

CONSTITUTION
CHARTER

1. The name of the Society is “THE SOCIETY FOR CHRISTIAN EDUCATION IN SOUTHERN ALBERTA (SCESA)
2. The operations of the Society are chiefly carried on in the City of Lethbridge, Alberta, and elsewhere in the said Province of Alberta
3. The object of the Society is to establish and maintain one or more schools for providing education based on the Bible as the infallible Word of God as it is interpreted in the Reformed Standards.

A.

CONSTITUTION

AND

BYLAWS

**Society for Christian
Education In
Southern Alberta**

**802 – 6th Avenue North
LETHBRIDGE, ALBERTA
T1H 0S1**

**Incorporated under the Societies Act
The 31st day of July A.D., 1961**

PURPOSE

The Society is committed to the following fundamental principles:

- a. That the instruction and education of children in the school, as well as in the home, must be in accordance with the Word of God.
- b. That, although the Church and the State have their own peculiar interests in the school, the school is not an institution dependent on nor belonging to the Church or the State, but it depends on and proceeds from the home.
- c. That throughout the course of the child’s education the fundamental unity of the school and the home must be maintained.
- d. That the child’s training must be of a high standard properly relating the works of God and His Word.

STATEMENT OF PRINCIPLES

1. CREATION: that man, the world, and its purpose, is to be understood only in relation to God, the Creator, and to Jesus Christ the Redeemer.
2. SIN: that man’s disobedience to his Creator has broken the relationship of man with his Maker and has caused God’s curse on life.
3. REDEMPTION: that Christ, the Word Incarnate, is the only Redeemer and Renewer of life, in that He restores the relationship between God and creation.
4. HUMAN LIFE: that human life in its entirety, which includes the fields of learning and teaching, unfolds itself as service either to God as He reveals Himself in the Scriptures, or to an idol.

5. KNOWLEDGE: that true knowledge is made possible only by means of a true faith in Jesus Christ, and finds its source in the Word of God, through the assurance of the Holy Spirit.
 6. THE CHILD AND THE SCHOOL: by virtue of the covenant of grace we look upon our children as belonging to Christ our King, and the school as a training center to prepare them to serve the King in His domain here below.
 7. LEARNING AND TEACHING: that all learning and teaching pursued in faithful obedience to God's command to subdue the earth can proceed only in the light of God's redeeming Word.
5. Have the power with the President to make and execute for, and in the name of, the Society all deeds, mortgages, bonds, and other obligations or instruments when authorized by the Board of Directors.
 6. Take care of all correspondence.
- d. The treasurer shall:
 1. Have general supervision over the care and custody of the funds and securities of the Society and shall deposit the same in such bank or trust company as the Board of Directors, or any Committee designated and vested with such power by the Board of Directors, may designate.
 2. Keep full and accurate accounts of all receipts and disbursements of the Society and, whenever required by the Board of Directors, shall render financial statements to the Society.
 3. Prepare, execute, and file, in conjunction with the President, any annual reports or statements which may be required by these By-Laws, by the Board of Directors, or by the law.

BYLAWS

1. MEMBERSHIP

- a. Membership is open to all those 18 years and over who express their agreement with the Charter, Statement of Principles and Purpose of the Society and who pay the annual membership fee as set by the board.
- b. Membership or associate membership in the Society is a prerequisite for parents enrolling their children.
- c. Any member may be expelled from the Society by an extra-ordinary Resolution of the Society for any cause which the Society may deem reasonable.

2. OFFICERS

- a. The Society shall have as executive officers a President, a Vice-President, a Secretary, and a Treasurer; these officers shall be chosen by the Directors at the first meeting of the Board of Directors after the membership of the Locals has chosen the members of the Board.
- b. The President shall preside at all meetings of the Society and of the Board. In the absence or inability of the President, the Vice-President may exercise all the powers of the President. The President shall be an ex-officio member of all Committees.
- c. The Secretary shall:
 1. Keep the minutes and act as Secretary of all meetings of the Board of Directors and general membership meetings.
 2. Be the custodian of the records and of the seal of the Society.
 3. Ensure that the seal is affixed to all documents and agreements with respect to the Society.
 4. Keep a record of all the members of the Society, and their addresses, and shall send, or cause to be sent, all notices of the various meetings as required.

- e. The 31st day of August in each year shall be the end of the fiscal year of the Society. The accounts and financial records of the Society shall be audited by a qualified accountant, appointed by the Board of Directors. The Auditor's report shall be available to the membership upon request. A summary of the audited financial statements will be provided at the Annual meeting of the membership.
- f. The Board of Directors may hire personnel to execute the secretarial and financial duties on behalf of the Board and its officers. The Board shall develop appropriate job descriptions and areas of responsibility for such personnel.

3. THE BOARD OF DIRECTORS

- a. The Society shall be governed by a Board of Directors. The Board executive shall be determined from within.
- b. Every Local Chapter will elect one Board member for every forty members of the local chapter, or part thereof. However, every Local is entitled to a minimum of two Board members.
- c. Term of office shall ordinarily be four years. The members of the Board may be re-elected to a subsequent two year term, for a maximum six year term.
- d. The Board of Directors shall have the power and duty to:
 1. Determine educational policies, standards, and methods.
 2. Administer the finances of the Society to:
 - i. Provide the necessary educational equipment and supplies.

- ii. Engage, assign, and supervise all personnel.
- iii. Maintain building and transportation facilities and other properties of the Society, and plan for the more efficient use of these facilities and properties.
- 3. Propose the construction and/or acquisition of needed property, buildings and facilities to the Society members for approval.
- 4. Propose the financial budget to the Society members for approval at each annual meeting.
- 5. Keep proper and complete financial records and render a financial report to the Society members at least once each year.
- 6. Render a general report of operations to the Society members, at least once a year.
- 7. Promote the cause of Christian Education.
- 8. 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 Christian education may be provided.
- e. The Board of Directors shall meet at least four times per year. The meetings shall be called by the President together with the Secretary.
- f. Special meetings by the Board of Directors may be called by the President, whenever such a meeting is necessary. The President shall be required to call a special meeting upon the written request of three members of the Board of Directors.
- g. A majority of the Directors shall constitute a quorum.
- h. The Board may appoint from among the members a group of persons who, by reason of education, experience or otherwise are especially qualified to serve on the following committees:

I. BUILDING AND GROUNDS COMMITTEE

The Committee shall:

- a. Concern itself with the care, maintenance, and adequacy of the school plant, grounds and equipment.
- b. Evaluate policies and practices with respect to use of school properties.
- c. Evaluate custodial work.
- d. Make recommendations to the Board concerning appointment of the custodians.

II. EDUCATION COMMITTEE

The Committee is responsible to:

- a. Recommend professional personnel. This implies investigating qualifications of candidates for administration and teaching, and establishing the general conditions of employment.
- b. Investigate and interpret the school

curriculum. The Education Committee shall ensure that:

- i. The requirements of the provincial laws are fulfilled.
- ii. The requirements of the school's own philosophy are satisfied in the course of study.
- iii. The will of the Association is recognized.
- c. Keep itself informed of the quality, (which includes the Christian character) of the instruction and to evaluate all educational activities, equipment, and discipline which are essential factors in meeting the objectives of the school.

III. FINANCE COMMITTEE

The treasurer shall serve on this committee, likely as chairman. The Committee shall:

- a. Make plans for a system of income. This implies knowledge of the source and supervision of methods or agents used to obtain funds.
- b. Recommend a tuition schedule if the school uses a tuition plan for operation.
- c. Supervise expenditure of school funds.
- d. Prepare the annual budget.
- e. Evaluate the insurance program.
- f. Report regularly to the board and society as to the financial status of the school.
- g. Conduct studies on special financial matters.
- h. Communicate effectively with the Society in matters of finance.
- i. Recommend a salary schedule for employed personnel as well as other security provisions such as sick leave, pensions, hospitalization, etc to the Board of Directors.

IV. PROMOTION COMMITTEE

The function of the committee is to develop and implement an effective plan so that the cause of Christian education may be advanced and strengthened in the community.

V. TRANSPORTATION COMMITTEE

The Committee shall:

- a. Regulate bus routing.
- b. Supervise bus maintenance, daily servicing and replacement.
- c. Outline conditions of employment of drivers.
- d. Be informed of provincial bus regulations and be responsible for complying with them.

- e. Formulate rules, regulations, and other policies with respect to transportation facilities provided by the school.

4. MEETINGS

- a. The annual meeting of the membership shall be held once a year in the fall on a date to be set by the Board of Directors. At the general membership meeting in the spring, members shall receive and approve a proposed budget for the ensuing year. The purpose of membership meetings shall include:
 - 1. Receiving reports by the Board of Directors regarding its activities during the past year.
 - 2. Receiving and approving a proposed budget for the ensuing year.
 - 3. Conducting any other business pertinent to the welfare of the Society, which has been placed on the agenda.
- b. A special meeting of the general membership may be called by the Board of Directors to dispose of special matters which the Board deems to be of an urgent nature. The Board of Directors shall call a special meeting of the general membership upon receipt of a petition signed by at least forty members, or a Local Chapter regardless of the number of members, in which is set forth the purpose or reason for such a meeting. The Board shall call such a meeting not later than thirty days from the date of the Board meeting at which the petition was received.
- c. Written notices, specifying the time, place and purpose of annual and special meetings shall be made available to each member of the Society, at least ten days prior to the date of the meeting. All members present shall constitute a quorum.

5. VOTING

Any member in good standing (with the exception of associate members) shall have the right to vote at any meeting of the Society and all such votes shall be made in person and not by proxy or otherwise, (1 vote per family).

6. REMUNERATION

Unless authorized at any meeting and after notice of same shall have been given, no officer or member of the Society shall receive any remuneration for services rendered.

7. LOCAL CHAPTERS

- a. Members of the Society shall belong to one of the following Local Chapters:
 - 1. Granum
 - 2. Iron Springs
 - 3. Lethbridge
 - 4. Nobleford
 - 5. Taber

- b. The Local Chapter shall elect a board of at least three members. Each Chapter shall make its own rules governing the terms of the office of the local Board members.
- c. The Board of the Local Chapter shall have the power and duty to:
 - 1. Propagate the ideals of the Society on the local level.
 - 2. Gain new members for the Society.
 - 3. Assist the Treasurer of the Society in the collection of membership fees and other funds.
 - 4. Call a meeting of the Chapter at least once each year.
- d. Any local Chapter of the Society shall have the right to petition the Board of Directors of the Society to erect a school within the locality in which the members of the Chapter reside. When such petition is being made, the Board of the Local Chapter shall provide the following information to the Board of Directors:
 - 1. The type of school desired.
 - 2. A list of the children, and their birthdates, who are expected to attend such a school. This list shall be signed by the parents of these children.
 - 3. An estimate of the funds which could be raised within the locality of such a school.
- e. Any forty (40) members may petition the board to establish a local chapter.
- f. The Board shall make a recommendation to the general membership regarding such a request.

8. MEETINGS OF THE LOCAL CHAPTERS

- a. The Local Chapter shall have a meeting of its members at least once a year. The purpose of the meeting shall be to:
 - 1. Elect representatives to the Board of Directors of the Society.
 - 2. Elect a member, or members, to the Board of the Local Chapter.
 - 3. Conduct any other business pertinent to the welfare of the society in general and the Local Chapter in particular which has been placed on the Agenda.
- b. Special meetings of the Local Chapter may be called by the Board of the Local Chapter or by the Board of Directors of the Society in order to dispose of special matters which the Board deems to be of an urgent nature. The Board of the Local Chapter shall call a special meeting upon receipt of a petition, signed by at least ten members in which is set forth the purpose or reason for such a meeting. The Board shall call a meeting not later than thirty days from the date of the Board meeting at which the petition was received.
- c. Due notice, specifying the time, place, and purpose of the annual, or special, meeting shall be given to each member of the Society residing in

the area of the Local Chapter. All members present of the Local Chapter shall constitute a quorum.

9. ESTABLISHING NEW SCHOOLS

In establishing Christian Schools in Southern Alberta, the Society shall be guided by the following principles:

- a. Normal procedure shall be that the Board of Directors (assisted by its committees), presents complete plans to a general meeting in accordance with Article 7d of these bylaws. The Board of Directors may also initiate plans for the building of a school, or the Board may place two plans before the general meeting, whereupon the Society shall decide by majority vote which of the two plans shall be executed.
- b. Priority shall be given to the locality where the largest numbers of pupils may enjoy Christian education.
- c. The Board shall propose ways and means to raise the necessary funds to the same meeting which accepted the building plans.
- d. The Board shall request the churches in which the members of this Society hold membership, to assist the Board in the establishment of a fund out of which the tuition fees shall be paid for those children whose parents are unable to pay for the tuition of their children.

10. BORROWING POWERS

For the purpose of carrying out its objectives, the Society may borrow, raise or secure payment of the money in such manner as it thinks fit and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of an extraordinary resolution of the Society.

11. TEACHING STAFF

All teaching staff shall be appointed by the Board after careful consideration of their character, training, and other qualifications. They shall be appointed for such terms and upon such salary and other conditions as are mutually agreed upon between Board and staff. They must lead a Christian life, be members in good standing of a Christian church, and declare their unconditional acceptance of the statement of principles of the society as expressed herein. They must possess a valid certificate for the level of instruction for which they are engaged and must be scripturally sound in their teaching. A teacher whose instruction conflicts with the Charter, Statement of Principles, and Purpose of the Society, or who does not lead a Christian life will be subject to dismissal.

12. BY-LAWS

These By-Laws may be rescinded, altered, or added to by an extraordinary resolution of the Society. In the event of the dissolution of the Society the assets of the Society after payment of all debts shall be paid

or transferred to a Christian organization of the Society's choice.

CONSTITUTION FORMULATION AND ADOPTED REVISIONS

- a. DATED this 20th day of April, A.D. 1961
- b. AMENDED this 21st day of June, 1968.
- c. AMENDED this 3rd day of November, 1978
- d. AMENDED THIS 16th day of January, 2006

Registered March 7, 1979