

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

A. 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 Province of Alberta.
- 3) The objects of the Society are to establish and maintain one or more schools to provide education based on the Bible as the infallible Word of God.
- 4) The Society is committed to the following fundamental principles:
 - a. That the instruction and education of the child, in the school as well as in the home, must be in accordance with the Bible as the infallible Word of God.
 - b. That the child’s instruction and education must be of a high standard, properly relating the works of God and the Bible, as interpreted in the Apostles’ Creed, Nicene Creed, Athanasian Creed, Heidelberg Catechism, and the Westminster Larger & Shorter Catechisms.
 - c. That, although the Church and State have their own distinct interest in the school, the school is an institution that depends on and must be supported by the home.

B. STATEMENT OF PRINCIPLES

The Society is committed to the following theological principles:

- 1) **CREATION:** that man, the world, and its purpose, is to be understood only in relation to God the Creator and 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 true faith in Jesus Christ, and finds its source in the Word of God, through the working of the Holy Spirit.
- 6) **THE CHILD AND THE SCHOOL:** by virtue of the covenant of grace, the school provides an environment in which God calls His children to develop and use their gifts for joyful service in His kingdom.
- 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.

C. BYLAWS

1) **MEMBERSHIP**

- a. Membership is open at the discretion of the Board of Directors to all those 18 years and over who agree, by signing, to the Charter, Statement of Principles, and pay the membership fee as set by the Board of Directors.
- b. Membership requires a satisfactory faith-based reference and interview process.
- c. Membership is a prerequisite:
 - i. To enroll child(ren) in a Society school
 - ii. To sit on the Society Board of Directors
 - iii. To vote on Society matters
- d. Membership may be withdrawn by notifying the Board of Directors.
- e. Membership may be terminated by a three-quarter majority vote of the Board of Directors for any cause which the Board of Directors may deem reasonable.
- f. All appeals must follow the dispute resolution process as set out by the Board of Directors.

2) **THE BOARD OF DIRECTORS**

- a. The Society will be governed by a Board of Directors.
- b. The members of the Board of Directors will be nominated from within the Society membership and will be elected by the Society at a meeting of the Society membership.
- c. Removal of a member of the Board of Directors
 - i. A member of the Board of Directors can be suspended for just cause by a majority vote of 80% of the Board of Directors.
 - ii. A member of the Board of Directors can be removed for just cause by a majority vote of 80% of the Board of Directors.
 - iii. A member of the Board of Directors who has been suspended or removed has the right to use the dispute resolution process.
- d. Term of office shall not exceed four years. A member of the Board of Directors may be re-elected to one consecutive term not exceeding two years.
- e. A member of the Board of Directors may serve a new term of office following a two-year absence.
- f. Has the power and duty to:
 1. Determine education policies and standards in alignment with the Society Constitution Charter and Statement of Principles.
 2. Investigate, recommend, and approve qualified candidate(s) for administration, educational and support staff, and remove those deemed unqualified.
 3. Engage, assign, and supervise all Society personnel.
 4. Administer the finances of the Society to:

- i. Provide the necessary educational equipment and supplies.
 - ii. Maintain building and transportation facilities and other properties of the Society.
- 5. Propose construction and/or acquisition of needed property, buildings and facilities to the Society membership for approval.
- 6. Propose a financial budget to the Society membership for approval at an annual meeting.
- 7. Keep proper and complete financial records and render a financial report to the Society membership at least once each year.
- 8. Render a general report of operations to the Society membership, at least once a year.
- 9. Promote the cause of Christian education.
- 10. Do such other things as may be necessary for the efficient administration of the Christian schools maintained by this Society.
- g. The Board of Directors shall meet at least four times per year. The meetings shall be called by the Chair together with the Secretary.
- h. Special meetings by the Board of Directors may be called by the Chair. The Chair shall be required to call a special meeting upon the written request of three members of the Board of Directors.
- i. A majority of the Directors shall constitute a quorum.
- j. The Board may appoint from among the members of the Society a group of persons who, by reason of education, experience or otherwise, to serve on committees deemed necessary by the Board of Directors.

3) OFFICERS

- a. The Society shall have as executive officers a Chair, a Vice-Chair, a Secretary, and a Treasurer; these officers shall be chosen by the Directors at the first meeting of the new Board of Directors.
- b. Executive officers can be removed from their office by an 80% majority vote of the Board of Directors.
- c. The Chair shall preside at all meetings of the Society and of the Board. In the absence or inability of the Chair, the Vice-Chair may exercise all the powers of the Chair. The Chair shall be an ex-officio member of all Committees.
- d. The Secretary shall:
 - 1. Keep the minutes and act as Secretary of all meetings of the Board of Directors and Society 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 as necessary.

4. Keep a record of all the members of the Society, and their contact information, and shall send, or cause to be sent, all notices of various meetings as required.
 5. Have the power with the Chair 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.
- e. 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, render financial statements to the Society.
 3. Prepare, execute, and file in conjunction with the Chair, any annual reports or statements which may be required by these By-Laws, by the Board of Directors, or by the law.
- 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.

4) FINANCIAL REPORTS

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 and approved by the Society membership. 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.

5) MEETINGS

- a. The Society membership shall ordinarily meet twice a year and no less than once a year on dates to be set by the Board of Directors:
 1. Receiving and approving financial statements as presented by the Board of Directors.
 2. Receiving and approving a proposed budget for the ensuing year.
 3. Receiving reports by the Board of Directors regarding its activities during the past year.
 4. Conducting any other business pertinent to the welfare of the Society, which has been placed on the agenda.
- b. A special meeting of the Society 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 Society membership upon receipt of a petition signed by at least forty members in which is set forth the purpose of 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 and/or digital communication 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.
- d. All members present shall constitute a quorum.
- e. Annual and special meetings may allow for in-person and/or online attendance at the discretion of the Board of Directors.

6) VOTING

- a. Any member in good standing shall have the right to vote at any meeting of the Society membership.
- b. Proxy votes shall be permitted at the discretion of Board of Directors. There shall be one vote counted per membership.

7) REMUNERATION

Directors of the Board shall not receive remuneration for duties performed in their capacity as Directors of the Board.

8) BORROWING POWERS

The Board of Directors, on behalf of the Society, may borrow, raise or secure payment of funds in such manner as it thinks fit. All land mortgages require ratification by the Society membership.

9) STAFF

- a. All administration, educational, and support staff shall be approved by the Board after careful consideration of their character, training, and other qualifications. They shall be approved 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 as defined by the Staff Covenant, be active participants in 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. Any administration, educational, and support staff whose instruction conflicts with the Constitution Charter and Statement of Principles of the Society, or whose life contradicts the Staff Covenant will no longer be eligible to be employed in a Society school.

- b. All Society staff shall be approved by the Board after careful consideration of their character, training, and other qualifications. They shall be approved for such terms and upon such salary and other conditions as are mutually agreed upon between Board and staff. A Society Staff member can be removed from their position for any and all reasons the Board deems reasonable.

10) RECORDS

Members shall only have access to the audited financial statements of the Society, unless directed by a resolution of the Board of Directors.

11) BY-LAWS

These Bylaws may be rescinded, altered, or added to by a special resolution of the Society, requiring seventy-five percent approval of votes cast.

12) DISSOLUTION

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 and hold charitable status with the Canada Revenue Agency.

CONSTITUTION FORMULATION AND ADOPTED REVISIONS

- 1) **DATED** this 20th day of April, A.D 1961
- 2) **AMENDED** this 21st day of June, 1968
- 3) **AMENDED** this 3rd day of November, 1978
- 4) **AMENDED** this 16th day of January, 2006
- 5) **AMENDED** this 30th day of May, 2022
- 6) **REGISTERED** March 7, 1979