

**BYLAWS**  
**OF THE KINGSTON CHRISTIAN SCHOOL SOCIETY**

**BYLAW #1: MEMBERSHIP**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Application for Membership**

1. Application for membership in the Society shall be made by signing an application form which indicates compliance with all specified membership criteria identified in the membership policy handbook. An application for membership is recommended by the Membership Committee and approved by the Board.

**Section B: Termination of Membership**

1. Any individual's membership in the Society may be terminated upon a successful motion by the Board. A member may cancel his membership by informing the Secretary of the Board.

**Section C: Annual Membership Fee**

1. The annual membership fee shall be reviewed at least once a year by the Board and shall be approved by the Society each time a change in fee is proposed by the Board.
2. The membership year runs from September 1 to August 31. A membership may be terminated by the Board upon a member's refusal to pay the minimum membership fee without adequate explanation.
3. Each society member shall be required to pay the membership fee, unless that member pays tuition.
4. Members paying tuition fees shall not be required to pay the membership fee.

**BYLAW #2: BOARD OF DIRECTORS**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Director Qualifications**

1. Each director shall be a member of the Society at the time of his/her election and throughout his/her term of office.

**Section B: Vacancies**

1. Vacancies occurring on the Board shall be filled within three months.
2. To fill a vacancy, the Board may appoint a new director, provided the appointment is ratified at the next membership meeting.
3. The Board may hold an election to fill the vacancy if a general meeting is held within three months of the time the vacancy occurs.
4. The appointed or elected director shall serve the unexpired term of his/her predecessor.
5. If the unexpired portion of the term is more than one year, the new director is eligible to serve for one additional three-year term only.
6. If the unexpired portion of the term is one year or less, the new director is eligible to serve for two additional consecutive three-year terms.

**Section C: Terms of Office**

1. The term of office for each director shall be three years. The terms shall be so arranged that three expire annually.
2. A retiring director is not automatically eligible for re-election; however, the Board may nominate him/her for an additional three-year term.
3. Directors who have served on the Board for six consecutive years or a maximum of seven consecutive years as allowed under Section B are not eligible for appointment or election to the Board until two years have passed.

**Section D: Election and Ratification Procedures**

1. Election of directors shall take place at each Annual Meeting and at any other membership meeting as required to fill the vacancy.

2. At least two candidates for each vacancy shall be nominated by the Board of Directors. The Board shall accept additional candidates that may be nominated by society members during a membership meeting. The nominator must have the permission of the nominee before making such nomination.
3. Notice of Board nominations for director shall be given in writing to the Society at least one week prior to the election date.
4. Election of directors shall be by secret ballot. Each Society member shall select from the list of nominees a number of names not exceeding the number of directors to be elected and mark the votes on his ballot. The number of votes required for the election of a candidate is one more than the total number of votes cast divided by two times the number of directors to be elected. If, after the first ballot, the required number of directors is not elected, the candidate receiving the least number of votes in the previous ballot shall be dropped from the list of nominees. Then the second and subsequent ballots shall be cast using the same procedure as for the first ballot until the required number of directors is elected. The chair of the meeting does not vote except in the case of a deadlocked tie and will rule on situations not covered by this procedure.
5. Ballots shall be collected and counted by one director and two members of the Society who are appointed by the chair of the meeting.
6. The appointment of a director to fill a vacancy shall be considered ratified when a majority of members present at a duly constituted membership meeting vote their approval.

### **Section E: Functions of the Board of Directors**

The Board of Directors shall:

1. Comply with the regulations of the Society as stated in its constitution and bylaws, and with federal and provincial laws that apply to Christian Schools.
2. Determine school policies, and plan all Society activities in harmony with the constitution and in accordance with Society decision.
3. Execute approved plans and policies. The Board is legally and morally responsible for the efficient administration of its schools, but not necessarily responsible to administer them itself. The Board may, therefore, appoint such committees or persons as it deems necessary to carry out its program. The Board transacts all business that pertains to the school and its decisions are binding in all matters except as otherwise specified in the constitution and bylaws.
4. Control and evaluate the efficiency, the quality, and the program of education in its schools in accordance with Article II (Purpose) and Article III (Basis) of the Constitution and with the wishes of the Society.
5. Communicate its stewardship to the Society regularly.
6. Promote the cause of Christian education in the community, the province and the nation in cooperation with other Christian educational organizations.

### **BYLAW #3: OFFICERS OF THE BOARD**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

#### **Section A: Offices, Term of Office, Time of Election**

1. The executive of the Board shall consist of the following officers: chair, vice-chair, secretary and treasurer. In their respective capacities officers serve both the Board and the Society.
2. Officers of the Board serve for a one year term.
3. The Board shall elect officers from its members at the first board meeting following each Annual Meeting.
4. When an officer resigns for whatever reason, a free election by secret ballot will be held to fill the vacancy. The term of office shall expire at the next scheduled election of officers.

#### **Section B: Election Procedures**

1. All officers of the Board automatically retire at the beginning of the first Board meeting following the Annual Meeting.
2. All directors are eligible for executive office.
3. Voting shall be by secret ballot, first for chair and then for vice-chair, secretary and treasurer in that order.
4. A majority of the votes cast shall elect each officer.
5. A retiring officer may be appointed to the same office by acclamation.

#### **Section C: Duties of the Chair and Vice-Chair**

1. The chair shall preside at all meetings of the Board and of the Society.
2. The chair with the secretary determines the time and place of meetings and signs all society meeting minutes, bylaws, employee contracts, and other Board documents.
3. The chair may, at his/her discretion, decide on matters requiring immediate attention and report such decisions to the Board.
4. The chair is an *ex-officio* member of all committees appointed by the Board.
5. The chair has signing authority.

**Section D: Duties of the Vice-Chair**

1. The Vice-chair shall assist the chair whenever possible and shall assume the duties of all officers in their absence.

**Section E: Duties of the Secretary**

1. The secretary shall record the minutes of all Board and Society meetings.
2. The secretary shall give all notices required to be given to the Society members and directors.
3. The secretary shall be the custodian of the seal of the Society, and of all books, papers, records, correspondence, contracts and other Society documents.
4. The secretary shall conduct routine correspondence for the Board and such special correspondence as the Board directs and shall keep the chair informed of important correspondence that has been received.
5. The secretary shall perform such other duties as may from time to time be determined by the Board.

**Section F: Duties of the Treasurer**

1. The treasurer shall be responsible to ensure that full and accurate accounts of all receipts and disbursements of the Society are maintained.
2. The Treasurer shall ensure that all monies received shall be deposited in the name of the Society in a bank approved by the Board.
3. The treasurer shall oversee the disbursement of the funds of the Society under the direction of the Board: all disbursements shall be by cheque. Two authorized signatures are required on all cheques.
4. The treasurer shall give a quarterly report of the financial position of the Society to the Board and after the end of each fiscal year, a complete financial report to the Society at the General Meeting.
5. The treasurer shall keep all financial contributions of individual society members in strictest confidence and disclose to the Board only specifically requested information.
6. The treasurer shall perform such other duties as may from time to time be determined by the Board.
7. The Treasurer shall have signing authority.

**BYLAW #4: COMMITTEES**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Membership, Tenure, General Provisions**

1. Committee members must be members of the Society.
2. The members in each committee must be approved annually by the Board, and the Board has the right to revoke a committee member's appointment at any time.
3. Committee membership shall be reviewed by the committee and confirmed by the Board within one month of each Annual Meeting or as soon thereafter as possible.
4. Tenure is no set term for committee membership.
5. Each committee shall elect from its members a chair and a secretary.
6. The minutes of each committee meeting shall be forwarded to the Board for information and for action if required.
7. Each standing committee shall meet regularly to carry out its duties effectively and on time.
8. The chair of the Society is an *ex-officio* member of all committees and shall be notified of all committee meetings.
9. The Board may at any time appoint a special committee or individual to investigate and make recommendations to the Board on any specific matter.
10. The list of the current standing committees is as follows: Membership Committee, Finance Committee, Human Resources Committee, Program Committee, Public Relations Committee, Building & Grounds Committee and Revenue Generation Committee.

**Section B: Membership Committee**

- a. The Membership Committee is a committee of the Board of the Kingston Christian School Society that exists to enhance the work of the Society by recruiting active and faithful members who can volunteer to participate in the programs necessary to promote and develop Christian education in Kingston.
2. It shall be the task of the Membership Committee
  - a. To recommend qualified candidates for membership to the board when appropriate.
  - b. To act as a forum for policy matters affecting membership.

- c. To promote activities that inform Society members and potential members of the intent of Christian education and the significance of membership in the Kingston Christian School Society.

3. In completing its mandate, the Membership Committee should:

- a. obtain the necessary information from all applicants for society membership
- b. recommend suitable applications to the board
- c. implement the criteria for membership as specified in the constitution or as clarified by Board policies
- d. maintain accurate membership records
- e. consider resignations
- f. collect membership fees
- g. promote membership activities
- h. provide membership events such as orientation workshops, speakers to highlight the importance of Christian education, and adult education programs about issues related to Christian education, such as parenting, stewardship, and the media.

4. The Membership Committee will be composed of people who are very familiar with the history and the goals of the Society:

- a. At least one Board member
- b. At least two additional members of the Society.

5. The Membership Committee should organize its meetings as follows:

**Fall meeting** – held in October:

- to review the work done through the summer, and submit its annual report to the Board
- to review the work that needs to be done during the winter
- to consider policy matters

**Spring meeting** – Held in May:

- to review the work done since the fall, and report to the Board
- to begin planning the orientation event
- to consider policy matters

6. Additional meetings may be called by the Committee chair.

### **Section C: Finance Committee**

1. All activities of the Finance Committee will be consistent with Bylaw #6 and Bylaw #3, Section E.
2. The Finance Committee shall consist of not less than three members; two of them having signing authority. Cash disbursements must be approved by two authorized representatives of the school.
3. The treasurer of the school Board shall be a member of the committee.
4. The school's Bookkeeper shall be a non-voting member of the committee.
5. The committee is responsible for periodic reviews of the Society's financial standing. This will be accomplished by:
  - a. quarterly reviews of the budget.
  - b. annual budget preparation.
  - c. review of loans and any other financial agreements.
  - d. review of the school's insurance policies.
  - e. all school representatives shall be bound by Expenditure Guidelines as prepared by the Finance Committee from time to time and approved by the Board.
6. Irregularities or problems, for example; tuition arrears, will be brought to the attention of the Board with proposals for dealing with same.
7. The committee shall advise the Board at the annual review of teacher salaries and fringe benefits.
8. All financial matters relating to individual Society members shall be kept in the strictest confidence.

### **Section D: Human Resources Committee**

1. It is the task of the Human Resources Committee to provide the school with the best possible staff consistent with the school's mission and the applicable professional standards for Ontario.
2. The Committee will:

- a. Advise the Board with respect to:
    - Appointment of persons to fill declared vacancies and,
    - Adoption of procedures with respect to evaluation and dismissal of full-time and part-time staff.
  - b. Assist the Principal in:
    - His/her supervision of staff (neither Board nor Committee supervises staff)
    - His/her supervision of volunteers.
  - c. To assist the Principal in resolving disputes relating to contractual matters with individual teachers.
  - d. To review special disciplinary cases (i.e. when a staff member is under some type of disciplinary action from the Principal).
  - e. This Committee does not deal with disputes between Board and Principal.
  - f. The evaluation of the Principal is not done by the HRC.
3. Committee membership is governed by the following rules:
- a. Qualifications: It is expected that the members of this Committee have some experience and/or training, or natural aptitude, in the human resources area – preferably including some experience with educational matters – and are not in regular conflict of interest with staff.
  - b. Designations:
    - Three Board members (including one member of the executive, but not the Board chair).
    - One society member
    - The Principal, or the VP when the Principal is unable to attend.
4. The Committee will meet at least at the following times:
- a. Fall meeting: discussion of policy questions.
  - b. Spring meeting(s) (after the April deadline by which teachers inform the school of their intention for the next academic year): The Principal reports on any changes in the contract status of staff members expected for the next school year. These are discussed by the Committee and sent to the Board. If the Board declares an impending vacancy, the Committee assists the Principal in preparing a job posting and advertisements. As applications come in, the Committee prepares a short list of candidates, and arranges interviews (possibly by assigning this task to a sub-committee, which must include the Principal). The Committee prepares a report to the Board when it is ready to recommend candidate(s).
  - c. In certain instances, when time is of the essence, the Committee may suggest to the Board that the Principal be allowed to seek a candidate and recommend an appointment directly to the Board. This would normally be restricted to a one-year or part-time contract.
  - d. The Principal may call special meetings of the Human Resources Committee when there is a need.
  - e. Executive:
    - The Committee should appoint a chair and a secretary at each fall meeting

- The Principal shall act as vice-chair. In exceptional cases, the Principal may act as Committee chair. In that case a vice chair should be appointed (at the fall meeting) from the other members.
5. The Committee will abide by the following Reporting and Confidentiality rules:
    - a. The Principal reports to the Board on behalf of the Committee.
    - b. Board members are not liaisons to the Board, and do not report on behalf of the Committee.
    - c. Normally, at a Board meeting, one of the Board members who is also on the Committee will make the motions to put the Principal's recommendations on the floor.
    - d. The Committee submits a written year-end report to the Board summarizing its activities over the school year.
    - e. If the Committee decides to send minutes to the Board, these should be very brief and not include any personal information about candidates of staff involved.
    - f. The Board can request detailed information about candidates at the meeting, and the Principal can supply this orally if appropriate. If a written document is distributed, it should be collected at the end of the Board discussion. It should not be in the possession of individual Board members after the decision is made.
    - g. The only place with a complete record of personnel information on staff should be the filing cabinet in the Principal's office. No one else should have that information.
    - h. Obtaining references and conducting interviews must be done according to the rules of ethics described in the OCSAA manual dealing with these matters.
  6. The Human Resources Committee can appoint sub-committees for special tasks.
  7. Record keeping will adhere to the following rules:
    - a. All personnel files are kept by the Principal in a secure place. The Principal is the only one who has discretionary access to the files.
    - b. Access to the personnel files is restricted to those who need to know, for official reasons. All instances of use of the files are recorded by the Principal.
    - c. Each specific personnel file is the property of the Board, but the information in it is also owned by the employee and cannot be released without his or her written consent.
    - d. The Board must pass an official motion to provide a specified person, other than the Principal, with access to a specific personnel file for a specific reason.

### **Section E: Program Committee**

1. The Program Committee is a standing Committee of the Board, and has as its primary responsibility the task of advising the Board with respect to the quality and religious direction of the school's program as well as such matters as the school's code of conduct and discipline policies. The Committee helps the Board and Principal keep in touch with the parent community, and provides them with advice that responds to the sentiments in the community.
2. The Committee is mandated:
  - To review curriculum, and other program proposals from staff,
  - To deal with parental complaints about programs, as referred to it by the Principal or Chair.
  - To provide advice to the Principal on student placement guidelines,
  - To provide advice to the Principal on student code of conduct and discipline policy.
3. Committee membership will consist of:
  - One Board member,
  - Three to six society members, at least some of which have children in the school,
  - All administrators who have responsibility related to the mandate.
4. Meetings will be held at least four times per year.
5. The Committee shall prepare written reports and, if necessary, recommendations to the Board twice a year, once in January and once in June. These reports will be introduced at the Board meeting by the Principal.
6. In implementing its mandate, the Committee may do the following:
  - Discuss reports from the Principal about the programs of the school;
  - Have teachers in, to discuss their programs and to discuss possible modifications;
  - Periodically monitor the school's programs with respect to their fulfilment of the school's mission and goals, and with respect to their academic quality;
  - Review the school's whole curriculum, using a regular schedule that covers the entire curriculum over five to seven years;
  - Visit the school to see first-hand how programs are implemented;
  - Discuss concerns from parents about matters related to the school's programs (but never with matters related to individual persons);
  - Provide advice to the Principal on policies and programs relating to students, such as behaviour and discipline policies, Code of Conduct and policies regarding extracurricular activities. Note again that matters dealing with individual persons are not discussed in this Committee;
  - Make reports to the Board and/or the Principal, with recommendations.

**Section F: Public Relations Committee**

1. The Public Relations Committee shall function with the same relationship to the school Board as the other committees, i.e. subject to the Board.
2. The committee shall have at least three members: one board member, one or more other Society members and preferably the Principal.
3. The committee shall concentrate on the following areas of concern:
  - a. recruitment of new members for the Society and of pupils to be enrolled in the school.
  - b. community and government relations, i.e. contact with provincial MLA's and other government officials; cooperating with the O.A.A.I.S.; dissemination of information to members and Christian school supporters concerning important governmental issues affecting Christian education; contact with the media, etc.
4. The committee shall make regular reports concerning its activities to the Board, in accordance with Section A, Item #6, above.

**Section G: Building and Grounds Committee**

1. The committee shall consist of three Society members.
2. The committee's mandate will be to maintain the school building, grounds and equipment.
3. The committee has the following responsibilities:
  - a. inspect the school building, grounds and equipment once every three months and take immediate action on minor repairs.
  - b. make a written or verbal report to the Board at its first meeting after the inspection, and list all deficiencies found with the expected cost of repair.
  - c. act on emergency repairs (broken windows, break-ins) immediately.
  - d. maintain the grounds so that they remain neat and attractive.
  - e. make recommendations to the Board concerning the appointment and salary of a custodian by August 1 each year, if a custodian is to be employed.
  - f. define custodial duties and evaluate custodial work.
  - g. submit to the Board by April 1 each year an itemized cost estimate of repair and maintenance required for the next school year (for budget purposes).
  - h. prepare inventory of building contents for fire insurance purposes and update annually. Submit inventory to the treasurer for insurance arrangement.

4. The Building and Grounds Committee has full authority to carry out its responsibilities subject to the following restrictions:

- a. expenditures beyond the allotted budget must first receive Board approval.
- b. Board approval is required to appoint a custodian and set the salary.

### **Section H: Revenue Generation Committee**

1. The Revenue Generation Committee is a standing committee of the Board. Due to the nature of the Committee's mandate, the Committee will regularly communicate to the Chair of the Finance Committee.
2. The Committee is a strategic coordinating committee. Its function is to ensure that the revenue generation requirements of the school are met in a timely and efficient manner. The Revenue Generation Committee will make recommendations about new revenue generation ideas and will either find the volunteers or take on the task as a Committee. The Committee is mandated to:
  - coordinate the various ongoing revenue generation activities within the school
  - confirm that volunteers are returning, or recruit new volunteers for the fundraising activities
  - ensure that there is documentation for all revenue generation activities (so that future volunteers have notes and templates to work from)
  - ensure that there is no duplication of tasks out in the community
  - ensure that events are spaced throughout the year and do not compete with one another
  - provide ongoing revenue generation updates to the Board (through a report from the liaison) and to the KCS community (through the Informer)
  - research new ideas and opportunities for revenue generation
3. Committee membership will include a board liaison plus two society members (at minimum).
4. Meetings will be held at the beginning of the school year, at midyear to confirm the plan is being followed, and at the end of the school year to make recommendations for the following year. Between meetings, the Committee will report to the volunteers, the Finance Committee and to the Board so that there is strong communication around revenue generation.

**BYLAW #5: MEETINGS**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Society Meetings**

1. The Annual Meeting of the Society shall be held in the second quarter of each calendar year. The agenda of this meeting shall include election of directors, a report from the chair of the Board, a Principal's report and presentation of the budget for the next school year and may include standing committee reports as well.
2. If the budget cannot be presented or is not adopted at the Annual Meeting, it shall be presented to the Society at a special meeting not later than one week after the beginning of the new school term.
3. A second General Society Meeting shall be held in the fourth quarter of each calendar year. The agenda shall include presentation of the annual financial statements of the Society for the past fiscal year and reports from the chair of the Board and the principal and may include standing committee reports.
4. Special Society meetings may be called by the Board at any time or when at least one quarter of the Society members have requested such a meeting in writing to the Board and have stated its purpose. In the latter instance the meeting shall be called within four weeks from the time of its request.
5. Before any meeting, Society members may propose agenda items to the Board. If the Board decides not to include the item on the agenda, its decision may be challenged at the meeting and, if successful, the item will be included on the agenda of the next Society meeting.
6. Society members shall be notified in person or by public notice at least two weeks in advance whenever a regular meeting is to be held. The complete agenda for each regular meeting, along with reports or statements shall be made known to the members at least one week prior to the meeting date. Special meetings may be called within three days provided at least 80% of the members are personally notified of the meeting.
7. At any duly called society/membership meeting a quorum will be recognized as members who are present or represented by proxy.
8. At each meeting questions from the floor allowed by the chair may be discussed. Motions concerning new business cannot be accepted.

**Section B: Board Meetings**

1. Board meetings shall be held at least once a month except July, the date and place to be set by common consent or otherwise by the officers of the Board.

2. If at least three directors request a special meeting for a stated purpose, the chair shall call a meeting within one week.
3. A quorum is established if at least five directors are present.
4. Society members shall not attend Board meetings except by invitation or unless prior arrangements have been made with the Board.
5. At all Board meetings a representative of the teaching staff (usually the Principal) shall report on the operation of the school and advise the Board on educational matters.

**Section C: Meeting Procedure**

1. For good conduct throughout Society and Board meetings, Robert's Rules of Order will be used, except when they conflict with the Constitution or Bylaws of the Society.

**BYLAW #6: FINANCES**

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Fiscal Year**

1. The fiscal year of the Society shall be from September 1 to August 31 of each year.

**Section B: Revenue**

- a. The funds necessary for carrying out the purposes of the Society shall be obtained partially from the payment of tuition by parents of children enrolled in its schools. Additional funds shall be obtained from any source and by any means consistent with the basis and character of the Society.

**Section C: Tuition Fees**

- b. Tuition for children enrolled in a school run by the Society shall be assessed on a per family basis regardless of the number of children from each family in school.

2. The annual tuition fee shall be proposed at the same time the annual budget is presented to the membership by the Board.

**Section D: The Budget**

1. The annual budget proposed by the Board must be approved by a two-thirds majority of the Society members present in person or represented by proxy at a Society meeting before going into effect.

**Section E: Financial Reviews**

1. Each year the Bookkeeper's books and records shall be reviewed. The Board shall appoint either a certified accountant or at least two persons for this purpose.
2. The auditor(s) shall report in writing to the Board initially and to the Society at the time the annual financial statements are presented.

***BYLAW #7: STAFF***

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

**Section A: Appointment**

1. The Board shall appoint all staff after careful consideration of their spiritual, academic and physical qualifications.

**Section B: Requirements**

1. Educational staff must declare to the Board their agreement with the Articles of the Constitution before appointment can be confirmed.

**Section C: Contracts**

1. Personnel shall be appointed for such terms, salaries, benefits and other conditions as are mutually agreed upon and enumerated in a written contract.
2. Both the Board and Staff shall abide by the terms of the contract entered into. The terms of such contracts become null and void when either party fails to abide by these terms.
3. The Board has the authority to dismiss a teacher who proves to be unfit for the work required of him/her or whose instruction or personal conduct conflicts with the basis and purpose of the Society.
4. Difficulties between staff and Board that cannot be solved must be mediated by a committee of three persons: one selected by the staff member, one by the Board and a third agreed upon by both parties.

***BYLAW #8: AMENDMENTS TO THE BYLAWS***

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

1. Amendments to the bylaws of the Society may be made at a duly constituted Society meeting by a simple majority of members present in person or represented by proxy.
2. Proposed amendments to the bylaws shall be made known to the Society members at least one week prior to the meeting.

***BYLAW #9: INTERPRETATION***

Be it enacted as a bylaw of the Kingston Christian School Society as follows:

1. Whenever a difference of opinion arises regarding the meaning of any article of the Constitution or Bylaws of the Society, or concerning a matter not specifically covered in them, the interpretation or decision of the Board will be final.