

Brant Christian School Society By-Laws

December 30, 2020

Table of Contents

Title	Page
I. Name	1
II. Objects	1
III. Membership	1
IV. Privileges and rights of Members	2
V. Meetings of the Society	3
VI. Officers of the Society	4
A. Board of Trustees	4
B. Nominations and Elections	4
C. Board Organization	5
D. Duties of Table Officers	5
1) Chairman	5
2) Vice-Chairman	5
3) Secretary	5
4) Treasurer	5
E. Renumeration For Members of the Board of Trustees	6
VII. Meetings of the Board of Trustees	6
VIII. Agents and Employees	6
IX. Financial	6
X. Amendments to By-laws	7
XI. Dissolution of the Society	7

I. NAME

The name of the Society shall be Brant Christian School Society.

II. OBJECTS

The Chief object of the Society shall be to operate and administer a Christian School known as Brant Christian School and such other Christian Schools as it may from time to time acquire or initiate.

To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.

To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

III. MEMBERSHIP

In these By-laws, where the male gender is used, it shall be interpreted to include the female gender also.

Eligibility Requirements

To be eligible for membership in the Society, a person shall meet the requirements of the Application for Membership by:

Being persons being of the full age of eighteen (18) years, Residing in the Province of Alberta,

Subscribing to the By-laws of the Society, and

Agreeing with the Mission Statement, Objects, Educational Philosophy, and the "Fundamentals of our Faith" of the Society.

Membership Fees

The Board of Trustees of the Society will set the fee(s) for Membership by Board Motion. These fee(s) may change from time to time.

Membership Fees must be paid up by September 30 of the current school year in order to vote at Meetings of the Society during that school year.

Types of Membership

Family Membership

Parents or Guardians of students enrolled at Brant Christian School hold a Family Membership. A Family Membership can include a maximum of two (2) persons.

A Family Membership carries the right to one (1) vote per family at any Meeting of the Society.

In families where parents want the right to vote as individuals, (IE: separation or divorce) an additional Individual Membership can be applied for.

The fee for Family Membership must be paid at the time of registration of their child(ren).

Individual Membership

Any person in the community at large, who meets the Eligibility Requirements, may apply for Individual Membership in the Society.

Full Time Staff Membership

Persons who are employed by the Society, or by the Acting School Board as Full time Staff, hold an Individual Membership.

Life Membership

Any Member of the Society may apply for Life Membership.

IV. PRIVILEGES AND RIGHTS OF MEMBERS

Voting at Society Meetings

Any member in good standing shall have the right to vote at any meeting of the Society.

Members must be present in person to vote at Society Meetings. There shall be no voting by proxy.

Parents who hold a Family Membership are entitled to one (1) vote, unless they hold a second Individual Membership.

Members who are in arrears in payment of tuition fees, or who have not paid their membership fees, shall be considered not to be in good standing.

Term of Membership

The term of membership is for one year, from September 30 to September 29 of the following calendar year, with the exception of lifetime membership.

Withdrawal from Membership

Any members wishing to withdraw from membership may do so upon notice in writing to the Board of Trustees through its Secretary. Such withdrawal shall not be unduly refused, and shall not entitle the member to a refund of membership fees paid.

Expulsion of Members

Any member may be expelled from membership for any cause, which the Board of Trustees deems reasonable. Expulsion will occur upon a seventy-five percent (75%) vote of all members in good standing present at a properly called meeting of the Society.

Nomination for elected positions

Any member in good standing may accept nomination for elected positions in the Society, subject to limitations stated elsewhere in the Bylaws. Elections for such positions may be held at a meeting of the Society or may be apart from a meeting, as determined by the Board.

Other rights and privileges

Membership of parents or guardians in the Society does not guarantee admission of their child(ren) to the school.

Any member of the Society may inspect the register of members at the Society office without payment of fee.

Any member of the Society may request copies of the Bylaws, copies of the register of members, or copies of the audited financial statements of the Society. The Board of Trustees reserves the right to charge a fee to offset the cost of printing these documents.

Any member of the Society may, on giving reasonable notice, inspect the financial records of the Society. The Treasurer of the Board of Trustees will arrange a time and place satisfactory to both parties for the inspection.

No member of the Society is, in his individual capacity, liable for a debt or liability of the Society.

V. MEETINGS OF THE SOCIETY

Meetings of the Society, whether general or special, may be convened by order of the Board of Trustees for any time and place in Alberta.

The Annual General Meeting of the Society shall be held within one hundred and fifty (150) days of the close of the fiscal year of the Society in each year, or at such other times as the Board of Trustees shall determine.

Notice of the time and place of all meetings, the general nature of the business to be transacted, and/or the inclusion of any special resolutions shall be communicated to the Society members by ordinary mail, email or by notice sent home via Students in the School at least fourteen (14) days before the holding of the meeting.

Thirty (30) percent of the members of the Society must be present to constitute a quorum at any meeting.

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 seven (7) days hence. Such a "make-up" meeting will not deviate from the agenda of the original meeting called. Any members present at such

a "make-up" meeting shall constitute a quorum.

VI. OFFICERS OF THE SOCIETY

A. BOARD OF TRUSTEES

The affairs of the Society shall be conducted by the Board of Trustees between meetings of the Society. Board of Trustees, Board, and Trustees shall mean the Board of Trustees of the School and shall be the officers of the Society. The initial Board shall be elected from the subscribers of the Application and By-laws.

Any director or officer upon a majority vote of all members in good standing may be removed from office for any cause which the society may deem reasonable.

The Board of Trustees shall consist of:

Not less than five (5) and not more than fifteen (15) members elected by the Society or appointed by the Board serving three (3) year terms to a maximum of three (3) consecutive terms before a one (1) year break.

Board Trustees may be appointed by the current Trustees if the Board includes less than fifteen (15) Trustees. These Trustees may include educators, pastors, business people or others with expertise considered by the Board to be valuable to the School's operation.

B. NOMINATIONS AND ELECTIONS

There shall be a nomination committee, normally consisting of at least two (2) and not more than five (5) members of the Society, appointed by the Board of Trustees no later than six (6) weeks prior to the Annual Meeting. The members of the nomination committee may be from within the Board or from the members at large of the Society, as the Board may determine.

Any two (2) members of the Society in good standing may forward a nomination for election to the Board of Trustees. Such nominations shall be in writing and submitted to the nomination committee four (4) weeks before the election. Notice of the call for nominations shall be delivered to all Society members no later than six (6) weeks prior to the election.

Any two (2) members of the Society in good standing may forward a nomination for

appointment to the Board of Trustees. Such nominations shall be in writing and submitted to the nomination committee for consideration by the Board. If candidates for appointment exist who are not members of the Society, such candidates shall pay such membership fees as required in these By-laws upon appointment to the Board. The Board, at their discretion, can waive the membership fee for any pastor that has been asked to sit on the Board and wishes to do so for the length of their term.

All candidates to be presented for election or appointment must be approved by the Board of Trustees in office at the time of nomination.

All nominees to the Board of Trustees must be active participants in a Christ-centered Church.

C. BOARD ORGANIZATION

There shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer and such other officers as the Board of Trustees may determine from time to time. A person may hold more than one (I) office.

The table officers, consisting of the Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the Board of Trustees from amongst their number at the first meeting of the Board following the annual elections of such Board of Trustees. If for any reason the election of the table of officers is not completed at the first Board of Trustees meeting, then those table officers who were in office in the previous year shall hold office until their successors are elected.

If any member of the Board of Trustees shall resign his office, or without reasonable excuse absent himself from three (3) or more meetings of the Board, or be suspended or expelled from the Society, the Board shall declare his office vacated and may appoint a successor in his place to hold office until the next election.

D. DUTIES OF THE TABLE OFFICERS

1. Chairman

The Chairman shall, when present, preside at all meetings of the Society and of the Board. He is one (I) of the primary signing officers of the Society.

2. Vice-Chairman

The Vice-Chairman shall preside at meetings and perform the other duties of the Chairman when the Chairman is unable to do so.

3. Secretary

The Secretary shall attend all meetings of the Society and of the Board and shall keep accurate minutes of such meetings. He shall have charge of the Seal of the Society, which Seal, whenever used, shall be authenticated by the signature of the Secretary and the Chairman. In case of the absence of the Secretary, his duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Society and shall be under the direction of the Chairman of the Board.

It is the Secretary's responsibility to assure that all notices of various meetings are dispatched within the time limits set out in Policies.

4. Treasurer

The Treasurer shall be responsible for all funds of the Society and shall be responsible for the deposit of same in whatever financial institution the Board may order. He shall properly account for the funds of the Society and keep such books as may be directed. He shall present a fully detailed account of receipts and disbursements to the Board whenever requested and shall cause to be prepared for submission to the Annual General Meeting, a statement duly audited as hereinafter set forth of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. The Treasurer shall also ensure that the annual fees or assessments levied by the Society are collected for, and deposit in a financial institution when due.

The Treasurer or his designate shall be the other primary signing officer of the Society.

E. REMUNERATION FOR MEMBERS OF THE BOARD OF TRUSTEES

The members of the Board of Trustees shall receive no remuneration for acting as such, but may be reimbursed for expenses derived from the fulfillment of their Board duties.

VII. MEETINGS OF THE BOARD OF TRUSTEES

Board meetings may be held at such times and at such places as the Board of Trustees may from time to time determine. A meeting of the Board of Trustees may be convened by the Chairman or any two (2) Trustees at any time. A reasonable attempt will be made to notify as many of the Board members as possible, not less than two (2) days before the meeting is to take place. However, special meetings of the Trustees may be held at any time without formal notice if all Trustees are present or those contacted have waived notice or have signified their consent verbally to the special meeting being held in their absence. Any waiver or absence will be duly noted in the minutes of the special meeting. Minutes of the special meeting will be taken and presented for adoption at the next regular Board meeting. Notice of any meeting or any irregularity in any meeting or notice thereof may be waived by any member of the Board.

A majority of the Board of Trustees shall form a quorum for the transaction of business.

If the Chairman and the Vice-Chairman are both absent, the members present shall first elect one of their numbers to act as Chairman to preside at the meeting.

Questions arising at any meeting of the Board of Trustees shall be decided by a majority of votes.

The first Board meeting following the annual election shall include the retiring members and the newly elected members, and the transfer of responsibility shall then take place.

VIII. AGENTS ANDEMPLOYEES

The Board of Trustees may from time to time appoint such agents and authorize the employment of such other persons as they deem necessary to carry out the objects of the Society, and such agents and employees shall have such authority and shall perform such duties as from time to time may be prescribed by the Board.

IX. FINANCIAL

The fiscal year of the Society shall be from September 1 of one calendar year to August 31 of the next calendar year.

For the purpose of carrying out the objects of the society, the Board of Trustees may borrow or raise or secure payment of money in such manner, as the Board deems appropriate. Debentures shall not be issued without the sanction of a special resolution of the Society.

The annual budget prepared by the Treasurer or his designate shall be approved by the Board of Trustees, and then shall be presented to the members of the Society at a duly called General Meeting for their

information.

The Board of Trustees is authorized to obtain and to manage such capital items as may be required for the purpose of carrying out the objects of the Society.

The books, accounts and records of the Society shall be audited at least once each year by a duly qualified accountant or by two (2) members of the Society appointed for that purpose by the Board. A complete and proper statement of the financial affairs of the Society shall be submitted by such auditor(s) at the Annual General Meeting.

In addition to the above, individual members of the Society may inspect the financial records of the Society as provided in these By-laws.

X. AMENDMENTS TO BY-LAWS

The By-laws of the Society shall not be altered or added to except by a special resolution of the Society.

A "special resolution" must be passed by a majority of not less than seventy-five percent (75%) of such members entitled to vote as are present in person at a general meeting. Members of the Society must be notified of proposed resolutions as special resolutions at least fourteen days (14) days before the meeting is held.

XI. DISSOLUTION OF THE SOCIETY

In the event that the Society is dissolved, the following conditions must be met:

The vote to dissolve must be carried by a seventy-five percent (75%) vote of members present at a properly called meeting of the Society.

The Board of Trustees of the Society shall continue in office until such time as the affairs of the Society are wound down.

The assets of the Society shall first be used to discharge all legitimate claims against the Society and any remaining assets shall accrue to a charitable society as recommended by the Board of Trustees and approved by the members of the Society at such meeting at which the vote to dissolve the Society was approved.