

**LIGHTHOUSE CHRISTIAN SCHOOL SOCIETY
CONSTITUTION
CONTAINING OBJECTS AND BY-LAWS**

**OBJECTS
INTRODUCTION**

The members of the Lighthouse Christian School Society wishing to do things in order and meet all requirements both secular and religious, hereby agree to uphold and carry out the spirit of the following constitution formulated by said membership on the 1st day of September, in the Year of Our Lord, 2000.

ARTICLE I - NAME

The name of the Society shall be Lighthouse Christian School Society. The name of the school governed by the Society shall be called Lighthouse Christian Academy.

ARTICLE II - PHILOSOPHY

Lighthouse Christian School Society is constituted as an association of Christian parents who desire to follow the Lord's Directives in educating and bringing up their children in the admonition of the Lord. As such, we have opted to utilize a number of Christian resources . We adhere to the graduation requirements put forth by Alberta Learning and will teach the Alberta Program of Studies to all the children to give them the best possible academic opportunities after graduation.

ARTICLE III - MISSION STATEMENT (SCHOOL OBJECTIVES)

1. To provide opportunity for each child to come to a saving knowledge of Jesus Christ, achieve a higher level of Christian maturity, attain a deeper commitment, and become a more effective witness for the Lord.
2. To teach the Bible as God's inspired Word and to develop an attitude of love and respect toward it.
3. To teach the basic doctrines of the Bible.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip students to carry out the will of God daily.
6. To encourage the development of self-discipline and responsibility in the student based on respect and submission to God and all proper authority.
7. To emphasize the individuality of the individual and to assist each child in properly responding to himself, and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal-setting, planning, communications, academics and the principles of success.
8. To prepare students for adult responsibilities as Christian citizens of our country.
9. To assist students in achieving the highest academic level possible within the limits of the students ability and background.
10. To provide opportunities for students to develop the gifts God has given to each.
11. To provide a safe, caring environment for families that emphasizes Christian character and high academics.

ARTICLE IV - VISION

Lighthouse Christian Academy seeks to develop students with character and spiritual depth who are not afraid to look and act like Christians. We also seek to maintain a very high academic level in a Christian, God-honouring atmosphere, with fine Christian teachers. As a result, certain standards and principles must be instituted and upheld.

A Christian school is an extension of the Christian home, in training and disciplining young people in the Kingdom of God. School staff work closely with parents to train the whole child.

Attendance at Lighthouse Christian Academy is a privilege and not a right. The goals of this school are not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibilities, personal integrity and discipleship in order that they may become functional in the Kingdom of God by “doing the will of the Father.”

ARTICLE V - STATEMENT OF FAITH

We subscribe to the following:

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God. The Scripture came about from God who spoke to men by the Holy Spirit, II Peter 1:20,21. The purpose of Scripture, which is God breathed, is for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16.
2. We believe there is one God, eternally existent in three persons: the Father, the Son, the Holy Spirit. God the Father is greater than all, Philippians 2:6,9, Exodus 3:15. The Son is the Word who became flesh and lived among us, Jesus Christ, John 1:1,14. The Holy Spirit is the Counselor, God’s Spirit, who is active in the lives of believers and lives within them, I Corinthians 2:12, I Corinthians 3:16.
3. We believe in the deity of Christ, in His virgin birth, Luke 1:29-38, in His sinless life, in His miracles, in His vicarious and atoning death, Romans 5:6-8, I Peter 2:24, in His resurrection from the dead, John 20:6-9, John 21:14, in His ascension to the right hand of the Father, John 20:17, Luke 24:7, Mark 16:19, in His personal return in power and glory, Isaiah 40:5.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and mercy through faith are we saved, John 3:16, Romans 5:9-11, Luke 19:10, Ephesians 2:4-10.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. The universe was formed at God’s commands, Genesis 1:1-31, Hebrews 11:1-3. Sin entered the world through Adam. The result of sin is death to all men. Through God’s grace came Jesus Christ, the gift of righteousness to bring eternal life to man, Romans 5:12-21.
6. We believe in the spiritual unity of believers in Christ. The promise for those that follow the Lord by persistence in prayer, faith by God’s grace and mercy, seeking the kingdom of God to pursue righteousness, Matthew 6:33, I Timothy 6:11-16, Romans 12:9-21, I Peter 2:24, Philippians 3:12-14.
7. We believe that parents are responsible to God for training up their children as heirs of God’s covenant promises with the prayer and expectation that they will share this Christian faith, John 1:12,13, Romans 8:16,17. The Kingdom of God belongs to little children, Mark 10:13-16, Matthew 18:5,6. The Lord quiets his enemies through little children and their spontaneous praise, Psalm 8:2.

ARTICLE VI - MEMBERSHIP

There shall be three degrees of membership:

VOTING Members

(a) All parents or guardians of children who are enrolled in the school shall become due-paying members in the society. Signing of the Student Application or Re-Enrollment Forms constitutes record of membership.

(b) Associate Members--Any interested parties willing to agree with the content and spirit of the society that endeavor to assist the Parents in orderly conduct of the society's business and further promote the health and welfare of the society may become due-paying members of the society.

NON-VOTING Members

(c) All staff of the school who are not already members under (a) or (b).

ARTICLE VII - ENROLLMENT

Students will be enrolled upon the recommendation of the Acceptance Committee.

ARTICLE VIII - SOCIETY MEETINGS

1. The Society shall hold at least one meeting each year: the annual meeting, to be held in May each year unless otherwise decided by the Board of Directors. The exact time and place shall be set by the Board. It shall be determined at the Annual Meeting the occurrence of Parent Meetings throughout the school year.
2. Special meetings may be called by the Board of Directors, or by a written request of at least 1/3 of the members of the Society. Notice of special meetings must include purpose and/or agenda of such meeting.
3. Notice of stated and special meetings of the Society must be made at least 7 days prior to the meeting. The accidental omission to give notice of a meeting to any member shall not invalidate the proceedings of the meeting.
4. Notice of stated and special meetings of the Society shall be made by means written notification of all members of the Society, and by notice sent to each family who has a child enrolled in the school. This notice may be sent in the normal manner used to send school notices home to parents. This is to be done at least seven days prior to meetings.
5. A quorum at any meeting of the Society shall consist of at least forty percent of members in good standing.

ARTICLE IX - BOARD OF DIRECTORS

1. The Board shall consist of a membership of up to seven members from the members of the Society, (the exact number and the resolution stating the same must be duly recorded in the Society minutes), the Pastor, the Administrator and Principal. This Board shall constitute the Board of Directors.
2. All members of the Board of Directors shall express themselves in agreement with the basis, principles, and purposes of the Society.
3. Each member of the board shall profess a strong Christian walk and be an example of the intentions of the school in the community.
4. The authority of the Board of Directors is exercised by the Board as a whole, not by an individual Director.

ARTICLE X - TEACHERS AND STAFF

1. All staff must declare their unconditional agreement with the Constitution, must be scripturally sound in their teaching, and must lead exemplary lives.
2. The following are 12 characteristics which are considered distinctive of Christian School staff. We

expect staff to commit to upholding these characteristics as goals for daily practice.

- a) Is an example of Godliness, personal holiness, and Christ-centered actions.
 - b) Manifests a sense of call to Christian School Teaching ministry, not only an occupation.
 - c) Articulates a Christian philosophy of education.
 - d) Applies the Christian philosophy in instructional content and methods.
 - e) Communicates with students how the Bible relates to all of life.
 - f) Makes prayer a vital experience in his/her own life, for students and the ministry of the School.
 - g) Is capable of leading students to personal relationship with Christ.
 - h) Nurtures students' personal relationship with Christ.
 - i) Is an enthusiastic student of the Bible and tools of Bible study.
 - j) Is sensitive to the spiritual needs and the Work of God in individual students.
 - k) Maintains wholesome relationships.
 - l) Commit themselves and fulfill a personal responsibility to their local church.
3. All teaching staff shall meet such continuing education requirements as the Board shall stipulate, and fund.
4. Staff are to adhere to the school dress code. Cleanliness, Modesty, and Neatness are the standard to be followed.
5. Staff will take part in extra supervision according to the schedule developed by the Principal. Staff are expected to provide supervision for the safety of all individuals even when they are not formally scheduled, before, during, and after school.

Staff attending school organized functions both inside and outside the school are on supervisory duty. This includes field trips, Honour Roll trips and campout.

6. In order to meet the diverse needs of each individual student, staff are encouraged to participate in one or all of the following activities when the opportunity arises.
- a) Attendance at the Annual Educator's Convention
 - b) Attendance at school-related functions
 - c) Visit other schools
 - d) Attend relevant meetings and workshops put on by Alberta Learning
 - e) Visit Alberta Learning and AISCA web sites

The following items are an expectation of the school.

- a) Regular attendance in a Bible-believing church.
 - b) Participation in a Bible study or small fellowship group.
 - c) Attendance at weekly staff meetings.
 - d) Regular attendance at scheduled Parent Meetings.
 - e) Exposing self to a Parental Satisfaction survey yearly.
 - f) Semi-annual review by Administrator, Principal and Board of Directors.
 - g) Remaining current in area of teaching responsibility.
7. The substance of this part shall be agreed to by all members of the teaching staff.

ARTICLE XI - AMENDMENTS

These articles may be added to, rescinded, or altered by a special resolution passed by at least 75% of the members of the Society present at any stated or special meeting. Any proposed amendment shall be distributed to all members of the society at least 30 days before the meeting where it is to be considered. The only exception is the Bible which is unalterable.

ARTICLE XII - FINANCES

1. The Board shall prepare an annual budget for the approval of the Society and will give leadership in raising money for the budget.
2. The financial records of the Treasurer shall be audited at least once a year by a duly qualified accountant.

ARTICLE XIII - FISCAL YEAR

The fiscal year of the Society shall terminate August 31.

ARTICLE XIV - DISBANDMENT

In the case of disbandment, all properties and assets of the Society will be sold and all monies will go in to the general fund to pay any outstanding debts or obligations. Any left over funds will be donated to a charitable organization as decided upon by the Society at the time of dissolution.

ARTICLE XV - PROPERTY AND ASSETS

All real property (curriculum, books, manuals, equipment, furniture, etc.) owned by this society shall belong to the Lighthouse Christian School Society.

BYLAWS
BYLAW I - MEMBERSHIP

All members shall be members in good standing of area Bible-believing fellowships.

The Term of Membership shall continue from the acceptance date of a child's enrollment or re-enrollment and extend to the date of the day prior to the commencement of a new school year.

SECTION 1 VOTING MEMBERSHIP

1. Any person being of the full age of 18 years or older who is in agreement with the Objects and By-laws of the society, who is in good standing with the school, maintains a strong Christian testimony, is a member in good standing with an area Bible-believing fellowship, is able to provide a Pastoral letter of reference or a signed Statement of Conversion form, is eligible for membership.
2. Any member wishing to withdraw from membership in the Society may do so upon a notice in writing to the Secretary of the Society. If any member is in arrears for membership fees for any year, such member shall be automatically suspended at the expiration of such year and shall thereafter be entitled to no membership privileges until reinstated. Membership may also be terminated upon either: (a) the last enrolled student's graduation, or, (b) student withdrawal (voluntary or disciplinary), or, (c) under extreme and unusual circumstances deemed by the Society.
3. Any member, upon a three-fourths (3/4) majority vote of the voting members present at a regular meeting of the Society, and who has been duly notified of the impending action, may be expelled from membership for any cause which the Society may deem reasonable.
4. Any person of the full age of 18 years or older who is in support of the society and would like to express that support, and is willing to pay the associate membership fee that shall be determined from time to time by the members of the Society, is eligible for associate membership upon approval by the board of directors.

BYLAW II - OFFICERS

SECTION 1 QUALIFICATIONS

1. The Board of Directors shall be persons who are members in good standing of the Society, who are of good report and of sound judgment, examples to the Christian community in matters of stewardship, church attendance, and spiritual maturity, and seeking constantly the Holy Spirit. They shall be in regular fellowship and good standing with a local church.
2. A majority of the board of directors shall at all times be parents of students currently attending the Lighthouse Christian Academy. In the event where more than a majority of the board are not parents of students the least senior member of the board who is not a parent of a student shall step down.

SECTION 2 TERMS OF OFFICE

1. Terms of Office:
 - (a) Term of office shall be two years. The terms of at least two officers shall expire each year.
 - (b) Retiring members of the Board of Directors may be re-elected for another term.
 - (c) A member of the Board of Directors may resign by writing a letter of resignation to the Secretary of the Society. Any member of the Board of Directors, upon a seventy five percent majority of the members present at a regular meeting of the Society, may be removed from the Board of Directors for any cause which the Society may deem reasonable.
 - (d) Provision is hereby made for the Board of Directors to fill any vacancy by appointment until the next

annual meeting of the Society. This appointment shall be made at the first board meeting following the occurrence of a vacancy.

(e) Paid staff may not hold a position of voting authority on the Board of Directors.

(f) A voting director may serve up to three consecutive full terms on the Board of Directors, and then must step down for at least one year in order to rest and be refreshed.

SECTION 3 DUTIES

1. The members of the Board of Directors shall elect or appoint, a chairperson, and a Vice-Chairperson and elect or appoint a Secretary and a Treasurer to hold office for the ensuing year. Each member shall cast one ballot for each position.

2. All committees formed in general meetings and in board meetings will report to the Board. This will re-enforce clear communication to the Society. Full responsibility is on the Board to co-ordinate and manage all matters for the Society.

3. The books and records of the Society may be inspected by any member of the Society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the board shall at all times have access to such books and records.

4. The authority of the Board of Directors is exercised by the Board as a whole, not by an individual Director.

5. The board acts as the appeals committee for any student or parent appeal or dispute brought to it in an orderly, Christ-like manner. A parent who is on the board that asks for an appeal will abstain from the appeals committee. The appeals committee's decision is final.

6. The Board shall participate in the preparation of budgets, and approve of day-to-day incidental expenses.

7. The Board shall determine the necessity of hiring or dismissing staff for the school. The Board shall make all deliberations and exercise all diligence in obtaining staff, or releasing staff, whereupon they shall present a recommendation to the Parent's Society for approval.

8. The Board shall represent the School and Parent Society in all public relations, and, therefore, should maintain and exemplify standards, conduct, appearance, and general conversation which would best reflect those for which the Lighthouse Christian Academy is identified.

SECTION 4 CHAIRPERSON

The Chairperson of the Board of Directors shall, when present, preside at all Board meetings and general meetings of the Society.

SECTION 5 VICE CHAIRPERSON

The Vice-Chairperson shall exercise the duties of the Chairperson at any time the Chairperson is unable to carry out his duties.

SECTION 6 SECRETARY

The Secretary shall attend all meetings of the Society and of the Board, and keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Society and be under the direction of the Board. The secretary shall also keep a record of all the members of the Society and their addresses, sending all notices of the various meetings as required.

SECTION 7 TREASURER

The Treasurer shall receive all monies paid to the Society and shall be responsible for the deposit of same

in whatever bank the Board may order. The Treasurer shall properly account for the funds of the Society and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Board when ever requested and shall prepare for submission to the Annual Meeting of the Society a statement, duly audited, of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. A bookkeeper may be used to deposit and record financial information. He or she would report to the Treasurer.

SECTION 8 SPECIAL COMMITTEES

The Board shall strike and dissolve committees as it sees fit for purposes which it will deem necessary during regular and/or special business meetings. These Committees shall be composed of not less than one Board member and one Parents' Society (non-officer) member, and shall be purely voluntary. Committees shall be commissioned to complete a task or perform a service, and report, regularly, to the Parents' Society and Board.

SECTION 9 SIGNING AUTHORITIES

The board shall, by resolution, appoint bank signatories. This shall be the treasurer and two others as appointed by resolution. Every bank instrument relating to the Society shall be endorsed by two of the authorized signatories.

BYLAW III - ELECTIONS AND BUSINESS MEETINGS

SECTION 1 PARENT and BOARD MEETINGS

1. Parent Meetings shall be open to all the parents. Parent meetings will be held on a regular as needed basis. (I.E. once a month or once every two months, or once a year . . .)
2. All business will be conducted in accordance with recognized parliamentary procedure as defined in Roberts Rules of Order insofar as not inconsistent with the provisions of the by-laws of the Lighthouse Christian Academy.
3. During the School year the board shall hold monthly meetings to be held at a consistent time and place. Time and place to be set before the first meeting of the school year by resolution of the board. Special meetings of the board may be called at any time by the chairperson provided all directors are notified.
4. Ordinary business of the Society shall be transacted by a majority vote. Each member of the Society, present in person, shall be entitled to one vote, and in the case of a tie vote, the presiding officer at the meeting is entitled to cast the deciding vote.

SECTION 2 NOMINATIONS

1. Elections shall be held during the Annual General Meeting of the Parent's Society.
2. Nominations shall be made no more than 3 months prior to, and no less than 2 weeks prior to, an annual General Meeting.
3. Calls for Nominations shall be announced both in the School Newsletter and by the Chairman of the Board in a general Parent Society meeting two months prior to an election. Subsequent reminders in the Newsletter are advisable.
4. Any member may run or may nominate any other member for a position as officer. It is advisable that consent be given before a nomination is made.
5. Electors shall be one representative of each family which holds a membership in the Parent's Society.
6. Persons nominated must be voting-members of the society.

SECTION 3 VOTING

Voting shall take place under the following conditions, and in the following fashions, with the results being valid as per the following conditions.

1. Eligible voters: one vote per membership.

BYLAW IV - QUORUM

Forty percent of the membership of the society shall be required to constitute a quorum at Parent Meetings. Three board members plus the Chairman will constitute a quorum at Board Meetings.

BYLAW V - AMENDMENTS

The constitution may be rescinded, altered, or added to by a special resolution passed by at least 75% of the members of the Society present at any stated or special meeting.

APPROVED BY THE SOCIETY AND ADOPTED November 16, 2000.
Amended April 3, 2003.