

# **Trinity Christian School Association Bylaws**

**Approved: June 21, 2017**

## **Preamble**

The Board of Trinity Christian School Association #9946 (hereinafter the "Board") has accepted responsibility to operate a non-denominational independent Christian school since 1994, based on Christian doctrine as outlined in the Constitution of the Association (hereinafter the "Constitution").

The Board has accepted the responsibility of an associate private school to supervise home education programs.

The Board recognizes the laws of the Government of Canada and the Province of Alberta in accordance with its primary authority, its Constitution and Statement of Faith.

Therefore, the Board hereby adopts and enacts the following Bylaws governing the organization, management, control, and operation of the Board and the Association:

## **Article 1**

### **Board of Directors**

1. The affairs of the Association will be administered by a Board consisting of at least five full members.
2. The Board must hold at least six general meetings each year.
3. Meetings of the Board are open to parents, except by resolution of the Board.
4. All members must vote, or, if having a conflict of interest, officially abstain on each motion.
5. The Board must elect from its own members a Board Chair and Deputy Chair.
6. The Board Chair must preside at all meetings of the Board. The Board Chair is the ex-officio member of all committees and must be notified of all meetings.
7. The Deputy Chair must assist the Board Chair in the discharge of his/her duties. In the absence of the Board Chair, the Deputy Chair will take his/her place.

8. In the event that a member is unable to continue to perform the duties of a Board member, that member's written resignation will be submitted to the Board. That member must be replaced as soon as possible.
9. In the unfortunate occurrence of the death of a Board member, the Board will issue condolences to the family and seek to help them through a difficult time. The member must be replaced at the earliest convenience.
10. Board members must act honestly and uphold the highest ethical standards in order to maintain and enhance confidence and trust in the integrity of the Association.
11. Any Board member may be recommended for removal from position on the Board by an affirmative vote by two-thirds of the Board at any regularly scheduled meeting of the Board or a special meeting called for that purpose. This will be based upon:
  - a) conduct detrimental to the interests of the school,
  - b) lack of agreement with the school's objectives,
  - c) refusal to render reasonable assistance in carrying out the school's purposes,
  - d) No individual may remain a board member after missing more than three consecutive Board meetings without notification.
12. Members of the Board may not receive compensation for their services as a member or officer of the Board. However, reimbursement may be authorized for expenses incurred in the performance of Board duties.
13. Action by the Board will be recorded by the secretary or a representative. When officially approved at the following meeting, these minutes will serve as a legal record of actions taken by the Board.
14. The approved minutes will be retained on file in the Board office. They will be available for reasonable inspection during regular hours by persons approved by the Board.
15. Whenever a board member has a financial or personal interest in any matter coming before the board of directors, the member must disclose it to the Board and declare conflict of interest. The board will ensure that:
  - a) A board member in conflict of interest must not vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of

the Board at which such matter is voted upon. The member must absent from the Board during discussion of the matter.

- b) The minutes of meetings at which such votes are taken will record such disclosure, abstention, and rationale for approval.

## **Article 2**

### **Duties of the Board**

1. The Board serves as spiritual directors for the programs, waiting on God for His direction.
2. The Board is the controlling body in all matters pertaining to the school and home education program operated by the Association.
3. The Board will determine school policies in accordance with the Constitution's terms, existing government regulations, and decisions of the Association.
4. The Board will appoint or confirm a principal(s) and staff qualified to carry out the educational program and other duties in accordance with the policies and objectives of the Association.
5. The Board will maintain proper and open lines of communication among the school family.
6. The Board will establish the annual budget and methods of financing the work.
7. The Board will exercise oversight of the entire school community.
8. The Board is the final authority on problems arising within the school and home education program.

## **Article 3**

### **Powers of the Board**

1. The Board may make rules and regulations for the meetings of the Board and its transactions.
2. The Board may appoint such committees and officials, as it deems necessary, and confer on them such authority to act for the Board as it deems expedient.

3. The Board may hold or otherwise own, buy, sell, convey mortgage, lease and otherwise deal in lands and properties calculated to help and effect the objectives of the Association and that generally benefit the Association.
4. The Board may hold bonds, securities and monies, and lend or borrow monies with or without security, to raise monies, for carrying out the objects of the Association.
5. The Board may request the administration to investigate the qualifications for administrative and teaching positions and make recommendations concerning such candidates to the Board for appointment and concerning salaries for such candidates.

## **Article 4**

### **Students**

1. Students will be registered only if the parent(s) or guardian(s) consent to the student being instructed according to the principles outlined in the Constitution.
2. Acceptance of students will be by the Principal, the Board retaining power to veto the same.
3. The Principal, upon consultation, has the right to suspend or dismiss any student from the school for just cause. Reasons for suspension or dismissal will be communicated to the parent(s) or guardian(s) in writing.
4. Parents or guardians may appeal a student's suspension or dismissal to the Board.

## **Article 5**

### **School Staff**

1. All members of the teaching staff must be in agreement with the principles outlined in the Constitution; they must be scripturally sound in their teaching.
2. All teachers, as well as the Board, must abide by the terms of their contract with the Association. The Board has the authority to dismiss any teacher who proves to be unfit for the work because such teacher's instruction or personal life conflicts with the basis and purpose of the organization.
3. Staff appeals may be addressed to the Board.

## **Article 6**

### **Finances**

1. Funds for the operation and maintenance of the Association must be obtained from:
  - a) tuition fees paid by the students' parents,
  - b) special donations or contributions, and
  - c) Alberta Education, when they carry no stipulations contrary to the objectives of the Association.
  
2. The books of the Association must be audited yearly by an independent auditor. This audit will be done upon completion of the school fiscal year. This report must be shared with Alberta Education and the Board. It will also be available on request to the public.

## **Article 7**

### **General**

1. All documents of the Association, excluding student files, principal's files, teachers' files, and donation and tuition records will be available for viewing by members of the public. This will be during normal business hours upon giving the Board 7 day's written notice of such intention.
  
2. The Association recognizes that all persons are equal in dignity, rights and responsibilities. In accordance with Christ's command in Matthew 7:12, in accordance with the statutes of the Alberta Human Rights Act RSA2000 and in accordance with the precepts of the Constitution, the Association will not discriminate or encourage discrimination in its policies and practices.

## **Article 8**

### **Dissolution**

1. All matters regarding the dissolution of the Association must be made in accordance with **Article 5 (Dissolution)** of the Constitution.
  
2. In the event of winding up or dissolution of the Association, any funds and property must be first used to satisfy its remaining debts and liabilities.

3. When debts and liabilities are satisfied, funds and property should provide any remaining employees with compensation for their loss of employment, and appropriate recognition of pensions or staff service.
4. Upon satisfaction of those obligations, any remaining funds and all of the Association's property, real and personal, as per Canada Revenue Agency requirements, will be transferred to charitable organizations who are in agreement with **Article 4 (Statement of Faith)** of the Constitution.

## **Article 9**

### **Bylaw Amendments**

1. These Bylaws may be amended only by special resolution of the Board.
2. Bylaw amendments must be submitted to the Board in a meeting prior to the Board meeting in which they are approved.