbia from time in force and all amendments to it;
- 1.1.2. "Board" means Board of Directors administering the Society;
- 1.1.3. "Directors" means the directors of the Society;
- 1.1.4. "Member" means a member of the Society;
- 1.1.5. "Registered address" of a member means his address as recorded in the registrar of members;
- 1.1.6. "Society" means the Cranbrook Christian School Society.
- 1.1.7. Words importing the singular include the plural and vice versa: and words importing a male person include a female person and a corporation.

#### **2. Articles**

2.1. Religious Principles - The following religious principles shall underlie all activities of the Society.

- 2.1.1. Trinity: There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.
- 2.1.2. Jesus Christ: Jesus is True God and True Man, He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the scriptures. He is now at the right hand of Almighty God as our High Priest. He will come again to establish His Kingdom of righteousness and peace.
- 2.1.3. Holy Spirit: The Holy Spirit is a Divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment.
- 2.1.4. Bible: The Old and New Testaments, inerrant as originally given, were inspired by God and are a complete revelation of His will for the salvation of man. They constitute the Divine and only rule of Christian faith and practice.
- 2.1.5. Sin: People were created sinless in the image and likeness of God. They fell through disobedience. Incurring thereby both physical and spiritual death.

- 2.1.6. Salvation: Salvation from sin and condemnation is on grace alone through faith in the Lord Jesus Christ.
- 2.1.7. The Church: The Church consists of all those who believe In the Lord Jesus Christ, are redeemed through His blood, and are born again in the Holy Spirit. Christ is the head of the body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.
- 2.1.8. Resurrection: There shall be a bodily resurrection of the Just and the Unjust. For the former, a resurrection unto life and for the latter, a resurrection unto Judgment.
- 2.1.9. Second Coming: The second coming of the Lord Jesus Christ is imminent. This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.
- 2.1.10. Creation: That in their education, children must come to learn that the world, and our calling in it, can rightly be understood only in their relation to the Triune God, who by His creation, restoration and governance directs all things to the coming of His Kingdom and the glorification of His Name.

## 2.2. Principles and Goals of Christian Education

- 2.2.1. Definition: We believe that a Christian school should be Christ-centered in all that it is, all that it does, and all that it conveys.
- 2.2.2. Purpose: We believe that the ultimate responsibility for education rests primarily with the parents, to whom children are entrusted by God. Therefore, our purpose is to work in partnership with the home to provide a Christ-centered education for our students. By using the approved British Columbia curriculum and born again, certified teachers who are skilled in the application of Biblical principles, we help students to develop a discerning attitude toward interpreting events and dealing creatively with challenges in their everyday lives. We encourage students to develop a well balanced approach to life, based on God's Word.
- 2.2.3. Goals: We believe that education is not complete without the moral and spiritual development of our students.
- 2.2.4. Spiritual: We believe that Christian teachers using the best available curriculum with spiritual methods can so magnify the Lord Jesus Christ that students will appreciate discipline and authority, understand moral values, and gain a knowledge of God that the Holy Spirit can bring them to membership in "the family of God through faith in Jesus Christ, and cause them to grow up in all things to the glory of God.

- 2.2.5. Academic: We believe that the instruction in our school must meet or exceed the master approved skills and understanding set forth by the Minister of Education in the Province of British Columbia leading to academic excellence.
- 2.2.6. Moral: We seek to integrate Christian morality into the entire school environment.
- 2.2.7. Emotional: We seek to provide a classroom and school atmosphere which is conducive to healthy teacher-student relationship and to an environment where students are eager and able to learn.
- 2.2.8. Social/Interpersonal: We seek to train students in the knowledge and skills of kind and respectful behavior and communication.
- 2.2.9. Physical: Our goal is to provide a physical education program that includes gymnasium activities as well as selected outdoor sports and skills.
- 2.2.10. Summary Statement: It is the goal of the school to deal with the whole child and nurture him/her in all areas of development.
- 2.3. The operation of the Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purpose.
- 2.4. Dissolution
  - 2.4.1. In the event of winding up or dissolution of the society any funds of the society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with society problems or organizations promoting the same object of the society, as may be determined by the members of the society at the time of winding up or dissolution, and in effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization: provided that such organization referred to in this paragraph shall be charitable corporation, or a charitable trust recognized by the department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect.
- 2.5. Unaltered Articles.
  - 2.5.1. The articles listed in this section are unalterable.

### **3. Membership**

- 3.1. The members of the Society are the applicants from the incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws, and in either case, have not ceased to be members.

- 3.2. Any person over the age of eighteen (18) years of age who is willing to comply with the By-laws of the Society may apply for membership in the Society as either a voting member or associate member.
- 3.3. *Voting Member* – a person who gives signed evidence of their agreement with the “Statement of Faith”, and complies with the Constitution and By-Laws of the Society. Voting membership includes the right to speak and vote at general and special meetings and be eligible to serve as a Director.
- 3.4. *Associate Member* – a person who chooses not to give signed evidence of their agreement with the “Statement of Faith” but still agrees to comply with the Constitution and By-Laws of the Society. Associate membership includes the right to speak at a general meeting but does not give the right to vote at general and special meetings or serve as a Director of the Society.
- 3.5. Application for membership shall be made to the Board annually.
- 3.6. At no time shall the Associate Membership (non-voting membership) exceed more than one-third of the membership. Within the Voting Membership, at no time shall the number of members without children enrolled in the school outnumber the number of members with children enrolled in the school.
- 3.7. A member shall cease to be a member of the Society:
  - 3.7.1. by delivering his/her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society:
  - 3.7.2. on his/her death or in the case of a corporation on dissolution:
  - 3.7.3. on being expelled:
  - 3.7.4. on having been a member not in good standing for 90 calendar days.
- 3.8. A member may be expelled by a special resolution of the Board.
  - 3.8.1. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason (s) for the proposed expulsion.
  - 3.8.2. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the meeting of the Board before the special resolution is put to a vote.
- 3.9. A member will cease to be a member in good standing if he/she has a financial debt owing to the Society and the Board has determined that the member is not in good standing as long as the debt remains unpaid.

#### **4. Registration**

- 4.1. No student shall be registered unless a parent or guardian is either a voting member or associate member of the Society.

- 4.2. Acceptance of the students shall be by the Board, or person appointed by the Board for that purpose.
- 4.3. The Board has the right to suspend or dismiss any student from the school for causes. Reasons for suspension or dismissal shall be communicated to the parents in writing.

## **5. Meetings of the Members**

- 5.1. The first annual general meeting of the Society will be held not more than fifteen (15) months after the date of incorporation and after that an annual general meeting shall be held not later than October 30<sup>th</sup>.
- 5.2. A special general meeting may be called at any time by the Board.
- 5.3. A special general meeting must be called by the Board if such meeting is requested in writing by at least 10 percent of the members. Such requestS must state the reason (s) for calling the meeting.
- 5.4. Notice of every Society general meeting shall be given to members at least fourteen (14) days prior to the date of the meeting.
- 5.5. The accidental omission to give notice of a general meeting to any member shall not invalidate the proceedings of the meeting.
- 5.6. There shall be no proxy votes.

## **6. Proceedings at General Meetings**

- 6.1. A quorum shall consist of at least five (5) percent of the voting members in good standing but no less than three (3) voting members.
- 6.2. A voting member in good standing present at a meeting is entitled to one vote.
- 6.3. Unless otherwise decided at a meeting, voting shall be by a show of hands and election shall be determined by secret ballot. A majority of valid votes cast (i.e. one half of the votes plus one) shall determine the issue in each case, except where otherwise provided by the By-laws or by the law of the Province of British Columbia.

## **7. Board of Directors**

- 7.1. The affairs of the Society shall be administered by a Board of Directors (herein called the "Board") consisting of not less than seven (7) members or other number to be determined from time to time by the Society at a general meeting.
- 7.2. The Board shall be elected by a majority vote of Voting Members in good standing. The term of office shall be three years. Board members shall be eligible for

re-election. No member of the board may serve for more than two consecutive terms. The office shall be assumed at the time of election.

- 7.3. The integrity of the Board will be maintained at the first meeting by the decision of the Board noting one, two and three year terms to allow only a portion to retire each year.
- 7.4. Any vacancy on the Board occurring between the annual general meetings will be filled by interim appointments made by the Boards. These interim appointments will expire at the next annual general meeting and such persons shall be eligible for re-election.
- 7.5. Any Board member may be removed from office by a special resolution of the members, requiring approval of 75 percent majority of Voting Members in good standing.
- 7.6. The Board shall ordinarily hold one stated meeting each month.
- 7.7. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for expenses reasonably incurred by him /her while engaged in the affairs of the Society upon approval of the Board.
- 7.8. A quorum shall consist of a majority of serving members.
- 7.9. Nominees for the Board of Directors, including former and current Board members, will be screened by the Board Development Committee and approved by the Board before being placed on the ballot.
- 7.10. At least twenty-eight (28) days before the Annual General Meeting, a written call for nominations, accompanied by nominating papers and a description of balloting procedures shall be sent by the Secretary to every member in good standing. Nominations must be signed by the nominee and two nominators, and they must be returned, along with a brief biography of the nominee, to the Secretary no later than fourteen (14) days before the Annual General Meeting. The Secretary will then attach a list of all the nominees and their biographies to the agenda of the Annual General Meeting.
- 7.11. No one may serve on the Board who is closely related to the school administrator. Not more than 1/3 of the Board members may be related to employees in the school. In the event that any matter is discussed or voted on that directly affects the related employee, those members will excuse themselves from the discussion or vote due to a conflict of interest. In the event that there is a disagreement on the Board as if a Board member is in conflict of interest, the question shall be settled by a vote of Board members in attendance. The Board may make exceptions to the above rule to accommodate special or organizational needs. The decision of the Board is final.

## **8. Duties of the Board**



- 8.1. The Board shall be the controlling body in all matters pertaining to the school operated by the Society. All school related groups and associations fall under the authority of the Board.
- 8.2. The Board shall determine school policies in harmony with the Constitution and By-laws of the Society, existing government regulations and decisions of the Society.
- 8.3. The Board shall select and appoint principal (s), teaching staff, and other personnel who are qualified to carry out the educational program and other duties in accordance with the policies of the Society.
- 8.4. The Board shall devise ways and means of obtaining funds necessary for the operation of the school and determine how these funds shall be administered:
- 8.5. The Board shall promote the cause of Christian education in the community by means deemed suitable by the Board:
- 8.6. The Board shall not allow a member of the Board to miss more than three (3) consecutive meetings of the Board without notification and still remain a member of the Board:
- 8.7. The Board shall appoint out of its own member with or without the addition of Society members, such committees as it deems advisable for the performance of its duties. The appointment of Standing Committees shall be made annually by the Chair of the Board.
- 8.8. The Board shall hold bonds, securities and monies, lend or borrow monies with or without securities, and raise monies for carrying out the objects of the Society. Borrowing will not be in the excess of ten (10) percent of the annual budget without the sanction of a special resolution of the Voting Members. The Board shall have power to invest the monetary assets of the Society in the same manner and in the same securities as licensed insurers under the Canada and British Insurers Act.

## **9. The Executive Board**

- 9.1. The Board shall, following the annual general meeting of each year, elect a Chair, Vice Chair, Secretary, Treasurer, and other such officers as they consider necessary.
- 9.2. An officer shall also be a member in good standing.
- 9.3. The Chair shall preside at all meetings of the Board and of the Society and enforce the provisions of the Constitution and By-laws. The Chair is an ex-officio member of all committees and shall be notified of all meetings.
- 9.4. All binding agreements and legal documents must be signed by the Chair, or signed and witnessed by his/her appointed substitute.
- 9.5. The Vice Chair shall assist the Chair wherever possible in the discharge of his/her duties. In the absence of the Chair, the Vice Chair will take his/her place.

9.6. The Secretary shall:

- 9.6.1. Maintain a complete and up-to-date roll of the membership:
- 9.6.2. Keep the Registrar of Companies up-to-date in compliance with the requirements of the Society Act:
- 9.6.3. Record the minutes of the Board meeting and the general meetings:
- 9.6.4. Submit regular reports to the Society after having been approved by the Board:
- 9.6.5. Be in charge of all general correspondence of the Society
- 9.6.6. Give notice of all meetings.

9.7. The Treasurer shall be entrusted with the Society's funds and make all disbursements.

All monies received by him/her shall be deposited in the name of the Society in a financial institution approved by the Board. All payments shall be made by cheque, or other traceable non-cash forms of monetary transfer, for bills approved by the Board or its designates. The Treasurer shall submit a financial report at every Board meeting and at the Annual General Meeting as required by the Society Act.

**10. Committees**

- 10.1. The Board shall establish committees as they consider necessary.
- 10.2. The Board shall appoint members to serve on committees. The Board shall set the mandate of each committee through policies and procedures. The Board shall reserve the right to terminate a committee appointment as the committee members serve at the will of the Board.
- 10.3. Committees, at all times, shall be responsible and answerable to the Board.
- 10.4. The Board shall be the final interpreter of school policies.

**11. Teaching and Support Staff**

- 11.1. The Principal and Vice Principal shall be appointed by the Board. The Board, in consultation with the Principal, will make all decisions regarding the appointment of teachers and they shall be appointed for such terms and with such salary and other conditions the Board may determine.
- 11.2. All staff members must declare their agreement of the Constitution and By-Laws of the Society and must lead exemplary lives. Teaching staff must be Biblically sound in their teaching.
- 11.3. The Board has the authority to dismiss staff members who violate the condition of their employment contract.

- 11.4. Disputes held by either party may be submitted to the Mediation and Arbitration Committee of the Society of Christian Schools of British Columbia. (District 12 of Christian Schools International) of which the Society is a member.
- 11.5. A course of study outlining the work of each grade shall be prepared by the Principal in collaboration with the teaching staff. After approval by the Education Committee and the Board, such course of study shall govern instruction in the school.
- 11.6. The school term shall be determined by the Board and consistent with the provincial regulations where applicable. Holidays and vacations shall be allowed as determined by the Board.
- 11.7. The Principal shall be an advisory member of the Education Committee and a non-voting member of the Board of Directors.
- 11.8. The Board Chairperson is an ex-officio member of all committees.

## **12. Funding**

- 12.1. The funds for the operation of the school shall be obtained from:
  - 12.1.1. Membership fees, which fees shall be determined each year by the Board:
  - 12.1.2. Donations by the members of the Society:
  - 12.1.3. Tuition fees by the parents of the children attending school:
  - 12.1.4. Pledges by the parents at the time of registration of their children:
  - 12.1.5. Special donations, church offerings, fund drives, contributions from organizations, and by other means consistent with the basis of the character of the Society.
  - 12.1.6. Government grants.

## **13. General**

- 13.1. The official records of the Society may be inspected by the members at any Annual General Meeting and at such times and places as may be of mutual convenience.
- 13.2. The By-laws of the Society may be amended by a special resolution, requiring seventy-five (75) percent vote at any general meeting of the Society, providing that a two-week notice has been sent to each member stating the desired change (s) prior to the meeting.
- 13.3. The documents, including accounting records, of the Society are available for inspection by the Board and members of the Society during formal business hours and upon giving the Board twenty-one (21) days written notice of such intention to inspect the documents and the reason (s) therefore, provided always that the Board may in its sole and absolute decision refuse a director or member access to the

documents if the reason (s) for such inspection appear to the Board to be not conducive to the advancement of the purpose of the Society or appear to the Board to infringe upon the rights of the members and the directors. The Board may delegate its authority to permit inspection of the documents.

- 13.4. Each year available accounting records of the Society shall be forwarded to a firm of professional accountants for review within four weeks of the fiscal year end. Accounting records that were unavailable within that time frame will be forwarded expeditiously thereafter.
- 13.5. On being admitted to membership, each member is entitled to, without charge, a copy of the Constitution and By-Laws of the Society and the Society shall supply such copies on request.

#### **14. Parliamentary Authority**

- 14.1. The rules contained in "Roberts Rules of Order, Revised" shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with the Constitution or By-laws of the Society.