

CONSTITUTION

of the

ASSOCIATION FOR CHRISTIAN EDUCATION

OF ST. CATHARINES

which operates



Reconsolidated as of MAY 20, 2008

BY-LAW NO. 1

A By-law relating generally to the constitutional affairs of the Association for Christian Education of St. Catharines

CONSTITUTION PREAMBLE

Believing that it is our duty and privilege as Christian parents to provide Christian education for our children and believing that this can best be accomplished by concentrated action, we do hereby make and adopt the following Articles of Association to wit:

ARTICLE I NAME

This organization shall be known as the Association for Christian Education of St. Catharines (hereafter referred to as the Association).

ARTICLE II BASIS

The basis of this Association is the infallible Word of God.

ARTICLE III GUIDING PRINCIPLES

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education and mandates them to bring the Word of God to bear in all its powers upon education, we confess:

1. LIFE:
That human life in its entirety is religion, for God created people to serve Him everywhere, and requires us to educate our children for this purpose.
2. BIBLE:
That the Bible as the written Word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world and is the infallible authority by which He directs and governs all our activities, including the education of our children.

3. CREATION:
That since the world in its origin, gracious preservation and ultimate restoration is the work of the Triune God, and the glorification of His Name its purpose, we can understand the world rightly only in its relation to Him.
4. HUMANITY:
That people were created in the image of God to enjoy covenantal fellowship with their Creator and to reflect in their persons and works the excellencies of their Maker, and were instructed to exercise dominion over the world in strict and loving obedience to God to interpret all reality in accordance with His design and law.
5. SIN:
That sin is disobedience to God's law and that people by sinning forsook their office and task, estranging themselves from God and their neighbour, and brought God's curse upon the creation; as a result, people have become corrupt in heart and blind to the true meaning of life and repress and misuse the knowledge of God which confronts them in creation and Scripture.
6. JESUS CHRIST:
That through our Saviour, Jesus Christ, there is renewal of our educational enterprises because He is the Redeemer of and the Light and the Way for our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.
7. THE KINGDOM OF GOD:
That the rule of Jesus Christ over all things established the Kingdom of God and makes education possible and meaningful. In obedience to Christ, we reject every attempt to withdraw any area of life from the divine commandment to love the Lord with all our heart and mind.
8. PURPOSE OF EDUCATION:
That the purpose of Christian education is to direct and guide children to commit their heart to Christ, the Truth; to attain to understanding, wisdom and righteousness; and to perform their competent and responsible service of the Lord in church, state and society.
9. MARRIAGE:
That marriage is the unity between one man and one woman and this union, bonded by a relationship with God, forms a nourishing Christian environment within which children can flourish.
10. PARENTS:
That God has given parents the responsibility to nurture and educate their children. Therefore Christians should establish and maintain Christian schools.
11. CHILD:
That the child, entrusted by God to parents, needs ordering, correction and instruction. Children of the Christian home share in the promises of the Gospel, and are entitled to Christian education.

12. **TEACHERS:**
That Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.
13. **THE CHRISTIAN SCHOOL:**
That the school, established and controlled by an association of Christian believers in accordance with legitimate standards and provisions, possesses the freedom to function in education in total and voluntary submission to Christ the King.

ARTICLE IV PURPOSE

The purpose of the Association is to maintain schools for daily instruction that is in accordance with Articles II and III of this By-Law.

ARTICLE V MEMBERSHIP

1. Each person, eighteen years of age or older, who subscribes to Article II and III of By-Law No. 1 of this Constitution and who complies with the requirements set forth in the Association's regulations for admission to membership, shall be declared to be a member of the Association by the Board of Directors.
2. Membership includes the privileges and obligations of readiness to participate in the activities on behalf of the school(s) and the Association.

BY-LAW NO. 2

A By-Law relating generally to the transaction of the affairs of the Association for Christian Education of St. Catharines

ARTICLE I HEAD OFFICE

The head office of the Association shall be in the City of St. Catharines, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

ARTICLE II THE SEAL

The seal, which is stamped in the margin, shall be the corporate seal of the Association.

ARTICLE III BOARD OF DIRECTORS

The Affairs of the Association shall be managed by a board of at least 11 (eleven) directors and not more than 19 (nineteen), each of whom shall be a member of the Association. The duties of the Board of Directors shall be as set out below.

ARTICLE IV DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall perform the following duties:

1. Determine school policies in harmony with the Constitution and in accordance with the Association's decisions.
2. Select principals and teaching staff qualified to carry out the educational program and policies of the school(s).
3. Devise ways and means of obtaining the necessary funds for operating the school(s) and determining how these funds shall be distributed.
4. Appoint representative members to visit the schools each month to assure itself of the faithful carrying out of the schools' educational programs and policies.
5. Propagate the course of Christian education in the community by means of public meetings, literature, et cetera.

6. Appoint annually out of its membership such committees as it may deem necessary for the performance of its duties.

ARTICLE V QUALIFICATIONS FOR A DIRECTOR

1. To qualify for the office of director, a person must be twenty-five years of age or more and must be a member of the Association.
2. The office of a director shall be automatically vacated if:
 - a. A director resigns the office by delivering a written resignation to the Secretary of the Association;
 - b. At a special meeting of the Board of Directors a resolution is passed by two-thirds of the members of the Board of Directors that the director be removed from office; subject to approval of the members at the next meeting of the Association;
 - c. On death of a director;
 - d. The director ceases to be a member of the Association.

ARTICLE VI ELECTION AND TERM

Directors shall be elected at an annual meeting of the Association and shall hold office for a term of four years and until their successors have been duly elected. A director may serve only one four year term, and may not be re-elected until two years after the end of his/her term.

ARTICLE VII VACANCIES - BOARD OF DIRECTORS

Vacancies on the Board of Directors, however caused, may, so long as a quorum of directors remain in office, be filled until the next meeting by the directors from among the qualified members of the Association if they shall see fit to do so. Otherwise, such a vacancy shall be filled at the next annual meeting of the members; if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy.

**ARTICLE VIII
QUORUM/MEETINGS - BOARD OF DIRECTORS**

A majority of the directors shall form a quorum for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meeting at such a place or places as it may from time to time determine, ordinarily once per month.

**ARTICLE IX
ERRORS IN NOTICE - BOARD OF DIRECTORS**

When there has been an error in giving notice of a Board meeting, this shall not invalidate the meeting or the decisions made at such a meeting.

**ARTICLE X
VOTING - BOARD OF DIRECTORS**

Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, which excludes voting by the Chairperson, the Chairperson shall have the right to cast the tie-breaking vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present; if no demand be made, the vote shall be taken in the usual way by assent or dissent. In the absence of the Chairperson, the Chairperson's duties may be performed by the Vice-Chairperson or such other director as the Board may from time to time appoint for that purpose.

**ARTICLE XI
POWERS - BOARD OF DIRECTORS**

The directors of the Association may administer all the affairs of the Association, may make lawful contracts in the name of the Association, and may act for the Association in all things in harmony with the By-laws. However, in the following matters the directors must be authorized by a prior resolution of a meeting of the members:

1. Approval of the annual budget;
2. Approval of expenditures in excess of 10 per cent of the budget, where such expenditures have not been approved in principle by the budget;
3. Approval of major capital expenditures;
4. Approval of major changes in educational policy;
5. Approval of major changes in administrative policy;
6. Approval of sale, mortgage, leasing or purchasing of lands or buildings.

**ARTICLE XII
REMUNERATION OF DIRECTORS**

The directors shall receive no remuneration for acting as such.

**ARTICLE XIII
OFFICERS OF THE ASSOCIATION**

1. At the set meeting each year, subsequent to the stated spring meeting, the Board shall elect the following officers: Chairperson, Vice-All, Secretary and Treasurer.
2. It shall be the duty of the Chairperson to preside at all meetings of the Board and of the Association and to enforce the provisions of the Constitution. The Chairperson may be a member of all committees and shall be notified of their meetings.
3. The Vice-All shall assist the Chairperson whenever possible in the discharge of the Chairperson's duties. In the absence of the Chairperson, the Vice-All shall take the Chairperson's place.
4. The Secretary shall take care of the official documents of the Association; the Secretary shall conduct all correspondence and enter into the records of the organization the minutes of all the meetings of the Association and of the Board, after they have been approved. The Secretary shall give notice of the meetings to the members and directors.
5. The Treasurer is entrusted with the organization's funds and makes all disbursements. All monies received by the Treasurer shall be deposited in the name of the Association in a bank approved by the Board, and no disbursement shall be made except by cheque or any other means which leaves an audit trail. No non-budget payment shall be made without approval of the Board. The Treasurer shall report regarding the finances of the organization at the stated meetings of the organization as herein previously defined.

**ARTICLE XIV
EXECUTION OF DOCUMENTS**

Deeds, transfers, licences, contracts and engagements on behalf of the Association shall be signed by either the Chairperson or Vice-All and by the Secretary, and the Secretary shall affix the seal of the Association to such instruments as require the same.

Contracts in the ordinary course of the Association's operations may be entered into on behalf of the Association or by any person authorized by the Board of Directors.

**ARTICLE XV
BOOKS AND RECORDS**

The directors shall see that all necessary books and records of the Association required by the By-laws of the Association or by an applicable statute or law are regularly and properly kept.

**ARTICLE XVI
MEMBERSHIP**

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by the member to the Association prior to acceptance of the member's resignation.

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members. No proxy voting shall be allowed, but absentee ballots will be accepted if the ballot is signed and given to the Secretary or Chairperson before the meeting.

Single membership provides one vote per person or family. A family has the option of purchasing a second membership to be entitled to two votes.

**ARTICLE XVII
DUES**

A membership fee shall be set by the Board of Directors from time to time and authorized by the members of the Association.

The Secretary or Treasurer shall notify the members of the fees at any time payable by them and, if any are not paid within thirty days of the date of such notice, the members in default shall automatically cease to be members of the Association. Upon payment of all unpaid fees any such members may be reinstated by majority vote of the Board of Directors.

**ARTICLE XVIII
MEETINGS OF MEMBERS**

The Board of Directors shall call two membership meetings each year to transact business, to present annual financial statements, to give annual reports, and to elect directors. The Board of Directors may call additional membership meetings as they

deem necessary. They must call a membership meeting if they are asked to do so by means of a written request from 25 per cent of the members of the Association. Such a request must state the reason(s) and purpose of the meeting. No public notice or advertisement of membership meetings shall be required, but notice of the time and place of every such meeting shall be given to each member ten days before the meeting.

ARTICLE XIX ERROR OR OMISSION IN NOTICE

When there has been an error in giving notice of a meeting, this shall not invalidate the meeting or the decisions made at such a meeting.

ARTICLE XX QUORUM OF MEMBERS

A quorum for the transaction of business at any meeting of members shall consist of not less than 25 percent of the membership.

ARTICLE XXI VOTING OF MEMBERS

At all meetings of members, every question shall be decided by a majority of the votes of the members present in person, unless otherwise required by the By-laws of the Association. In case of an equality of votes at any general meeting, which excludes voting by the Chairperson, the Chairperson shall be entitled to a tie-breaking vote. Election for members of the Board of Directors shall ordinarily be done by ballot.

ARTICLE XXII DEPOSIT OF SECURITIES FOR SAFEKEEPING

The securities of the Association shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Board of Directors.

ARTICLE XXIII BORROWING

The directors may from time to time with the approval of the membership passed by a resolution at a meeting of the members:

1. Borrow money on the credit of the Association;
2. Issue, sell or pledge securities of the Association;
3. Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.

The directors may authorize any director, officer or employee of the Association or any other person to make arrangements with reference to the monies borrowed or to be borrowed.

ARTICLE XXIV INTERPRETATION

Matters of a procedural nature, not dealt with by this Constitution, will be decided upon by the Board.

ARTICLE XXV AMENDMENTS

By-laws No. 1 and 2 are general by-laws and can be amended only as follows:

The amendment shall be read and discussed at two consecutive meetings and be presented for final approval at the following consecutive meeting and shall be approved by a 70 per cent vote of the members present at such meeting. Each of the three meetings shall be duly called in accordance with By-laws No. 1 and 2.

By-law No. 3 and following by-laws called regulatory by-laws may be amended by a simple majority vote by the members present at a general meeting.

BY-LAW NO. 3

A By-law relating to specific administrative policies of the affairs of the Association for Christian Education of St. Catharines

ARTICLE I MEETINGS

1. The Association shall hold two (2) stated meetings each year, one to be held near the beginning of the school year, and the other towards the end of the school year, the exact time and place of such meetings to be set by the Board.
2. At the general meeting in the fall, reports on the activities and progress of the school shall be rendered by the Principal(s) of the school(s), the Secretary and the Treasurer of the Board.
3. The annual meeting in the spring shall be the principal business session of the year. At this meeting the election of board members shall take place and the Board shall present a budget for the ensuing fiscal year.
4. Notice of a special meeting shall include a statement of the reasons for calling such a meeting. The agenda of this special meeting is limited to the purpose for which the meeting is called.

ARTICLE II BOARD OF DIRECTORS

For each vacancy in the Board of Directors, nominations shall be made by the Board. Additional nominations may be made by the membership with the previous consent of the nominee and submitted to the Chairperson before the meeting. This nomination needs to be seconded by a member from the floor.

ARTICLE III COMMITTEES OF THE BOARD AND THEIR DUTIES

The Board delegates responsibilities to committees to help it carry out the task of governing its school(s). These committees are accountable to the Board and shall operate according to the mandates given by the Board. All members of committees are appointed by the Board and no person shall ordinarily serve more than six years consecutively on any committee. There shall be at least one board representative on each of the committees. Each committee is expected to submit regular written reports to the Board.

ARTICLE IV BOARD MEETING

Board meetings shall include:

- (a) Devotions;
- (b) Roll call;
- (c) Reading of the minutes of the previous meeting;
- (d) Reading of papers and correspondence;
- (e) Report of the principals (alternately or as necessary);
- (f) Report of standing committees;
- (g) Report of special committees;
- (h) Consideration of unfinished business;
- (i) Consideration of new business;
- (j) Adjournment and closing prayer.

ARTICLE V FINANCES

- 1. The funds necessary for the operation of the school(s) shall be obtained from the payment of tuition by the parents of the children attending the school(s), gifts and donations from parents and others, and from other available sources.
- 2. Tuition fees shall be based on family rates.
- 3. Parents of children who attend a school of the Association are obliged to pay the tuition regularly in advance. The Board has the right to bar from school children whose parents are more than six weeks behind in tuition.

ARTICLE VI ENROLMENT

The policy for admissions shall be approved by the Board of Directors and the guidelines and procedures for this policy shall be carried out by those appointed to carry out such policies and procedures.

- 1. All school-age children of members of the Association may be enrolled in the schools.
- 2. Other children may be enrolled providing their parents or guardians agree to accept and cooperate with the schools' programs and fulfill all financial obligations.
- 3. The Board reserves the right to withhold or withdraw enrolment privileges for any of the following reasons:
 - (a) When the available facilities are filled.

- (b) When the student cannot or will not benefit from the school(s) program.
- (c) When a student is to be suspended for gross misbehaviour.
- (d) When a student's residence is beyond the established transportation route, unless the parents provide their own transportation.
- (e) When the school(s) program is in total conflict with what is taught by the parent(s) or guardian(s) of the student and with the parent(s)' or guardian(s)' words and conduct.

**ARTICLE VII
ALL STAFF**

1. The principals and teachers shall be appointed by the Board after careful consideration of their commitment to the Lord and their academic qualifications. They shall be appointed upon such terms and conditions (except as herein expressly provided) as the Board may determine.
2. All members of the staff must declare their unconditional agreement with By-law No. 1, Article II of this constitution. They must be faithful to the Bible and must show this faithfulness in Christian living.
3. All teachers, as well as the Board, shall abide by the terms of the contract entered into by both parties.
4. A course of studies outlining the work for each grade or subject area shall be prepared by the teachers under the leadership of the principal and with the advice from the Program Committee. After approval by the Board, such courses of study shall govern the instruction in the schools.
5. The principals, with the advice of the Program Committee, shall propose the term, holidays and vacations; and the Board decides on them.
6. The principals shall be ex-officio members of the Board.
7. The substance of this Article shall be made part of all contracts entered into with members of all staff.