



**By-laws
of
Fort McMurray
Christian School Society**

Fort McMurray, Alberta

FORT McMURRAY CHRISTIAN SCHOOL

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BY-LAWS

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FORT McMURRAY CHRISTIAN SCHOOL

SUBJECT: BY-LAWS

ARTICLE I - MEMBERSHIP

A. Qualification

1. Membership in the Society shall be open to all who desire children to receive an education in accordance with the requirements of the Department of Education of the Province of Alberta with Christian teaching and upbringing in conformity with the principles and standards of the infallible Word of God.
2. Voting Members shall signify in writing that they will abide by the Educational Vision Document and By-laws of the Society.
3. Non-voting Members are those who in good conscience cannot agree with any or all of the statements contained in the Bylaws or the Educational Vision Document.
4. Every Voting Member or Non-voting Member shall pay an annual membership fee as determined by the Society. Any member who fails or neglects to pay his annual due shall automatically cease to be a member of the Society. Membership must be paid prior to the annual meeting.
5. A voting member remains in good standing so long as he/she:
 - a. Signed the declaration in support of Educational Vision Document and By-laws
 - b. Paid Membership Fee in full
 - c. Paid Monthly Program Fees in full or financial arrangements made.

B. Application

1. Completed application for membership shall be submitted annually upon registration.
2. The Society Executive may declare the applicant to be a new member as of the date of acceptance.

C. Expulsion/Withdrawal

1. Withdrawal: Members may withdraw from the Society at any time with or without verbal notification. Annual fees are non-refundable.
2. Expulsion: The members of the Society shall have the power, by a vote of three-fourths (3/4) of those present at a meeting of the Society of which notice specifying the intention to pass such a resolution has been given, to expel (remove) any member whose conduct is determined by the members to be improper, unbecoming or likely to endanger the interests or reputation of the Society. No member shall be removed without being notified of the charge or complaint against him/her and without first having been given opportunity to be heard.

ARTICLE II - MEETINGS

- A. A meeting of the members of the Society shall be called at any time and place by the Society Executive upon notice in writing to all members at least fourteen (14) days prior to the meeting. A General Meeting will be held once in the spring and once in the fall.
- B. Special meetings may be called by the Society Executive, or by written agreement of at least twenty-five percent (25%) of the members of the society members must be given verbal notification not less than forty-eight (48) hours before such a meeting. Such notification shall include a statement of the reason/s for calling such a meeting. The agenda of this special meeting is limited to the purpose for which the meeting is called.
- C. Twenty-five percent (25%) of the membership shall constitute a quorum for the transaction of business at any General or Special Meeting duly called. No quorum shall be less than three (3) persons.
- D. All voting shall be in person, no proxies purporting to entitle any person to vote on behalf of any member shall be allowed. Exceptions shall be determined by the Society Executive. Notwithstanding anything to the contrary in Article IA of these By-laws, every Voting Member whose annual membership is paid in full, shall be entitled to a vote.

ARTICLE III - DIRECTORS AND OFFICERS

- A. Definition: Society Executive shall mean the Board of Directors of the Society.
- B. Election:
 - 1. The administration of the affairs of the Society shall be vested in a Society Executive of not less than five Directors, nor more than is necessary for the efficient operation of the Society. The number is to be determined by the Society Executive. The Society Executive shall be elected by ballot for a term of office of three years by a majority of the members present at the Annual Meeting of the Society. No remuneration shall be given to any Directors for service for the Society.
 - 2. Any Society member who is a professing Christian and willing to give signed evidence yearly of their agreement with the Society Statement of beliefs shall be eligible to hold office as a Director. In order to serve as a Director, you are required to be a Voting Member, in good standing for a minimum of one school year prior to election.
 - 3. Any Director may resign his position with a written letter of resignation to effective 30 days following. Any Director may be removed from office by special resolution of the Society Executive, requiring a majority approval from the remaining serving Directors. Vacancies on the Society Executive may be filled by the remaining Directors until the next Annual Meeting.
 - 4. Nominations for Directors shall be regularly moved and seconded by members in good standing of the Society. Nominees will be required to submit a brief explanation

of the gifts and experiences that they would bring as a Director, to the Society Executive prior to an annual general meeting.

5. The Society Executive may, by special resolution, remove or when a vacancy arises for a Director, before the expiration of his/her term of office, may elect a successor to complete the term of office.
6. The Directors shall elect a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer of the Society from amongst their members at the first meeting of the Society Executive, which shall be held within two (2) weeks of the General Meeting at which the Society Executive was elected.

C. Positions/Duties of the Society Executive

1. It shall be the duty of the Chairperson to preside at all meetings of the Society Executive and of the Society, and to enforce the provisions of the Constitution. The Chairperson is an ex-officio member of all committees and shall be notified of all meetings.
2. The Vice-Chairperson shall assist the Chairperson whenever possible in the discharge of his duties. In the absence of the Chairman, the Vice-Chairman shall take his/her place.
3. The Secretary shall:
 - a. Take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out, making sure action points are clear
 - b. In coordination with the Society Administrator, conduct the correspondence of the Society.
4. The Treasurer shall:
 - a. Keep the financial records, including books of account, necessary to comply with the Society Act
5. The Duties of the Society Executive shall include:
 - a. The setting of an annual budget and presenting the budget to the membership at the annual Society Meeting for approval.
 - b. The potential recommendation for appointment of a principal in conjunction with FMPSD and determine, in conjunction with him/her, the Christian aspect of the curriculum and school environment to be followed.
 - c. Responsibility for and supervision of all monies for the Society.
 - d. The appointment of an auditor/accountant to audit the books before the Annual Society Meeting.
 - e. The appointment of such committees from the membership as it deems necessary to maintain a proper supervision of the school.
 - f. The school's conformation to the requirements of the Department of Education of Province of Alberta.
6. A majority of the Society Executive shall constitute a quorum at all meetings of the Society Executive.

7. Meetings of the Society Executive shall be held at the discretion of the Chairperson, provided always that the Society Executive shall meet at least once every quarter.

D. Society Administrator

1. The Society Administrator shall:

- a. Have custody of all records and documents of the Society including those required to be kept by the Treasurer.
- b. Maintain the register of Society Members.
- c. Conduct the correspondence of the Society.
- d. Keep the financial records, including books of accounts, necessary to comply with the Societies Act.

ARTICLE IV - FUNDS

A. All funds of the Society shall be received by the Society Office and deposited in an account or accounts opened in the name of the Society with one or more of the chartered banks of Canada as shall be approved by the Society Executive, and all disbursements shall be made by cheque.

B. No bills or accounts shall be paid, nor any monies disbursed from any of the aforementioned accounts outside the parameter of the Society budget.

C. Should the Secretary or Treasurer or Secretary-Treasurer be absent or unable to perform his/her duties due to incapacity or any reason, the Society Executive shall make the necessary appointments to fill the positions either temporarily or permanently.

D. The means by which the purposes and activities of the society shall be financed are:

1. Contribution by members
2. Church contributions
3. Program fees
4. Gifts and donations
5. Any other lawful means

E. Borrowing powers - The Society Executive may, by Special Resolution, at any General Meeting of the Society, raise or borrow any sum/s of money for the purpose of this Society either at one meeting or from time to time and at such rate of interest and in such manner or upon security as shall be specified in such resolution.

F. Auditing - The books, accounts and records of the Society Administrator shall be audited at least once each year by a duly qualified accountant or by two members of the Society elected for that purpose at the Annual Society Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by the auditor at the Annual Society Meeting. The fiscal year of the Society shall be from Sept. 1- Aug. 31.

ARTICLE V - INSPECTION OF DOCUMENTS

The documents, including accounting records, of the Society, may be available to any persons during normal business hours and upon giving the Society Executive twenty-one (21) days written notice of such intention to inspect the documents and the reasons thereof..

ARTICLE VI - SIGNING AUTHORITY

- A. The Society Executive is hereby authorized for and in the name of the Society to draw, accept, sign and make all or any bills of exchange, promissory notes, cheques and orders for payment of money, to pay and receive all monies and give acutance for the same subject to the approval of the membership, to assign and transfer to the bank all or any stock, bonds and other securities, from time to time borrow money from a bank, either by overdrawing the account of the Society, or otherwise, and generally for and on behalf of the Society to transact with the said bank any business they may deem fit.
- B. The business as per Article VI A above shall be authorized by not less than two (2) of the designated signing authorities,, one (1) from each of the following:
1. Treasurer or Chairperson
 2. Society Administrator or Principal

ARTICLE VII - MOTIONS

Motions may be made in writing or may be made orally from the floor and no debate shall be permitted except on a motion regularly moved and seconded. No member may speak twice on the same motion or speak longer than ten (10) minutes on any one question without permission from the Chairperson.

Questions of order arising at the meeting of the Society, which not provided for in the by-laws, shall be decided by the Chairperson, subject to an appeal to the meeting, and majority vote of the members ruling.

ARTICLE VIII - COMMITTEES

- A. There shall be three (3) standing committees, (with Director liaison) known as the Finance Committee, the Public Relations Committee, and the Building Committee. Each committee shall appoint from among its members a Chairperson.
- B. The Finance Committee shall:
1. Consist of the Treasurer, the Principal, the Society Administrator and others appointed as necessary.
 2. Make recommendations to the Society Executive for a budget for each year.
 3. Investigate and make recommendations to the Society Executive regarding the raising of funds for the Society
 4. Make recommendations to the Society Executive regarding the payment of Program Fees for children of parents who are unable to pay the required Program Fee

C. The Public Relations Committee shall:

1. Make recommendations to the Society Executive for a plan of action by which Christian education may be advanced and strengthened.
2. Make necessary arrangements and recommendations for carrying out such programs.
3. Work with the committees appointed from the membership of the Society whose duty it shall be to call on parents that are not members of the Society or do not send their children to the school and to visit families moving into the community.

D. The Building Committee shall:

1. Investigate and make recommendations to the Society Executive concerning the proper care, maintenance and adequacy of the building and grounds of the school.
2. Make recommendations to the Society Executive concerning the appointment, work and salary of a custodian.
5. Investigate and make recommendations to the Society Executive regarding future building needs (i.e. expansion).

ARTICLE IX - PROPERTY

There shall be no sale, purchase or lease of real property by the Society Executive without the prior approval being given at a General Meeting of the members.

ARTICLE X - INTERPRETATION

The Society Executive shall be the sole authority for the interpretation of the By-laws and of the Rules and Regulations made hereunder, and the decision of the Society Executive upon any question of interpretation or upon any matter affecting the Society and not provided for by these By-laws, or by the Rules and Regulations made hereunder, shall be final on the members.

ARTICLE XI - TEACHING STAFF

- A. Each member of the teaching staff must give evidence that he/she agrees with the Educational Vision Document and is committed to function in accordance with the same. Part of the commitment to the furtherance of Christian Education in Fort McMurray is membership in the Society. Staff refusing to become members of the Society may be requested by the Society Executive to state the reason for their refusal. All staff as well as the Society Executive shall abide by the terms of the Vision Document entered into by the parties .
- B. The Bible course of study outlining the work for each grade shall be approved by the Principal and may be subject to review by the Society Executive.
- C. The school term shall be determined by the Society Executive in conjunction with the FMPSD. The Society Executive shall determine the necessary changes needed to the school calendar to incorporate professional development from a Christian perspective.
- D. The Principal as the expert in all school matters shall be an advisory to the Society Executive.

ARTICLE XII - DISSOLUTION

In case of dissolution of the Society, the property and moneys belonging to the Society as a body shall be donated after liquidation to AISCA or to Christian Schools Internationals (CSI) or some such Christian educational cause as may be decided by the Society at its meeting called for that purpose in agreement with the intent of this Constitution and in conformity with the laws of the Province of Alberta in this respect.

ARTICLE XIII - LIABILITIES OF MEMBERS

No member of the Society shall, in his individual capacity, be personally liable for any debt or liability of the Society.

ARTICLE XIV - AMENDMENTS TO THE BY-LAWS

The By-laws may be rescinded, altered or added to by a “Special Resolution” defined under the Societies Act as:

1. A resolution passed:
 - a) at a general meeting of which not less than twenty one (21) days’ notice specifying the intention to propose the resolution has been duly given;
 - b) by the vote of not less than seventy-five percent (75%) of those members who, if entitled to do so, vote in person.
2. A resolution proposed and passed as a special resolution at a general meeting of which not less than twenty one (21) days notice has been given, if all members entitled to attend and vote and the general meeting so agree.
3. A resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.

ARTICLE XV – KEEPING AND USING THE SOCIETY SEAL

Fort McMurray Christian School Society, at this time, is not adopting or using a seal.

Revised May, 2013

**SPECIAL RESOLUTION of
FORT MCMURRAY CHRISTIAN SCHOOL SOCIETY
APPROVING AMMENDMENT OF BYLAW**

PASSED ON Tuesday, November 20, 2018

INACTED:

ARTICLE XIV - AMENDMENTS TO THE BY-LAWS

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1. A resolution passed:

- a) at a general meeting of which not less than twenty one (21) days' notice specifying the intention to propose the resolution has been duly given;
- b) by the vote of not less than seventy-five percent (75%) of those members who, if entitled to do so, vote in person.

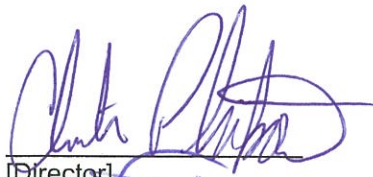
2. A resolution proposed and passed as a special resolution at a general meeting of which not less twenty one (21) days notice has been given, if all members entitled to attend and vote and the general meeting so agree.

3. A resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.

BYLAW AMMENDMENT

ARTICLE II – MEETINGS

A. A meeting of the members of the Society shall be called at any time and place by the Society Executive upon notice in writing to all members at least fourteen (14) days prior to the meeting. A General Meeting will be held at a minimum of once/year.



[Director]

[Director]



[Director]