



**PACIFIC
CHRISTIAN
SCHOOL**

**CONSTITUTION AND BY-LAWS
OF THE
VICTORIA CHRISTIAN EDUCATION
SOCIETY
OPERATING
PACIFIC CHRISTIAN SCHOOL**

ELEMENTARY SCHOOL

Grades Pre-School through 7
671 Agnes Street
Victoria, BC, V8Z 2E7
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SECONDARY SCHOOL

Grades 8 - 12
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CONSTITUTION OF THE VICTORIA CHRISTIAN EDUCATION SOCIETY

With the following principles as basis for a distinctively Christian philosophy of education, PACIFIC CHRISTIAN SCHOOL is committed to an individualized program of instruction that helps children gain a true Biblical perspective of WHO they are and prepares them for a life of dedication and service to God, which will be the best preparation for a life of fullness and joy. By developing a sense of goal-directedness coupled with skills of self-discipline and self-evaluation, children will be equipped to develop their talents.

CONSTITUTION OF THE VICTORIA CHRISTIAN EDUCATION SOCIETY

ARTICLE I - NAME

The name of the Society is **VICTORIA CHRISTIAN EDUCATION SOCIETY**.

ARTICLE 2 - THE PURPOSES OF THE SOCIETY

(A) To attract parents who are willing and desirous to seek for their children an education which is directed by God's all-powerful Word, and have these children trained to help them acquire and grow in a Christian world and life view.

(B) To provide, direct, advise on and carry out a curriculum of Christian schools from Kindergarten to grade 12 based on the principles as set forth in Articles 1, 2 and 3 of the Foundational Bylaws.

(C) To hold as Trustees or otherwise own, buy, sell, convey, mortgage, lease and otherwise deal in lands and properties, calculated to help and effect the above-mentioned objects and that generally may benefit the Society.

BYLAWS OF THE VICTORIA CHRISTIAN EDUCATION SOCIETY

PART 1 - FOUNDATIONAL BYLAWS

ARTICLE 1 - BASIS

The basis of the Society is the Word of God, the Bible, which we hold in its entirety to be the infallible revelation of God. We hold the following truths to be fundamental and self-evident teachings from the Word of God:

(A) God is one, yet three persons, co-equal; the Father, the Son, the Holy Spirit;

(B) The Father is the Creator of heaven and earth, having created life and substance by a direct creation act, and furthermore, upholding and directing all things according to His will and by His power;

(C) He reveals himself, as well as His will for man through His written Word, the Bible, and especially in these last days He has spoken unto us through Christ, the incarnation of the Eternal Word;

(D) Christ is both truly God and truly man, born of the Virgin Mary;

(E) His death on the cross was a substitutionary atonement for the sins of all who believe in Him as their Saviour;

(F) He arose from the grave, a physical, personal resurrection;

(G) He shall come again, a personal return, upon the clouds of heaven, to judge the living and the dead, and to bring about a new heaven and a new earth;

(H) All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit;

(I) Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ;

(J) The believer, saved by grace, as a new creature in Christ, through the gifts of the Holy Spirit, will manifest a joyful, living witness to the saving power of Christ.

ARTICLE 2 - RELIGIOUS PRINCIPLES

(A) CREATION - The universe and all things created by God in the beginning were made good and perfect as we read in Genesis 1:31: "And God saw everything that He had made, and behold it was very good."

(B) MAN - Man was created by God in His own image (Genesis 1:26, 27) to enjoy fellowship with his Creator. Furthermore, man endowed with special gifts far above any other living creature, received the mandate to have dominion over all things in accordance with God's will to His honour and glory. (1 Cor. 10:31)

(C) SIN - Sin, consisting of man's estrangement from God, his fellow man and the world, disrupts the education of children, and brings about man's blindness to the true meaning of life and his incapacity to reach for the true purpose of life. (Ephesians 2:1-6)

(D) JESUS CHRIST - Jesus Christ is God's provision (Genesis 3:15) to remove His curse and wrath so that through Him, man and creation would be redeemed and reconciled to God (John 3:16). All those who by a true faith accept Jesus Christ as God's provision are no more under condemnation, but are reconciled with God (Romans 8:1,2). There is no other way of reconciliation with God than through Jesus Christ (Acts 4:12). Through Jesus Christ, there is a renewal of our educational endeavours because He is the Redeemer of our corrupted life in its entirety.

(E) THE BELIEVER - A person is a believer when by a true faith he trusts in Christ alone for his salvation (Acts 16:31), is born again through the power of the Holy Spirit (John 3:3), and through being in Christ bears the fruit of the Spirit (John 5:1-7).

(F) THE KINGDOM OF GOD - Through His perfect sacrifice and obedience to God's will, Christ received dominion over all things (Psalm 72:8; Matthew 28:18). It is the proper and urgent mandate to all believers to "Go therefore and make disciples of all nations...teaching them to obey all I have commanded you" (Matthew 28:19,20), and thus, as members of the Kingdom of Heaven, to defend and further this recognition of Christ's Lordship in all areas of life.

ARTICLE 3 - ELEMENTS OF CHRISTIAN EDUCATION

(A) THE CHRISTIAN SCHOOL - The purpose of the Christian school is to help educate children for a life of obedience to their calling in this world as image bearers of God. This calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be faithful stewards in their God-given task.

(B) PARENTS - The responsibility of the DIRECTION of education rests primarily upon the parents to whom children are entrusted by God. Since the Bible teaches that all of life is subject to God's rule (Philippians 2:9-13; Deuteronomy 11:18-21) and that the fear of the Lord is the beginning of knowledge (Proverbs 1:7). Christian parents should continually strive to provide for their children Scripturally-based teaching at home, at church and at school.

(C) TEACHERS - In addition to being a believer (Art 1 Sec. E) the teacher reflecting at all times by word and example, the love of Christ and the honour of God, should possess the highest academic standards.

(D) STUDENTS - Children as image-bearers of God, are a heritage of the Lord (Psalm 127:3), and should be brought up in the fear and admonition of the Lord (Proverbs 22:6). Students, having a variety of abilities, but being born in sin, are in need of guidance and instruction, so that they may be allowed to develop their bodies, minds and spirits to the glory of God. Their total potential and uniqueness should be taken into account when they are taught in a Christ-centered manner.

(E) THE CHRISTIAN COMMUNITY - Since Christian education plays an important part in the furtherance of the Kingdom of God, not only parents, but the entire Christian community has a responsibility to establish and maintain Christian schools.

(F) EDUCATIONAL FREEDOM - Christian education given in accordance with legitimate standards and provision should receive full recognition and freedom within the society.

ARTICLE 4 - NON-PROFITS

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 objects.

ARTICLE 5 - DISSOLUTION

In case of dissolution of the Society the assets of the Society shall be donated to such Canadian Christian charitable organization as the Society may determine by special resolution.

ARTICLE 6 –AMENDMENTS

A 95% vote approval, of the society members in attendance, will be required to make any amendments to Foundational Bylaws Articles 1 to 5.

PART 2 – OPERATIONAL BYLAWS

ARTICLE 1 - MEMBERSHIP

(A) ELIGIBILITY - Membership in this Society is restricted to those persons over the age of eighteen, who are wholeheartedly committed to the principles set forth in the Constitution and Bylaws of this Society.

(B) APPLICATION - Application shall be made to the Board. For parents with children in the school(s), this application form, along with a copy of a positive pastor's reference shall be submitted. The parents' annual membership fee will be included in their tuition. All others seeking membership in the Society will submit an application form signed by two members in good standing, or include a positive pastor's reference. The non-parents will pay an annual membership fee. Before membership status is granted, parent applicants are expected to attend the New Parent Information Seminar, to be introduced to pertinent facts about the society and its school(s), such as its history, its reasons for existence, its goals and religious principles on which the Society and its school(s) are based. Also the privileges and the obligations of membership will be stressed and discussed. The Board may waive the requirement to attend the New Parent Information Seminar if the applicant concerns a transfer from another Christian Education Society affiliated with Christian Schools International or any other approved Christian Education Organization. If membership is granted the applicant will become and remain a member in good standing, provided membership fees are fully paid up and membership has not been terminated under Art. 1 subsection (D) - Cessation of Membership. If membership is not granted the applicant may appeal the decision of the board. If membership is not granted, the membership fee shall be refunded.

(C) PRIVILEGES AND OBLIGATIONS - Only members in good standing may share in the privileges of the Society. Such members have the right to speak and to vote on all matters legally before the meeting. Such members have the right to serve on the Board and/or committees.

(D) CESSATION OF MEMBERSHIP

A person shall cease to be a member of the Society:

- (a) by notifying the Board of his resignation;
- (b) on his death or dissolution of the Society;
- (c) on being expelled; or
- (d) when his membership fees are in arrears for more than 12 months.

(E) EXPELLING A MEMBER - The Board may terminate a membership where there is continued delinquency in meeting the obligations of membership by giving notice in writing, stating the reason(s) for termination. Membership so terminated may be appealed in writing to the Board within thirty days from the date of notice.

ARTICLE 2 - MEETINGS

(A) ANNUAL MEETING - The Annual membership meeting shall be held between May 15 and June 15. At this meeting the Board shall present for approval the Annual Budget and its program of action for the ensuing year and new Board members shall be elected.

(B) FALL MEETING - A second society meeting may be held in the fall. ..

(C) SPECIAL MEETINGS - Special meetings CAN be called by the Board and shall be called within thirty days upon the written request of at least ten-percent of the members in good standing.

(D) CALLING OF MEETINGS - For any regular or special meeting the Board shall notify all members of date, time, place and agenda. At least 14 days notice shall be given. The accidental omission to give notice to a meeting to, or the non-receipt of a notice by any of the members does not invalidate proceedings at that meeting. In special cases members may waive or reduce the period of notice for a particular meeting by unanimous consent.

(E) VOTING AT MEETINGS - Decisions shall be determined by a show of hands. Elections shall be determined by secret ballot. A simple majority of votes shall determine the issue in each case, except where otherwise required by the Societies' Act or this Constitution or by special decision by the Board. Acceptance of votes by proxy shall be determined at the meeting with each issue.

(F) ACCESS TO BOOKS AND RECORDS - All documents of the Society excluding student files, teacher files and donation and tuition records, shall be available for inspection to the Directors and members of the Society during normal business hours upon giving the Board of Directors twenty-one days written notice of such intention. Records to be viewed on school property and may not be copied or removed.

ARTICLE 3 - THE BOARD

(A) NUMBER AND DURATION OF TERMS - The Board of the Society shall consist of no less than seven and no more than ten persons to be elected by the Society at its first stated meeting. The term of office shall be three years. In order that each year an approximate equal number of the Board may retire, at the first stated meeting it shall be decided which members shall serve for one year, two years or three years. No Board member shall serve for more than two consecutive terms. The term of office of a retiring Board member(s) ends upon the adjournment of the Annual membership meeting held in the year in which the Board member's term ends. The term of office of newly elected Board member(s) begins upon the adjournment of the Annual membership meeting.

(B) NOMINATIONS - At least 35 days before the Annual meeting a written call for nominations, accompanied by nominating papers, and a description of balloting procedures, shall be issued by an appointed NOMINATING COMMITTEE to all members in good standing. Completed nominating papers, signed by the nominee and two nominators and containing a brief sketch of the nominee, may be submitted to the Board no later than twenty-one days before the Annual meeting. The chair shall appoint a balloting committee.

(C) VACANCY - In the event of a mid-term vacancy in the Board, the Board may fill such a vacancy by appointing a society member in good standing for the remainder of the vacated term, subject to the approval of the next general meeting.

(D) FREQUENCY OF MEETINGS - The Board shall have a minimum of 8 board meetings per school year.

(E) REMOVAL OF DIRECTORS - Directors shall cease to hold office upon their ceasing to be members of the Society. Ten percent of the members in good standing can require the Directors to call a special meeting of the Society for the purpose of removing a Director of the Board of Directors and/or substituting a new Director in that position.

ARTICLE 4 - DUTIES OF THE BOARD

The Board shall:

- (a) determine school policies in accordance with the constitution and the desire of the Society;
- (b) appoint qualified principal(s), administrator(s), teaching staff and support staff as needed;
- (c) devise ways and means for obtaining funds for operating the school(s);
- (d) advance the cause of Christian education in the community by suitable means, and promote this cause in general through association with other Christian schools;
- (e) appoint out of its own number, 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 Chairman of the Board.
- (f) holds bonds, securities and monies, lend or borrow monies with or without securities and raise monies for carrying out the objects of the Society. 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 Insurer's Act.

ARTICLE 5 - THE EXECUTIVE BOARD

(A) OFFICES - At the first meeting after the Annual Meeting at which new Board members have been elected, the Board shall elect from its own number a President, Vice-President, Secretary and Treasurer;

(B) PRESIDENT - Ordinarily, it shall be the duty of the President to preside over all meetings of the Board and the Society. The President is ex-officio a member of all committees, except the Nominating Committee, and shall be notified of all meetings. It is the duty of the President to acquaint himself with the current business of the Board and of the Society and with the parliamentary authority by which the meetings are governed.

(C) VICE-PRESIDENT - The Vice-President shall assume duties when the President or any other executive member is absent or for any other reason cannot perform his duty.

(D) SECRETARY - The duties of the Secretary are:

- (a) maintain a cumulative up-to-date roll of the membership in accordance with the current Societies' Act;
- (b) keep the Registrar of Companies up-to-date in compliance with the requirements of the Societies' Act;
- (c) record the minutes of Board meetings and of General meetings;
- (d) submit regular reports to the Society, after having been approved by the Board;
- (e) keep custody of the Seal, which shall not be affixed to any document other than in the presence of the President or appointed substitute;
- (f) be in charge of all general correspondence of the Society; (g) give notice of all meetings.

(D) TREASURER - The Treasurer is entrusted with the Society's funds and makes all disbursements. All monies received by him shall be deposited in the name of the Society in a financial institution approved by the Board. All payments shall be made by cheque, after each bill has been vouched by the Finance Committee, except in cases of routine payments such as salaries, etc. The Treasurer shall submit a financial report at every Board meeting and an audited report to the Annual Meeting as required by the Societies' Act.

(E) REMOVAL OF OFFICERS - Members of the Executive Board may be removed as Officers by a majority vote of the Directors. Officers so removed shall remain members of the Board of directors.

ARTICLE 6 - STANDING COMMITTEES

(A) EDUCATION COMMITTEE – This Committee is comprised of at least: one Board member, one elementary staff member, one secondary staff member, two administrators and two Society members. The committee shall:

- (a) consider matters pertaining to the educational program and policies of the school and make recommendations concerning these to the Board;
- (b) assist the principals in determining candidates for teaching positions on the basis of demonstrated teaching abilities and commitment to the principles and goals of Christian education as expressed in the Constitution and Bylaws of the Society; and
- (c) monitor and review the Christian character and academic quality of the instructional program of the school, maintaining alignment with the Constitution of the Society. This includes but is not limited to:
 - (i) arranging periodically a professional inspection through the services of the Society of Christian Schools in British Columbia or other recognized Christian School organization; and
 - (ii) conducting school surveys and reporting findings to the Board.

(B) DEVELOPMENT COMMITTEE – This Committee is comprised of at least: one Board member, one administrator, one staff member and one Society member. The committee shall develop, manage and promote activities to support the needs and growth of the Society, including fund raising.

(C) FINANCE COMMITTEE – This Committee is comprised of at least: two Board members (one of which shall be the Treasurer), two administrators and two Society members. The committee shall:

- (a) make recommendations to the Board as to the manner in which the school is to be maintained financially, and indicating the various sources of income and how monies are to be collected from these sources. This includes but is not limited to:
 - (i) review of the annual report of the auditors;
 - (ii) arranging periodically a professional inspection through the services of the Society of Christian Schools in British Columbia or other recognized Christian School organization; and
 - (iii) provide for the Board an annual insurance risk assessment of the Society;
- (b) recommend a budget for the ensuing year;
- (c) make recommendations to the Board regarding short term assistance to parents who are unable to meet the full cost of Christian education.

(D) EMPLOYEE RELATIONS COMMITTEE – This Committee is comprised of at least: two Board members, one secondary teacher, one elementary teacher, two support staff members (one secondary and one elementary), and two Society members. The committee shall:

- (a) recommend to the Board a compensation package (salary and employee benefits) for all employees of the Society; (b) review employment contract language and policies and make recommendations to the Board;
- (c) promote fair and equitable treatment for all teaching and support staff;
- (d) enhance clear, productive, supportive communication between the Board and staff; and
- (e) facilitate conflict resolution.

(E) CAMPUS RENEWAL COMMITTEE – This Committee is comprised of at least: one Board member, two administrators, two staff members (one secondary and one elementary), and one Society member. The committee shall:

- (a) provide recommendations to the Board on the planning and development of all construction and campus development projects consistent with the Society's Campus Master Plan;
- (b) seek to maximize the use of the property and buildings of the Society to ensure adequate teaching and administrative areas, parking and playground areas;
- (c) provide recommendations to the Board on the long range planning and goals related to the Campus Master Plan; and
- (d) review the proper care, maintenance and adequacy of all buildings and physical equipment of the school, and make recommendations to the Board concerning these matters.

(F) GOVERNANCE COMMITTEE

This Committee is comprised of at least: one Board member, one elementary staff member, one secondary staff member and one Society member. The committee shall make recommendations to the Board about matters of policy and procedure, including but not limited to the following:

- (a) bylaw changes;
- (b) nomination and election of Board members;
- (c) changes to the Board's policies and procedures;
- (d) conflict of interest matters involving the Board or Board committees;
- (e) the composition and development of the Board or Board committees; and
- (f) compliance of policies and procedures with the Constitution, the Bylaws, and the Society's parliamentary authority (Robert's Rules).

In the context of Committee composition in this Article 6:

(a) "Society member" means a Society member who is not also a member of the Board or staff; and

(b) "staff member" means an employee in a non-administrative role.

ARTICLE 7 - ORDER OF PROCEDURES AT BOARD MEETINGS

1. Opening devotions
2. Roll Call
3. Dealing with Minutes
4. Business arising from Minutes
5. Reading of papers and correspondence
6. Report of the Principal(s)
7. Report of the Standing Committees
8. Report of the Special Committees
9. Consideration of unfinished business
10. Consideration of new business
11. Adjournment

ARTICLE 8 - FINANCES

The Budget adopted by the Society shall serve as a guide to the Finance Committee in its determination of the annual cost per child. The funds for the operation of the school(s) shall be obtained from:

- (a) membership fees, to be determined each year at the Annual Meeting;
- (b) donations by the members of the Society;
- (c) tuition fees by the parents of the children attending the school(s);
- (d) special donations, church offerings, contributions.

ARTICLE 9 - THE STAFF

The Principal(s) shall be appointed by the Board with the assistance of a board-appointed ad-hoc hiring committee comprised of board members, staff members and other Society members. The teaching staff shall be appointed by the Board in consultation with the Principal(s). All teaching staff must declare, in writing, their unconditional agreement with the Constitution of this Society, must be scripturally sound in their teachings and must lead exemplary lives. Applicants for a teaching position must include with their application a statement of their concept of Christian education. All teachers as well as the Board shall abide by the terms of the contract entered into by both parties; the terms of such contracts becoming null and void when either party fails to abide by these terms. Grievances held by either party may be submitted to the Grievance Committee of the Society of Christian Schools in British Columbia (District 12 of Christian Schools International) of which the Society is a member. An outline of work for each grade shall be prepared by the Principal(s) in collaboration with the teaching staff. After approval by the Board, the outline shall govern all instruction in the school(s). The school term, holidays and vacations shall be determined by the Board in consultation with the Principal(s).

The Principal(s), in recognition of their professional status, shall report to the Board at its monthly meetings and be available for advice to the meetings of the Board and its Standing Committees if so requested. The substance of this Article shall be part of all contracts between the Board and members of the teaching staff.

ARTICLE 10 - PARLIAMENTARY AUTHORITY

The rules in the most current edition of "Robert's Rules of Order" shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rule of order the Society may adopt.

ARTICLE 11 - AMENDMENTS OF BYLAWS

These By-Laws may be amended at any regular meeting of the Society by special resolution passed by seventy-five percent majority vote, provided that the amendment(s) has (have) been submitted in writing at least twenty-eight days prior to the meeting.