

# irBALLOT TO VOTE ON RECOMMENDED VCES BYLAW CHANGES BY SOCIETY MEMBERS

**\*Highlighted text indicates the new wording**

PART 2 – OPERATIONAL BYLAWS	VOTE TO ACCEPT
<b>1. ARTICLE 3 – THE BOARD</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>(F) ELECTRONIC MEETINGS - Electronic meetings and voting using video conferencing or teleconferencing, may be conducted in accordance to the Parliamentary Authority as outlined in Robert’s Rules on pages 98-99.</b></p> <p><i>Rationale:</i> To ensure our practices are in accordance with Robert’s Rules of Order and clearly defined in the Society Bylaws.</p>	
<b>2. ARTICLE 4 – DUTIES OF THE BOARD</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>The Board shall:</p> <p>(a) <del>determine</del> <b>oversee</b> school policies in accordance with the constitution and the desire of the Society;</p> <p>(b) appoint <del>qualified principal(s);</del> <b>School Superintendent and approve appointments of</b> administrative-teaching staff and support staff, <b>including principals, assistant principals, directors and managers</b> as needed;</p> <p>(c) devise ways and means for obtaining funds for operating the school(s);</p> <p>(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;</p> <p>(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 <del>Chairman of the Board.</del></p> <p><del>(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.</del></p> <p><b>(f) In investing the funds of the Society, the Board shall not be limited to securities and investments in which trustees are authorized by law to invest but may make any investments which in its discretion are prudent. Subject to the provisions of the Societies Act, a director shall not be liable for any loss which may result from any such investment. To carry out the purposes of the Society the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.</b></p> <p><i>Rationale:</i> (b) Updated wording to reflect new superintendent position and responsibilities. (f) This language was prepared by SCSBC to assist schools in transitioning to the new Society's Act. I believe it was written by Kenneth Volkenant who has done considerable work for SCSBC and whose partner Charles De Jager has served on the SCSBC Board and whom PCS has retained on numerous occasions as counsel.</p>	
<b>3. ARTICLE 5 – <del>THE EXECUTIVE BOARD</del> <b>OFFICERS OF THE BOARD</b></b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>(D) SECRETARY -</b> The duties of the Secretary are:</p> <p>(a) <del>maintain a cumulative up to date roll of the membership in accordance with the current Societies' Act;</del></p> <p>(b) <del>keep the Registrar of Companies up to date in compliance with the requirements of the Societies' Act;</del></p> <p>(c) record the minutes of Board meetings and of General meetings;</p> <p>(d) submit regular reports to the Society, after having been approved by the Board;</p> <p>(e) <del>keep custody of the Seal, which shall not be affixed to any document other than in the presence of the President or appointed substitute;</del></p> <p>(f) <del>be in charge of all general correspondence of the Society;</del></p> <p>(g) give <b>ensure proper</b> notice <b>is given</b> of all <b>board and society</b> meetings.</p> <p><i>Rationale:</i> Title change for better clarification of this section. Updated the duties of the secretary to reflect current practice.</p>	
<b>(E) TREASURER</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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. <b>The Treasurer shall be responsible for making the necessary arrangements for: (a) the keeping of such financial records, reports and returns including books of account as are necessary to comply with the Societies Act and the Income Tax Act; and (b) the rendering of financial statements to the directors, members and others when required.</b></p> <p><i>Rationale:</i> This language was prepared by SCSBC to assist schools in transitioning to the new Society's Act. I believe it was written by Kenneth Volkenant who has done considerable work for SCSBC and whose partner Charles De Jager has served on the SCSBC Board and whom PCS has retained on numerous occasions as counsel.</p>	

<b>(F) REMOVAL OF OFFICERS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Members of the Executive <b>Officers</b> of the Board may be removed as Officers by a majority vote of the Directors. Officers so removed shall remain members of the Board of directors.</p> <p><i>Rationale:</i> Changed to match section title.</p>	
<b>4. ARTICLE 6 – STANDING COMMITTEES</b>	
<b>(A) EDUCATION COMMITTEE</b> <b>IT IS RECOMMENDED TO DISSOLVE THIS COMMITTEE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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:</p> <p>(a) consider matters pertaining to the educational program and policies of the school and make recommendations concerning these to the Board;</p> <p>(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</p> <p>(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:</p> <p>(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</p> <p>(ii) conducting school surveys and reporting findings to the Board.</p> <p><i>Rationale:</i> The committee has not been functioning as outlined in the bylaws for some time now. As well, the tasks listed are generally performed by staff. An Ad Hoc committee or Task Force could be created when specific needs arise.</p>	
<b>B) DEVELOPMENT COMMITTEE</b> <b>IT IS RECOMMENDED TO DISSOLVE THIS COMMITTEE.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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.</p> <p><i>Rationale:</i> Recommend dissolving this committee as these duties/tasks are currently overseen and performed by the Advancement Department</p>	
<b>C) FINANCE COMMITTEE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>This Committee is comprised of at least: <b>Superintendent, Business Manager,</b> two Board members (one of which shall be the Treasurer), <del>two administrators</del> and <b>may include up to</b> two Society members.</p> <p>The committee shall:</p> <p>(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:</p> <p>(i) review of the annual report of the auditors;</p> <p>(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</p> <p>(iii) provide for the Board an annual insurance risk assessment of the Society;</p> <p>(b) recommend a budget for the ensuing year;</p> <p>(c) make recommendations to the Board regarding short term assistance to parents who are unable to meet the full cost of Christian education.</p> <p><i>Rationale:</i> Updated wording to reflect new superintendent and business manager positions.</p>	
<b>(D) EMPLOYEE RELATIONS COMMITTEE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>This Committee is comprised of at least: <b>Superintendent and/or designate,</b> two Board members, one secondary teacher, one elementary teacher, two support staff members (one secondary and one elementary), and <del>two</del> <b>may include one</b> Society member.</p> <p>The committee shall:</p> <p>(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;</p> <p>(c) promote fair and equitable treatment for all teaching and support staff;</p> <p>(d) enhance clear, productive, supportive communication between the Board and staff; and</p> <p>(e) facilitate conflict resolution.</p> <p><i>Rationale:</i> Due to financial considerations, it was felt there needs to be a member on the committee who is aware of the overall budget implications. Reduction of 2 society members to 1, to accommodate the addition of the Superintendent.</p>	

<b>(E) CAMPUS RENEWAL COMMITTEE:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>This Committee is comprised of at least: <b>Superintendent and/or designate</b>, one Board member, <del>two administrators</del>, two staff members (one secondary and one elementary) and <b>may include</b> one Society member. The committee shall:</p> <p>(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;</p> <p>(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;</p> <p>(c) provide recommendations to the Board on the long range planning and goals related to the Campus Master Plan; and</p> <p><del>(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.</del></p> <p><i>Rationale: Added in Superintendent and/or designate due to new position. Recommend removing (d) as this pertains to the operational side of the everyday running of the school and therefore does not fall under this committee mandate. Changing “may include” allows freedom to select a society member who may have specific interest/skills for a certain project and at other times not bind the committee to having to find a society member just to comply.</i></p>	
<b>(F) GOVERNANCE COMMITTEE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>This Committee is comprised of at least: <b>Superintendent and/or designate</b>, one Board member, one elementary staff member, one secondary staff member and <b>may include</b> one Society member. The committee shall make recommendations to the Board about matters of policy and procedure, including but not limited to the following:</p> <p>(a) bylaw changes;</p> <p>(b) nomination and election of Board members;</p> <p>(c) changes to the Board’s policies and procedures;</p> <p>(d) conflict of interest matters involving the Board or Board committees;</p> <p>(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).</p> <p>In the context of Committee composition in this Article 6:</p> <p>(a) “Society member” means a Society member who is not also a member of the Board or staff; and</p> <p>(b) “staff member” means an employee in a non-administrative role.</p> <p><i>Rationale: Added in Superintendent and/or designate due to new position. Changing “may include” allows freedom to select a society member with specific interest/skills for a specific project and yet not bind the committee to having a society member just to comply.</i></p>	
<b>5. ARTICLE 7 – ORDER OF PROCEDURES AT BOARD MEETINGS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ol style="list-style-type: none"> <li>1. Opening devotions</li> <li>2. Roll Call</li> <li>3. Dealing with Minutes</li> <li>4. Business arising from Minutes</li> <li>5. Reading of papers and correspondence</li> <li>6. Report of the <del>Principal(s)</del> <b>Superintendent</b></li> <li>7. Report of the Standing Committees</li> <li>8. Report of the Special Committees</li> <li>9. Consideration of unfinished business</li> <li>10. Consideration of new business</li> <li>11. Adjournment</li> </ol> <p><i>Rationale: Updated to accommodate the new Superintendent position.</i></p>	
<b>6. ARTICLE 8 – FINANCES</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><del><b>ARTICLE 8 – FINANCES:</b></del> <b>IT IS RECOMMENDED TO REMOVE THIS ARTICLE.</b></p> <p><del>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:</del></p> <p><del>(a) membership fees, to be determined each year at the Annual Meeting;</del></p> <p><del>(b) donations by the members of the Society;</del></p> <p><del>(c) tuition fees by the parents of the children attending the school(s);</del></p> <p><del>(d) special donations, church offerings, contributions.</del></p> <p><i>Rationale: The Committee recommends this Article be removed as the information is covered under the “(C) FINANCE COMMITTEE” section.</i></p>	

**7. ARTICLE 9 – THE STAFF**

YES  NO

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.

- 9.1** The Board shall select and appoint a Superintendent of the Society for a fixed or indefinite term, and set the terms of their duties, responsibilities and employment.
- 9.2** The Superintendent shall be the chief executive officer of the Society and an employee of the Society. The Superintendent is entitled to receive notice of and to attend all meetings of the Board and of all Board committees but shall not be entitled to vote at meetings of the Board or committee. The Superintendent shall exercise general supervision over the business and affairs of the Society as assigned to the Superintendent by the Board and shall possess and exercise such powers and perform such other duties as are from time to time assigned to the Superintendent by the Board.
- 9.3** If the position of Superintendent becomes vacant, the Board shall strike an *ad hoc* committee comprised of no less than three directors whose responsibility shall be to recommend to the Board a broadly-based process (that includes significant stakeholder involvement and in particular staff) and timeline for selecting and appointing a new Superintendent, including methods of recruiting, screening, interviewing and selecting candidates. The Board shall not delegate to any committee the authority to finalize the appointment of a new Superintendent. The Board may decide to appoint an interim Superintendent, while a search for a Superintendent takes place.

*Rationale:* Updated to accommodate the new Superintendent role. The staffing references and details of hiring practices are already in numerous other places as well as the reference to Teachers needing to be Christians is covered under **ARTICLE 3 Elements of Christian Education – C) Teachers**, therefore statements do not need to be here. Hiring of a Superintendent wording is from SCBC template.