

## **Bylaws** of the **Christian Education Association of Alberta**

### **ARTICLE 1 – NAME**

- 1.1 The name of the Society is the Christian Education Association of Alberta.

### **ARTICLE 2 – MEMBERSHIP**

- 2.1 Any custodial parent/guardian who has a child/ren enrolled in a school operated by the Society, who has attained the age of eighteen years, who is in agreement with the Doctrinal Statement (Appendix 1) and Educational Philosophy (Appendix 2) of the Society, is in agreement with the Statement of Faith, has signed the School and Family Commitment, and has paid program fees shall be granted Membership in the Society.
- 2.2 Staff members of a school operated by the Society, either employed by Elk Island Public Schools (EIPS) or the Society, shall be granted Membership in the Society.
- 2.3 Members whose fees are current shall remain active for twelve consecutive months.
- 2.4 Membership of existing members may be extended for individuals upon approval of the Executive Board.
- 2.5 With the exception of 2.4, any member whose fees are not current, no longer has a child/ren enrolled in a school operated by the Society, or is no longer employed at a school operated by the Society shall forfeit their Society membership.
- 2.6 Only members are entitled to vote at membership meetings.
- 2.7 Any member may withdraw from membership in the Society by notifying the Board in writing.
- 2.8 Members may be expelled from the Society upon a majority vote of the Executive Board.

### **ARTICLE 3 – OFFICERS**

- 3.1 The officers of the Society shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and other such duties as directed by the Executive Board.
- 3.2 The Chair shall preside at all meetings of the Society and Executive Board. The Chair shall be a member ex-officio of all committees. The Chair has the right to vote on matters before the Society or Executive Board only when necessary to break a tie.
- 3.3 The Vice-Chair shall assist the Chair wherever possible in the discharge of the Chair's duties. In the absence of the Chair, the Vice-Chair shall preside at all meetings of the Society and Executive Board.
- 3.4 It shall be the duty of the Secretary to attend all meetings of CHREDA and to keep accurate minutes of such meetings and to distribute said minutes within one week of each meeting. The secretary shall take care of the official documents of CHREDA. The Secretary shall have charge of the seal of the Society, which seal, whenever used shall be authenticated by the signature of the Secretary and Chair. In the absence of the Secretary, these duties shall be discharged by such officer as may be appointed by the Board. The secretary shall also keep a record of all the

members of CHREDA and their addresses, send all notices of various meetings as required, and shall conduct the correspondence of the Society.

- 3.5 The Treasurer shall be responsible for all the funds of the Society, to ensure any dues or assessments levied by the Society are collected, and to cause the deposit of the same in whatever bank the Society may order. The Treasurer shall cause such books to be kept to properly account for the funds of the Society. The Treasurer or designate shall present an unaudited financial report to the Executive Board whenever requested, and shall cause to be prepared for submission at the Annual General Meeting a statement of the financial positions of the Society. The Treasurer is responsible to ensure the regulatory compliance of the Society is maintained, all regulatory returns are filed on time, and the charitable status of the Society is maintained.

#### **ARTICLE 4 – GENERAL MEETINGS**

- 4.1 The annual general meeting of the Society shall be held at a time and place designated by the Executive Board, on or before the 30<sup>th</sup> of November each year.
- 4.2 The Executive Board may call a special meeting at any time on its own initiative.
- 4.3 A special meeting must be called by the Executive Board not later than one month following the receipt of a written request signed by not less than one fourth of the Society members. The request shall include a statement describing the reason(s) for calling such a meeting.
- 4.4 Notice of general and/or special meetings shall be given to the members at least seven days prior to the date of the meeting. Notice may be given by any means the Executive Board has deemed to be effective. Notices shall indicate the time and location of the meeting and include a statement of the reason(s) for calling such a meeting.
- 4.5 The accidental omission to give notice of a meeting and/or the non-receipt of a meeting notice to any member notice shall not invalidate the proceedings at that meeting.
- 4.6 A quorum shall consist of not less than 12 Active Members in good standing. In the event that a quorum is not attained at a meeting, notice shall be given to all members forthwith announcing the date of a subsequent “make-up” meeting not less than fourteen days hence. Any members present at such a “make-up” meeting shall constitute a quorum.
- 4.7 All decisions on matters pertaining to persons shall be by ballot, unless otherwise agreed upon by the meeting. All other decisions shall be by oral vote, by showing of hands, or by some other means agreed upon by the meeting. A majority (i.e. more than one half) of the valid ballots cast shall determine the issue in each case, except where otherwise required by the bylaws or by the law of the province of Alberta.
- 4.8 Membership meeting shall deal only with such matters as are on the official agenda for such meeting. A member, or group of members, wishing to propose additions to the agenda shall do so in writing no later than 7 days before the meeting. Such proposals shall include a statement describing the reason(s) for such additions.
- 4.9 Votes conducted at a members meeting shall be made in person and may not include proxy ballots.

## **ARTICLE 5 – EXECUTIVE BOARD**

- 5.1 The affairs of the Society shall be administered by the Executive Board.
- 5.2 The Executive Board shall consist of the four elected Officers from the membership, a Pastor from the affiliated church, a Director appointed by the church elders board from the membership of the affiliated church, and no less than two Directors appointed by the four elected Officers. The four elected Officers will appoint a Chair, Vice-Chair, Secretary, Treasurer. Other members ex-officio shall include persons serving in any school operated by the Society as Principal and anyone else the Executive Board deems appropriate.
- 5.3 Meetings of the Executive Board shall be held as often as may be required, but at least once every three months, and shall be called by the Chair. A majority of the Executive Board Members present shall form a quorum for the transaction of business. Notice of an Executive Board meeting shall be given at least 5 days prior to the meeting. A special meeting of the Executive Board may be called on the instructions of any two Executive Board Members by providing written notice of the request and business agenda to the Chair.
- 5.4 The standard term of office shall be three years. In order to maintain continuity on the Executive Board, the term of office resulting from a vacancy may be reduced.
- 5.5 The Nominating Committee shall consist of the four elected officers or their delegation and shall place at least one name in nomination for any vacant executive office. Other nominations can be made by any two members of the Society in good standing by letter to the Chair, sponsorship by a member of the Executive Board, and consent of the nominee, at least two weeks prior to the AGM.
- 5.6 Any vacancy in the Executive Board occurring between annual general meetings shall be filled by the majority vote of the Executive Board at the first general meeting of the Executive Board after the occurrence of the vacancy. If the vacancy is that of an officer, the elected Officer shall fill the vacant office only until the next annual general meeting, at which time the vacancy shall be nominated and voted upon in the same manner as any other office vacancies. If the vacancy is that of any other director, the elected director shall serve the remaining term of his/her predecessor.
- 5.7 To ensure the integrity of the work performed on behalf of the Society, staff members, either employed by Elk Island Public Schools (EIPS) or the Society, cannot be considered for service on the Society's Executive Board while so employed nor can they have voting privileges while participating on any of the Board's committees.
- 5.8 Any Executive Board member may be removed from office for just cause if, at a special meeting of special resolution is passed by two-thirds of the members of the Society's Executive Board Members that the individual be removed from office.
- 5.9 Executive Board members serve voluntarily with no remuneration.

## **ARTICLE 6 – AMENDMENT OF BYLAWS**

- 6.1 The bylaws of the Society shall not be rescinded, altered or added to except by special resolution of the Society, as provided for and defined in the Societies Act of Alberta.

## **ARTICLE 7 – FINANCIAL RESPONSIBILITIES**

- 7.1 The fiscal year of the Society shall be from August 1<sup>st</sup> to July 31<sup>st</sup>.
- 7.2 For the purpose of carrying out the objects of the Society, the Executive Board may borrow or raise or secure the payment of money in such a manner as they deem appropriate. Debentures shall not be issued without a special resolution of the Society.
- 7.3 The annual budget prepared by the Treasurer or designate shall be approved by the Executive Board.
- 7.4 The books, accounts, and records of the Society shall be audited at least once each year by a qualified accountant or by two members of the Society appointed by the Executive Board. Such reviewer(s) shall submit to the Society a complete and proper statement of the financial affairs of the Society.
- 7.5 All cheques written on behalf of the Society shall be signed by two persons at least one of which shall be a member of the Executive Board.
- 7.6 Society financial records may be inspected by Society members at any annual general meeting and at such times and places as the Executive Board may authorize.

## **ARTICLE 8 – PERSONAL LIABILITY**

- 8.1 No Director or Officer of the Society shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer, or for joining in on any receipt or other act for conformity, or for any loss or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Executive Board for or on behalf of the Society, or for the insufficiency or deficiency of any security in or upon which any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the moneys, securities or effects of the Society shall be deposited, or for any loss occasioned by any error of judgement or oversight on his or her part, or for any other loss, damage or misfortune whatever which shall happen in execution of the duties of his or her office or in relation thereto unless the same shall happen through his or her own dishonesty.
- 8.2 Every Director or Officer of the Society and his or her heirs, personal representatives and administrators, and estate and effects, respectively, shall, from time to time and at all times be indemnified and saved harmless out of the funds of the Society from and against:
  - 8.2.1 all costs, charges and expenses whatsoever which such Director or Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office;
  - 8.2.2 all other costs, charges and expenses which a Director or Officer sustains or incurs in or about or in relation to the affairs of the Society, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default when such act has been done in bad faith.

Revision of Bylaws dated: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_

## **Appendix 1 – Doctrinal Statement**

1. There is one God, who is infinitely perfect, existing in three persons: Father, Son and Holy Spirit.
2. Jesus Christ 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 the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
3. 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.
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
5. Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
6. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
9. The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into the entire world as a witness, preaching the Gospel to all nations.
10. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper.

11. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
12. The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's hope and is a vital truth which is an incentive to holy living and faithful service.

Because Fort Saskatchewan Christian School is in a partnership with Fort Saskatchewan Alliance Church, it is expected that all teachers will uphold the Doctrinal Statement of the Christian and Missionary Alliance.

## **Appendix 2 – Educational Philosophy**

The educational philosophy of Fort Saskatchewan Christian School is based on a God-centered view of man and truth as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man who was made in God's image, different in kind from all other creatures, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, he cannot, in this condition, know or honor God in his life. Only by being born again and filled with His Spirit can he do God's will. This should be the ultimate purpose of his life.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, the Christian School, along with the Church, becomes a partner in giving this education. From this philosophy stem certain aims and objectives:

### **FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENT, the school seeks**

- A. to teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it
- B. to teach the basic doctrines of the Bible,
- C. to lead the student to a decision of confessing Christ as Savior and Lord,
- D. to develop a desire to know and obey the will of God as revealed in the Scriptures,
- E. to equip the student to carry out the will of God daily,
- F. to impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelism and discipline and to stimulate the student's involvement in this task,
- G. to develop the "mind and heart of Christ" toward godliness and sin, and to teach the student how to live an overcoming life through exercising of self-restraint and consideration of others,
- H. to encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and God-ordained authority, and

- I. to help the student develop for himself a Christian world view by integrating life and studies with the Bible.

**FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT, the school aims**

- A. to help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities,
- B. to teach the student to treat everyone with love and respect since others too are made in God's image,
- C. to make the student a contributing member of his society who realizes his dependence on others and their dependence on him,
- D. to promote an understanding of time as a God-given commodity, and the individual responsibility for effective use of time,
- E. to show a biblical view of life and work, and to provide skills for personal relationships and future endeavors,
- F. to develop good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes,
- G. to promote physical fitness, good health habits, and wise use of the body as the temple of God, and
- H. to impart biblical attitudes toward material things, and to encourage individual responsibility of using them for God's glory.

**FOR THE STUDENT'S ACADEMIC ADVANCEMENT, the school endeavors**

- A. to promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential,
- B. to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, speaking, and listening,
- C. to teach and encourage the use of good study habits,
- D. to teach the student how to do independent research and to reason logically,



- E. to motivate the student to pursue independent study in the areas of personal interest,
- F. to develop creative and critical thinking and the proper use of biblical criteria for evaluation,
- G. to promote good citizenship through developing and understanding an appreciation of our Christian and Canadian heritage of responsible freedom, human dignity, and acceptance of authority,
- H. to discuss current affairs in all fields and to relate them to God's plan for man,
- I. to produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve it properly,
- J. to promote an appreciation of the fine arts through the development of the student's understanding and personal expression, and
- K. to adapt the curriculum to real-life situations in the community.