

**CONSTITUTION & ADMISSION POLICY OF
THE WALLACEBURG CHRISTIAN SCHOOL SOCIETY**

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ARTICLE I: NAME

The Society bears the name "Wallaceburg Christian School Society". It is located in Wallaceburg, Ontario

ARTICLE II: BASIS

The basis of the Society is the infallible Word of God as interpreted by the Reformed standards, expressly the Belgic Confession, the Heidelberg Catechism, the Canons of Dordt, and the Westminster Confession of Faith

The Society is governed by the following guiding principles, based on God's Word and contained in the Reformed standards, for the promotion of Christian Education:

- a. That all things have been created to the end that the Triune God maybe glorified through them.
- b. That all knowledge and instruction must begin and end with Him, who created all things, and to whom all things belong.
- c. That Jesus Christ, the Son of God, is God's anointed King over all things, and that He must be acknowledged as King in every sphere of our lives.
- d. That God by His wise covenant arrangement has appointed the parents responsible for the training of the child, to the end that God and His glory shall be central and supreme in the total experiences of life.
- e. That the training of the child shall be continued under the responsible supervision of the parents, in a school that carries out the basic God-honouring, God-centered program begun in the home, inasmuch as the school is the extension of the home

ARTICLE III: PURPOSE

The purpose of the Society is to maintain and promote Christian Education by means of Christian day schools for elementary and secondary educations for the daily instruction of children. Such education is to be in accordance with Article II, and directed toward the end that these children may occupy their places worthily in society church and state.

ARTICLE IV: MEMBERSHIP

(Approved Jan 9th, 1988)

Section 1 – DEFINITION: Members are those who:

1. express agreement with the basis and purpose of the society as expressed in the constitution
2. and are at least 18 years of age.

Section 2 – ELIGIBILITY:

All those who meet the requirements of Section 1 are eligible for membership in the society.

Section 3 – APPROVAL: Members

1. All those who are eligible may apply for membership in the society.
2. All applications shall be reviewed by the board at the next board meeting.
3. The board shall inform applicants of their decision.

Section 4 – REQUIREMENTS

To pay annually, the membership fee set by the board.

Section 5 – RIGHTS

1. Each member shall have the right to vote.
2. Each member is eligible to serve on the board and committees of the society.

Section 6 – OBLIGATIONS

1. Each member is obliged to prayerfully and financially support the needs of the society.
2. Each member is obliged to promote the objectives of the Society.
3. Each member is obliged to render services as he or she is able.
4. Each member is obliged to attend and participate as much as possible in all duly called membership meeting of the Society.

Section 7 – Termination of Membership:

1. Membership in the society can be terminated by resignation in writing such letters to be sent to the secretary of the Board.
2. Membership may be cancelled by the board.

ARTICLE V: BOARD OF DIRECTORS

Section 1 – MEBERSHIP: *(Amended Fall 2005)*

The Board of Directors shall consist of at least 7 members, so constituted that the various groups within the Society are represented proportionately in the Board. The term of office shall be for three years: Board members may be eligible for re-election for a second **3** year term which may run consecutively.

Section 2 – OFFICERS:

Each year at the first Board meeting after members have been elected, the Board shall appoint by election a president, vice-president, secretary and treasurer with duties as outline in the By-laws of this constitution

ARTICLE VI: DUTIES OF THE BOARD

The Board of Directors shall have the following duties:

1. Determine the school policies in harmony with constitution and the by-laws, and accordance with the decision of the Society.
2. Further the general interests of the Society, and maintain and enforce the rules and regulations governing the Society.
3. Appoint a Principal and teaching staff who are qualified to carry out the educational program and policies of the school.
4. Administer the properties and funds of the Society devise ways and means for obtaining the necessary funds to operate the school, and give an annual financial report to the Society.
5. The Board shall appoint an auditing committee of the two (2) Society members to audit the treasurer a books. Of these two, one shall be replaced annually.
6. Appoint one of its own members who together with a Society member shall visit once every month to assure itself of the faithful carrying out of the school's educational program an policies.
7. Propagate the cause of Christian Education in the community by means of public meeting, educational literature, etc., and promote this cause in the general, through the District Alliance and Christian Schools International.

8. Appoint out of its membership such committees as it may deem necessary for the performance of its duties.
9. Propose by-laws deemed necessary for adoption of the Society. Such by-laws are to contain nothing which is in conflict with the Constitution.

ARTICLE VII: FINANCES

The funds necessary for the operation of the school shall be obtained from its members. Additional funds required to meet the budget shall be raised by subscriptions by members, church offering, donations, fund drives and other legitimate sources.

ARTICLE VIII: MEETINGS

The Society shall hold the annual business meetings in September of each year. Special meetings may be called by the president upon decision of the Board when a meeting is necessary, or when a meeting is requested by at least 10 members in writing, stating the reason(s) for this request. Society members shall be notified in writing whenever such a meeting is to be held.

ARTICLE IX: TEACHING STAFF

Section 1 – APPOINTMENT:

The Principal and teachers shall be appointed by the Board after careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.

Section 2 – BASIC REQUIREMENT:

All members of the teaching staff must declare in writing their unconditional agreement with Article II and III of this constitution; the teachers must be members of a church whose doctrine is in agreement with these articles, much be scripturally sound in their teaching; and much be born-again Christians leading exemplary Christian lives.

Section 3 – CONTRACTS:

All teachers, as well as the Board, shall abide by the terms of the contract, entered into by both parties. The term of the contract shall become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a teacher who proves to be unfit for the work because such teacher's personal life or instruction conflicts with the basis and purpose of this organization. The substance of this article and pertinent elements from the by-laws shall be made a part of all contracts entered into with members of the teaching staff.

ARTICLE X: AMENDMENTS:

This constitution, together with the by-laws, may be amended by a two-thirds vote of the members of the Society present, provided that two weeks previous notice has been sent to each member stating the desire change. Articles II, III, and X of this constitution are not subject to change.

ARTICLE XI: DISSOLUTION

This Society shall not be dissolved other than by a two-third vote of the membership. If all members are not present at a duly called meeting, either in person or by proxy, then a two-thirds vote of those present at the following meeting shall decide. Upon decision to dissolve, the properties and monies belonging to the Society shall, after liquidation, be donated to such Christian Education cause or causes as the Society may determine, such cause or causes to be as nearly as possible similar to the purpose of the Society as set for t in Articles II & III.

ARTICLE XII

Should the school be operated jointly with another Christian School Society, the term Board in the Articles describing the duties of the Board shall be taken as meaning the combined Boards of the Societies. This applies to the following duties: The employment of personnel, the establishing of the school curriculum, the supervision in respect to the quality and Christian character of the education, and the development and enforcement of a pupil-admission policy.

BY-LAW OF THE CONSTITUTION

ARTICLE I: MEMBERSHIP DUES

The annual membership dues shall be determined each year at the Society meeting upon motion by the Board.

ARTICLE II: BOARD OF DIRECTORS

Section 1 – TIME OF ELECTION:

(Amended Fall 2004)

Election of Board members shall take place at the annual *spring membership meeting*. ***Newly elected board members will attend meeting together with the outgoing members until September when the new school year begins. Outgoing members will be relieved at the September board meeting.*** Election shall be by secret ballot. If after the second ballot the required number is not chosen, election shall be between those having the highest number of votes. In the event of a tie vote, the oldest in years shall be chosen.

Section 2 – EXPIRATION OF TERM OF OFFICE:

The terms of office shall be so arranged for the respective members that two Board members retire annually except for the third year when three members retire.

Section 3 – NOMINATIONS:

Two candidates for each vacancy shall be nominated by the Board. Further nomination from the floor shall be allowed.

Section 4 – VACANCIES OF UNEXPIRED TERMS:

Vacancies occurring within the Board must be filled within six months. Newly elected members shall serve for the unexpired terms of the predecessors.

ARTICLE III: DUTIES OF THE BOARD MEMBERS

SECTION 1 – PRESIDENT:

It shall be the duty of the president to preside at all meetings of the Board and the Society, and to enforce the provisions of the constitution and the by-laws. In conjunction with the secretary he determines the time and place of the meetings, signs the minutes of all meetings together with the secretary. In matters Requiring immediate attention he makes decisions in consultation with the secretary and renders a report of such action at the next Board Meeting.

SECTION 2 – VICE-PRESIDENT:

The Vice-President shall assist the president whenever possible in the discharge of his duties. In the absence of the president, the vice-president shall take his place.

SECTION 3 – SECRETARY:

In addition to the duties mentioned in Section 1 of this article, the Secretary shall record the minutes of all Board and Society meetings, he shall be responsible for the safe keeping of Official documents of the Organization, he shall conduct all correspondence, he shall keep the president informed of the correspondence he has received. He notifies the members of the time and place of the meeting. He will ensure that a complete membership list is available at each general meeting.

SECTION 4 – TREASURER:

The treasurer is entrusted with the funds of the Society, and makes all disbursements. He receives all funds and keeps a record of all receipts. All monies received by the Society and him shall be deposited in the name of the Society in a chartered bank approved by the Board. All Disbursements shall be made by cheques. Any amount in excess of \$2,000 (two thousand dollars) will require a second signature. At the end of each fiscal year he is to make a financial report of all receipts and disbursements. Each year the treasurer's books shall be audited by an auditing committee consisting of two members of the Society, appointed by the findings to the members. The treasurer shall give a semi-annual report to the Board. In case a shortage of funds, the treasurer is to notify the president of the Board without delay.

ARTICLES IV: MEETINGS

SECTION 1 – THE BOARD:

The Board will meet at least once very month. If a least 3 board members request a special meeting, the president shall call such a meeting within one week.

SECTION 2 – THE SOCIETY:

At the annual meeting the election of Board members will take place. The Treasurer will present a complete financial report. All items for business and matters for decision are presented by the Board for consideration. The Board will decide whether such proposals are to be presented to the membership. A special meeting of the Society may be called whenever at least 10 members of the Society request the Board to do so, stating general meeting shall be called within 4 weeks of such request. All Society members must be informed about the complete agenda for the general meeting at least 5 days prior to the meeting. Voting about persons shall be done by secret ballot. All other matters are voted on by a show of hands.

ARTICLE V: THE STAFF

SECTION 1 – COURSE OF STUDY:

A course of study outlining the work of each grade shall be prepared by the Principal, in collaboration with the teaching staff. After approval by the Board, such course study shall govern all instruction in the school. This course of study shall meet the educational requirements which the law requires, and shall provide, in addition, for instruction in Bible knowledge, Church History and Mission to which subject matter

ample time must be devoted, without giving occasion for dissension amount the various groups represented in the society.

SECTION 2 – APPOINTMENT:

It shall be a understanding in the Board that in the appointment of the teachers the fact that the Society maybe made a different church groups shall be taken into consideration

SECTION 3 – ATTENDANCE AT BOARD MEETINGS:

The Principal shall regularly give a report at the Board meetings. Other members of the teaching staff shall attend the Board meeting when requested to do so, or when they themselves have a matter to present to the Board, in which case they must inform the Principal beforehand.

SECTION 4 – SCHOOL TERM:

The school term shall be determined by the Board with provision for holidays, vacation and leave of absence for sickness as may be decided upon by the Board. For special leave, request in advance must be made to the president The Principal must also be informed of such request.

SECTION 5 – EVENTUAL DIFFICULTIES:

In the event of difficulties between a member of the staff and the Board, which cannot be solved, an arbitration committee shall be appointed, consisting of six (^) persons, tow selected by the Board, two by the staff members, and the fifth and sixth chosen by the other four. If this fails, then the matter will be brought up before the Society, and whatever the Society decides shall then be binding for both parties

ARTICLE VI: AMMEDEMENTS

Amendments to the Constitution or the By-laws may be proposed by the Board, or a least 10 members of the Society. Proposed changes by the members must be sent in writing to the Board at least 6 weeks before a meeting of the Society.

ARTICLE VII: INTERPRETATION OF REGULATIONS

Whenever a difference arises regarding the interpretation of an article in either the constitution or the by-laws, or concerning a matter not specifically covered in them, the final decision rests with the Board.

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ADMISSION POLICY OF WALLACEBURG CHRISTIAN SCHOOL, WALLACEBURG, ONTARIO

The admission policy of the Christian school should seek to be consistent with the constitution and by-laws of the school and the basic objectives lay down by the association.

In addition to providing Christian Education to our member's children, there should also be a desire to be a public service to the community and to promote Christian Education wherever possible. This would include Christian higher education in both university and high school. Therefore, an admission policy may not be completely open or closed, and the following would apply

- 1.** All students should fill the requirements set by the Ontario Department of Education. (age, etc.)
- 2.** All students enrolled should be physically, emotionally and mentally able to follow the learning processes of the school.
- 3.** Children and dependents of the member shall be admitted.
- 4.** Parents, especially those of Christian conviction, should be encouraged to enroll their children in the Christian school. A committee should be appointed by the Board consisting of the Principal and a Board member to interview these parents in order to maintain:
 - a.** The Christian character of the school.
 - b.** The Christian environment of the school.
 - c.** To obtain assurance with supporting evidence if possible, that the student from whom the application is being made is neither an academic, social or emotional problem, and to determine that this is not the reason for seeking enrolment.
 - d.** The committee should also see to it that a satisfactory financial arrangement is made.
- 5.** The Board, may as a temporary measure, deny admission to children of non-members if the school cannot provide the facilities to accommodate the student due to class load, building space or other legitimate reasons.