



Pacific Christian School
TRANSFORMATIVE LEARNING

**CONSTITUTION AND BY-LAWS OF THE
VICTORIA CHRISTIAN EDUCATION SOCIETY**

ELEMENTARY SCHOOL

Pre-School, Grades K - 7

671 Agnes Street

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SECONDARY SCHOOL

Grades 8 - 12

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VICTORIA CHRISTIAN EDUCATION SOCIETY

With the following principles as basis for a distinctively Christian philosophy of education, **PACIFIC CHRISTIAN SCHOOL** is committed to an individualized program of instruction that helps children gain a true Biblical perspective of WHO they are and prepares them for a life of dedication and service to God, which will be the best preparation for a life of fullness and joy.

By developing a sense of goal-directedness coupled with skills of self-discipline and self-evaluation, children will be equipped to develop their talents.

CONSTITUTION

OF THE VICTORIA CHRISTIAN EDUCATION SOCIETY

ARTICLE I - NAME

The name of the Society is **VICTORIA CHRISTIAN EDUCATION SOCIETY**.

ARTICLE 2 - THE PURPOSES OF THE SOCIETY

- (A) To attract parents who are willing and desirous to seek for their children an education which is directed by God's all-powerful Word, and have these children trained to help them acquire and grow in a Christian world and life view.
- (B) To provide, direct, advise on and carry out a curriculum of Christian schools from Kindergarten to grade 12 based on the principles as set forth in Articles 1, 2 and 3 of the Foundational Bylaws.
- (C) To hold as Trustees or otherwise own, buy, sell, convey, mortgage, lease and otherwise deal in lands and properties, calculated to help and effect the above-mentioned objects and that generally may benefit the Society.

BYLAWS

OF THE VICTORIA CHRISTIAN EDUCATION SOCIETY

PART 1 - FOUNDATIONAL BYLAWS

ARTICLE 1 - BASIS

The basis of the Society is the Word of God, the Bible, which we hold in its entirety to be the infallible revelation of God. We hold the following truths to be fundamental and self-evident teachings from the Word of God:

- (A) God is one, yet three persons, co-equal; the Father, the Son, the Holy Spirit;
- (B) The Father is the Creator of heaven and earth, having created life and substance by a direct creation act, and furthermore, upholding and directing all things according to His will and by His power;
- (C) He reveals himself, as well as His will for man through His written Word, the Bible, and especially in these last days He has spoken unto us through Christ, the incarnation of the Eternal Word;
- (D) Christ is both truly God and truly man, born of the Virgin Mary;
- (E) His death on the cross was a substitutionary atonement for the sins of all who believe in Him as their Saviour;
- (F) He arose from the grave, a physical, personal resurrection;
- (G) He shall come again, a personal return, upon the clouds of heaven, to judge the living and the dead, and to bring about a new heaven and a new earth;
- (H) All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit;
- (I) Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ;
- (J) The believer, saved by grace, as a new creature in Christ, through the gifts of the Holy Spirit, will manifest a joyful, living witness to the saving power of Christ.

ARTICLE 2 - RELIGIOUS PRINCIPLES

- (A) **CREATION** - The universe and all things created by God in the beginning were made good and perfect as we read in Genesis 1:31: "And God saw everything that He had made, and behold it was very good."

- (B) MAN** - Man was created by God in His own image (Genesis 1:26, 27) to enjoy fellowship with his Creator. Furthermore, man endowed with special gifts far above any other living creature, received the mandate to have dominion over all things in accordance with God's will to His honour and glory. (1 Cor. 10:31)
- (C) SIN** - Sin, consisting of man's estrangement from God, his fellow man and the world, disrupts the education of children, and brings about man's blindness to the true meaning of life and his incapacity to reach for the true purpose of life. (Ephesians 2:1-6)
- (D) JESUS CHRIST** - Jesus Christ is God's provision (Genesis 3:15) to remove His curse and wrath so that through Him, man and creation would be redeemed and reconciled to God (John 3:16). All those who by a true faith accept Jesus Christ as God's provision are no more under condemnation but are reconciled with God (Romans 8:1,2). There is no other way of reconciliation with God than through Jesus Christ (Acts 4:12). Through Jesus Christ, there is a renewal of our educational endeavours because He is the Redeemer of our corrupted life in its entirety.
- (E) THE BELIEVER** - A person is a believer when by a true faith he trusts in Christ alone for his salvation (Acts 16:31), is born again through the power of the Holy Spirit (John 3:3), and through being in Christ bears the fruit of the Spirit (John 5:1-7).
- (F) THE KINGDOM OF GOD** - Through His perfect sacrifice and obedience to God's will, Christ received dominion over all things (Psalm 72:8; Matthew 28:18). It is the proper and urgent mandate to all believers to "Go therefore and make disciples of all nations...teaching them to obey all I have commanded you" (Matthew 28:19,20), and thus, as members of the Kingdom of Heaven, to defend and further this recognition of Christ's Lordship in all areas of life.

ARTICLE 3 - ELEMENTS OF CHRISTIAN EDUCATION

- (A) THE CHRISTIAN SCHOOL** - The purpose of the Christian school is to help educate children for a life of obedience to their calling in this world as image bearers of God. This calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be faithful stewards in their God-given task.
- (B) PARENTS** - The responsibility of the DIRECTION of education rests primarily upon the parents to whom children are entrusted by God. Since the Bible teaches that all of life is subject to God's rule (Philippians 2:9-13; Deuteronomy 11:18-21) and that the fear of the Lord is the beginning of knowledge (Proverbs 1:7). Christian parents should continually strive to provide for their children Scripturally based teaching at home, at church and at school.
- (C) TEACHERS** - In addition to being a believer (Art 1 Sec. E) the teacher reflecting at all times by word and example, the love of Christ and the honour of God, should possess the highest academic standards.

(D) STUDENTS - Children as image-bearers of God, are a heritage of the Lord (Psalm 127:3), and should be brought up in the fear and admonition of the Lord (Proverbs 22:6). Students, having a variety of abilities, but being born in sin, are in need of guidance and instruction, so that they may be allowed to develop their bodies, minds and spirits to the glory of God. Their total potential and uniqueness should be taken into account when they are taught in a Christ-centered manner.

(E) THE CHRISTIAN COMMUNITY - Since Christian education plays an important part in the furtherance of the Kingdom of God, not only parents, but the entire Christian community has a responsibility to establish and maintain Christian schools.

(F) EDUCATIONAL FREEDOM - Christian education given in accordance with legitimate standards and provision should receive full recognition and freedom within the society.

ARTICLE 4 - NON-PROFITS

The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its objects.

ARTICLE 5 - DISSOLUTION

In case of dissolution of the Society the assets of the Society shall be donated to such Canadian Christian charitable organization as the Society may determine by special resolution.

ARTICLE 6 - AMENDMENTS

A 95% vote approval, of the society members in attendance, will be required to make any amendments to **Foundational Bylaws Articles 1 to 5**.

PART 2 – OPERATIONAL BYLAWS

ARTICLE 1 - MEMBERSHIP

(A) ELIGIBILITY - Membership in this Society is restricted to those persons over the age of eighteen, who are wholeheartedly committed to the principles set forth in the Constitution and Bylaws of this Society.

(B) APPLICATION and FEES - Application shall be made to the Board.
To confirm that membership is based on the requirement of “wholehearted commitment to the Society’s principles” in accordance with section (A), and outlined in Article 2 of the Foundational Bylaw:

1. All applications will include a positive pastor's reference.

2. All applicants will be required to attend a Society Information Seminar (SIS) prior to the acceptance of their application by the board.

The SIS will be offered at least once per year between September and December. Notice of the seminar will be provided at least one month in advance. The session will cover pertinent facts about the society and its school(s), such as:

- The purpose of the society (Article 2 of the VCES Constitution)
- The basis of the Society (Article 1 of the VCES Foundational Bylaw)
- The religious principles (Article 2 of the VCES Foundational Bylaw) (commitment is a requirement of membership)
- The educational approach of the society (Article 3 of the VCES Foundational Bylaw)
- the privileges and the obligations of membership (Article 1, s.(C) of VCES Operational Bylaw).

An annual membership fee (the amount of which shall be confirmed annually and posted publicly alongside annual tuition rates) shall be collected prior to the beginning of the AGM. Parent members shall be deemed to have paid this fee as part of their tuition payments. Staff members shall be deemed to have paid this fee as part of their salary and benefits.

If membership is granted, the applicant will become and remain a member in good standing, provided membership fees are fully paid up and membership has not been terminated under Art. 1 subsection (D) - Cessation of Membership.

(C) PRIVILEGES AND OBLIGATIONS - Only members in good standing may share in the privileges of the Society. Such members have the right to speak and to vote on all matters legally before the meeting. Such members have the right to serve on the Board and/or committees.

(D) CESSATION OF MEMBERSHIP

A person shall cease to be a member of the Society:

- (a) by notifying the Board of his resignation;
- (b) on his death or dissolution of the Society;
- (c) on being expelled; or
- (d) when his membership fees are in arrears for more than 12 months.

(E) EXPELLING A MEMBER - The Board may terminate a membership where there is continued delinquency in meeting the obligations of membership by giving notice in writing, stating the reason(s) for termination. Membership so terminated may be appealed in writing to the Board within thirty days from the date of notice.

ARTICLE 2 - MEETINGS

(A) ANNUAL MEETING - The Annual membership meeting shall be held between May 15 and June 15. At this meeting the Board shall present for approval the Annual Budget and its program of action for the ensuing year and new Board members shall be elected.

- (B) FALL MEETING** - A second society meeting may be held in the fall.
- (C) SPECIAL MEETINGS** - Special meetings CAN be called by the Board and shall be called within thirty days upon the written request of at least twenty-five percent of the members in good standing.
- (D) CALLING OF MEETINGS** - For any regular or special meeting the Board shall notify all members of date, time, place and agenda. At least 14 days' notice shall be given. The accidental omission to give notice to a meeting to, or the non-receipt of a notice by any of the members does not invalidate proceedings at that meeting. In special cases members may waive or reduce the period of notice for a particular meeting by unanimous consent.
- (E) VOTING AT MEETINGS** - Decisions shall be determined by a show of hands. Elections shall be determined by secret ballot. A simple majority of votes shall determine the issue in each case, except where otherwise required by the Societies' Act or this Constitution or by special decision by the Board. Acceptance of votes by proxy shall be determined at the meeting with each issue.
- (F) ACCESS TO BOOKS AND RECORDS** - All documents of the Society excluding student files, teacher files and donation and tuition records, shall be available for inspection to the Directors and members of the Society during normal business hours upon giving the Board of Directors twenty-one days written notice of such intention. Records to be viewed on school property and may not be copied or removed.

ARTICLE 3 - THE BOARD

- (A) NUMBER AND DURATION OF TERMS** - The Board of the Society shall consist of no less than seven and no more than ten persons to be elected by the Society at its first stated meeting. The term of office shall be three years. In order that each year an approximate equal number of the Board may retire, at the first stated meeting it shall be decided which members shall serve for one year, two years or three years. No Board member shall serve for more than two consecutive terms. The term of office of a retiring Board member(s) ends upon the adjournment of the Annual membership meeting held in the year in which the Board member's term ends. The term of office of newly elected Board member(s) begins upon the adjournment of the Annual membership meeting.
- (B) NOMINATIONS** - At least 35 days before the Annual meeting a written call for nominations, accompanied by nominating papers, and a description of balloting procedures, shall be issued by an appointed NOMINATING COMMITTEE to all members in good standing. Completed nominating papers, signed by the nominee and two nominators and containing a brief sketch of the nominee, may be submitted to the Board no later than twenty-one days before the Annual meeting. The chair shall appoint a balloting committee.
- (C) VACANCY** - In the event of a mid-term vacancy in the Board, the Board may fill such a vacancy by appointing a society member in good standing for the remainder of the vacated term, subject to the approval of the next general meeting.

(D) FREQUENCY OF MEETINGS - The Board shall have a minimum of 8 board meetings per school year.

(E) REMOVAL OF DIRECTORS - Directors shall cease to hold office upon their ceasing to be members of the Society. Twenty-five percent of the members in good standing can require the Directors to call a special meeting of the Society for the purpose of removing a Director of the Board of Directors and/or substituting a new Director in that position.

(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.

ARTICLE 4 - DUTIES OF THE BOARD

The Board shall:

- (a) oversee school policies in accordance with the constitution and the desire of the Society;
- (b) appoint a School Superintendent and approve appointments of administrative staff, including principals, assistant principals, directors and managers as needed;
- (c) devise ways and means for obtaining funds for operating the school(s);
- (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;
- (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 Board.
- (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.

ARTICLE 5 - OFFICERS OF THE BOARD

(A) OFFICES - At the first meeting after the Annual Meeting at which new Board members have been elected, the Board shall elect from its own number a President, Vice-President, Secretary and Treasurer;

(B) PRESIDENT - Ordinarily, it shall be the duty of the President to preside over all meetings of the Board and the Society. The President is ex-officio a member of all committees, except the Nominating Committee, and shall be notified of all meetings. It is the duty of the President to acquaint himself with the current business of the Board and of the Society and with the parliamentary authority by which the meetings are governed.

(C) VICE-PRESIDENT - The Vice-President shall assume duties when the President or any other executive member is absent or for any other reason cannot perform his duty.

(D) SECRETARY – The duties of the Secretary are:

- (a) record the minutes of Board meetings and of General meetings;
- (b) submit regular reports to the Society, after having been approved by the Board;
- (c) to ensure proper notice is given of all board and society meetings.

(E) TREASURER - 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

(F) REMOVAL OF OFFICERS – Officers 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.

ARTICLE 6 – STANDING AND AD HOC COMMITTEES

Standing Committees: Standing committees have a membership composition and function defined in the bylaws and convene regularly, meeting at least five times a year. These committees address a range of issues within a set topic, contributing to the ongoing functions of the board and society.

Ad Hoc Committees: Ad Hoc committees are formed for a specific purpose or issue, existing only for the duration necessary to address the designated purpose. The board has the authority to establish ad hoc committees, determining their membership composition at the time of convening. Generally, the membership composition of standing committees serves as a reference point for forming ad hoc committees. Once the ad hoc committee fulfills its purpose, or at a time determined by the board, it is automatically dissolved, and its responsibilities are considered concluded.

Although by their nature Ad Hoc committees are created to address current needs, things like significant campus improvement projects are particularly well suited to this type of committee.

(A) FINANCE COMMITTEE – This Committee is comprised of at least: Superintendent, Business Manager or equivalent, two Board members (one of which shall be the Treasurer), and may include up to two Society members. The committee shall:

- (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:
 - (i) review of the annual report of the auditors (including things such as the management letter regarding internal control concerns if one has been prepared);
 - (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
 - (iii) provide for the Board an annual insurance risk assessment of the Society;
- (b) recommend a budget for the ensuing year;
- (c) make recommendations to the Board regarding short term assistance to parents who are unable to meet the full cost of Christian education.

(B) EMPLOYEE RELATIONS COMMITTEE – This Committee is comprised of at least: Superintendent and/or designate, two Board members, one secondary teacher, one elementary teacher, two support staff members (one secondary and one elementary), and may include one Society member.

The committee shall:

- (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;
- (c) promote fair and equitable treatment for all teaching and support staff;
- (d) enhance clear, productive, supportive communication between the Board and staff; and
- (e) facilitate conflict resolution.

(C) DEVELOPMENT COMMITTEE – This Committee is comprised of at least: Superintendent, two Board members, and additionally the Board Chair, the Advancement Director, and ideally two other non-staff/board members. The committee shall:

- (a) recommend and monitor the school's Strategic Development Plan;
- (b) participate in the identification, engagement, evaluation, solicitation, recognition, and stewardship of donors and prospects;
- (c) involve other board members and appropriate members of the wider community in the committee's work.
- (d) Approve and monitor the school's development policies and ethical practices.

(D) HEAD OF SCHOOL (SUPERINTENDENT) SUPPORT AND EVALUATION COMMITTEE (HSEC) - This committee is comprised of the Superintendent and three board members (typically the Board chair, vice chair and one other). The committee shall:

- (a) Provide regular support, prayer, and accountability for the Superintendent;
- (b) Assist with the annual Superintendent goal setting and tracking process;
- (c) Facilitate the Annual Evaluation of the Superintendent;
- (d) Recommend to the Board and the Governance Committee governing policies related to the Superintendent.
- (e) Provide a venue for preliminary conversations prior to Board meetings to ensure things like the Superintendent's reports are as helpful as possible to the full Board.
- (f) Recommend annual compensation for the Superintendent.

(E) GOVERNANCE COMMITTEE - This Committee is comprised of at least: Superintendent and/or designate, one Board member, one elementary staff member, one secondary staff member and may include one Society member. The committee shall make recommendations to the Board about matters of policy and procedure, including but not limited to the following:

- (a) bylaw changes;
- (b) nomination and election of Board members;
- (c) changes to the Board's policies and procedures;
- (d) conflict of interest matters involving the Board or Board committees;
- (e) the composition and development of the Board or Board committees; compliance of policies and procedures with the Constitution, the Bylaws, and the Society's parliamentary authority (Robert's Rules).

In the context of Committee composition in this Article 6: (a) “Society member” means a Society member who is not also a member of the Board or staff; and (b) “staff member” means an employee in a non-administrative role.

ARTICLE 7 - ORDER OF PROCEDURES AT BOARD MEETINGS

1. Opening devotions
2. Roll Call
3. Dealing with Minutes
4. Business arising from Minutes
5. Reading of papers and correspondence
6. Report of the Superintendent
7. Report of the Standing Committees
8. Report of the Special Committees
9. Consideration of unfinished business
10. Consideration of new business
11. Adjournment

ARTICLE 8 - THE STAFF

- A. 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.
- B. 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.
- C. 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.

ARTICLE 9 - PARLIAMENTARY AUTHORITY

The rules in the most current edition of "Robert's Rules of Order" shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rule of order the Society may adopt.

ARTICLE 10 - AMENDMENTS OF BYLAWS

These By-Laws may be amended at any regular meeting of the Society by special resolution passed by seventy-five percent majority vote, provided that the amendment(s) has (have) been submitted in writing at least twenty-eight days prior to the meeting.