



HERITAGE CHRISTIAN SCHOOL

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Constitution

Ratified by the HCS Corporation May 31, 2013

1. The name of the Corporation shall be Heritage Christian School, Inc.

2. Purpose of the Corporation.

To promote and provide Christian education based upon the Word of God, and upon our stated philosophy and goals.

To acquire by way of grant, gift, purchase, bequest, or otherwise real and personal property, and to use and apply such property to the realization of the goals of the Corporation.

To own, hold, lease, mortgage, sell or convey such real and personal property as may be necessary or desirable in the carrying out of the goals of the Corporation.

3. Membership of the Corporation.

Any person who has attained the age of eighteen (18) years of age, who subscribes to the statement of faith, and the bylaws of the Corporation, may make application in writing, to the Board of Directors of the Corporation for membership in the Corporation.

The Board shall consider each application and shall by a two thirds majority vote accept or reject the application. The Board of Directors' decision shall be final.

Members shall be required to pay such annual dues or fees as are determined by the Board.

The Board of Directors may upon a two thirds majority vote suspend or terminate the membership of any member whose words or actions are inconsistent with the philosophy, goals, or bylaws of the Corporation, or of any member who fails to pay the required fees within the prescribed period of time for payment.

OUR STATEMENT OF FAITH

We believe that the Bible is the inspired Word of God and is inerrant in the original languages (II Tim. 3:16).

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is infinite and unchangeable, the Creator and Sustainer of all things (Gen. 1:1; I Peter 1:2).

We believe in the true Deity and the true humanity of our Lord Jesus Christ; His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory (Col. 1:13-20; John 1:14).

We believe that by the present indwelling ministry of the Holy Spirit, the Christian is enabled to live a holy life (II Peter 1:3-11).

We believe that man is a sinner by nature and by choice. He cannot, in this condition, know or honour God. Reconciliation is by grace alone, through faith in the substitutionary death and resurrection of Jesus Christ (Rom. 3:23; Eph. 2:8,9; Titus 3:5; Romans 5:8,9,10; I Cor. 15:1-4).

We believe in the resurrection of both the saved and lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:25, 28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23; I Cor. 12:12-13).

We believe that the Word of God defines marriage as the monogamous union of one man and one woman for life (Gen. 2:24; Matt. 19:4-6; Eph. 5:31; I Cor. 6:9-10; I Cor. 7:1-2, 10-16, 39-40; Heb. 13:4; Gal. 5:19-21).

OUR PHILOSOPHY OF EDUCATION

Ultimate reality is centered in God, who created all things, sustains and guides all things, and who is the purpose for which all exists. Man is made in God's image, different in kind from all other creatures, with the unique capacity to know and respond to God personally and voluntarily. In all of life, his ultimate purpose is to glorify God.

Our total process of education, therefore, must seek the restoration of our students to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God. Our children should be challenged to achieve their full potential: spiritually, mentally, socially, and physically. Since all truth is God's truth, the Bible is the key to the integration of life and learning.

With the inward work of the Holy Spirit, there ought also to be an outward demonstration of a godly lifestyle. Therefore the process of education at Heritage provides opportunities for students to be involved in the outworking of that grace - charitable works and activities, both as individuals and in groups, locally, and if God provides the means, even missions outside Canada. The total process of education therefore provides opportunity for meaningful output as an expected response to all that God puts into us.

The Bible gives parents the authority and responsibility for education and holds them responsible to train their children to know and love God, and to do His will. The school therefore, functions as an extension of the home to aid parents in educating their children.

OUR GOALS OF EDUCATION

Heritage Christian School acknowledges the assistance of the independent church schools and Saskatoon Christian School in the development of these goals.

The attainment of the goals of education is a shared responsibility of the home, the church and the school. The primary responsibility for the education of the child, according to the Biblical mandate, rests with parents. The school seeks to co-operate with and support the Christian home and the Christian Church in the achievement of the educational goals. It is important for the child's development and security in the home that the church and the school are in unity with respect to the goals of education.

All education flows from, and is directed toward, the development of a particular world view. The world view which forms the basis for the goals of education of the Heritage Christian School is based on the Bible. The Bible is recognized as the word of God and the foundation of all truth.

The fear of the Lord is the beginning of wisdom and the knowledge of the Holy is understanding (Proverbs 9:10).

The entire curriculum is intended to reflect the Biblical view of the world. Specifically, this will presuppose the existence of God as Creator, the Lordship of Jesus Christ, the guidance of the Holy Spirit, the Bible as the source and foundation of all truth, and the responsibility of education resting with the home.

The goals of education of the Heritage Christian School are directed to promote spiritual, moral, intellectual, emotional and physical growth in each child. Personal fulfillment is only fully experienced as the individual lives as a steward of God's grace and love to a world suffering the effects of sin. The curriculum will seek to develop as fully as possible the abilities of the individual student in order to fulfill God's aspirations for each student.

Also, the goals of education of Heritage Christian School are directed to promote a heart in the individual that will seek opportunity to help, contribute to, and be involved in charitable works: overseas child sponsorships, local ministries such as ministry to care homes, and missions works, contributing prayer, personal effort and funds, or personally participating in missions work inside Canada and/or worldwide.

The student will develop a sense of being called as a steward of God's creation. Through developing a relationship with the creator God, the student will be enabled to develop a world view encompassing a love of oneself, ones fellow man and a respect for God's creation. Though grieved and placed in tension because of the distraction of the sin in this world, the student will nevertheless gain a sense of belonging in his Father's world.

In order for the student to realize his/her potential, there is a body of knowledge, understanding and wisdom coupled with God-honoring attitudes that are necessary for the learner to function responsibly in a changing world. Consequently, the education provided by Heritage Christian School will enable each student to do the following to the best of his/her ability:

Basic Skills

1. Read, write and compute.
2. Acquire information and understanding through observing, listening, reading and experiencing in accordance with God's plan and purpose for life.
3. Process information through intellectual and technological means.
4. Solve problems by applying basic Biblical principles and processes of the sciences, arts and humanities.
5. Communicate ideas that conform to Biblical norms for appropriateness through written and spoken language, mathematical symbols and aesthetic expression.

Life-Long Learning

1. Seek and value learning experiences as opportunities to realize God's purpose for life.
2. Act as God's reliant learners who take responsibility for their learning.
3. Base action on the belief that as people, responsible to God for their actions, it is necessary to learn throughout life.
4. Develop persistence and flexibility in pursuing and attaining goals.

Understanding And Relating To Others

1. Act on the belief that each person is made in the image of God and therefore is worthy of respect.
2. Base actions on the recognition that people differ because of the way God created them as well as because of differences in their environment.

3. Interact and respect people who are different in gender, race, religion, status or personal attributes.
4. Interact and respect people of different values, behaviours and lifestyles without accepting as appropriate, those values, behaviours and lifestyles which are contrary to the Bible.
5. Develop the ability to see others from God's point of view resulting in a sense of responsibility for/to others.

Self-Concept Development

1. Perceive themselves as being precious and unique to God and having a God given purpose for their lives.
2. Appreciate their own God-given abilities as well as recognize their limitations.
3. Act on the belief that talents and abilities are for the purpose of fulfilling God's purpose for their life.
4. Understand that talents and abilities can be furthered while limitations can be decreased by study, training, practice and character development.
5. Set and work toward personal goals that are pleasing to God.
6. Assess praise and criticism realistically, being thankful to God for praise and viewing reasonable criticism as an opportunity to receive help from God and other people to overcome weaknesses and shortcomings.
7. Present themselves with confidence based on the realization of God's love and acceptance of them.

Positive Lifestyle

1. Practice appropriate personal hygiene, engage in sufficient physical activity and maintain a nutritionally balanced diet.
2. Avoid harmful use of drugs and alcohol.
3. Cultivate Christ honouring interests that may be the basis for personal development and leisure pursuits.
4. Recognize the importance of productive activity.
5. Display initiative and pursue tasks diligently.
6. Have a regular schedule, which will achieve proper rest.
7. Maintain a safe, healthy and respectable community.
8. Act on the belief that God has given man responsibility to maintain and enhance the environment.
9. Appreciate beauty as expressed through creation, as well as human art forms as they fit within Biblical standards.
10. Express themselves creatively within Biblical standards.

Spiritual Development

1. To develop an understanding and a personal relationship with Jesus Christ as Saviour and Lord.
2. Develop a knowledge of God as described in the Bible.
3. Seek to understand God's purpose in creation and specifically His purpose in creating man in His own image.

4. Act on the Biblical guidelines for family, religion and culture in a pluralistic Corporation.

Career And Consumer Decisions

1. Develop an awareness of career opportunities and to see these as God given opportunities to fulfill their responsibilities to God, family and community.
2. Develop God given abilities and interests in relation to vocational opportunities.
3. Develop the skills and attitudes necessary to adapt to shifts in employment patterns and technology.
4. Make informed responsible consumer decisions based on prayer and available information.

Membership In Corporation

1. Act on the belief that family is the basic unit in society
2. Assume responsibility for its own actions.
3. Assume responsibility for positive influence in home, church and community and to work with others in the pursuit of Biblically compatible goals.
4. Participate in the democratic processes of government and perform the duties of citizenship as those answerable to God.
5. Respect the rights and property of others.
6. Act with honesty, integrity, compassion and fairness.
7. Develop an understanding of God as Lord of the nations and in that context to develop an appreciation of their nation as well as international understanding.
8. Work toward greater social justice for all people.
9. Assume responsibility to care for dependent persons in a manner consistent with their needs.
10. Respect law and authority as instruments of God's justice.
11. Respect and exercise the right of responsible dissent.
12. Contribute actively as a responsible member of home, church and community.
13. To reflect the compassion of Christ for all people, and therefore be involved in missions and charitable activities to whatever degree is possible.

Growth With Change

1. Set immediate and long-term goals consistent with God's purpose.
2. Base actions on an understanding that God is working out His purposes in the midst of change.
3. Select workable alternatives consistent with Biblical principles.
4. Develop confidence in God's consistent love in making decisions involving risk.

OUR ADMINISTRATION

THE BOARD OF DIRECTORS

1. The general direction and management of the affairs of the Corporation shall be vested in the Board of Directors. This Board shall be composed of four (4) to ten (10) members of the Corporation with this number to be at the discretion of the Board, parameters

withstanding. Their duty shall be to administer the affairs of the Corporation pursuant to the bylaws.

2. Any member of the Corporation shall be eligible to be elected to the Board of Directors.
3. Each director shall be elected for a term of three (3) years with the terms being staggered so that 2 or more directors are elected at every spring meeting, with the term of office beginning August 1 following.
4. No member shall be elected to the Board for more than two consecutive terms of office; a minimum of one year must precede any member's re-election following two consecutive terms.
5. The existing Board shall present the list of new Board member nominees at the annual spring Corporation meeting. A simple majority will determine election.
6. Mid-term vacancies occurring in the Board of Directors may be filled by appointment. This appointment must be by unanimous consent of the remaining Board members, as long as the remaining Board members are a quorum. The appointment shall be to finish out the year until the next election of officers.
7. The Corporation may, by special resolution of the Board remove any director before the expiration of the period of office. The vacancy thus created may be filled as per 6 above.
8. Meetings of the Board of Directors shall be held as often as the business of the Corporation may require, normally once per month, and shall be called by the chair. Notice of meetings, specifying the time and place shall be given within a reasonable time before the meeting is to take place.
9. Normally, no business shall be transacted at any meeting of the Board of Directors unless at least a majority of the directors are present at the commencement of such business. However, on occasions when very important issues arise which demand immediate decisions, a no-quorum meeting may be held and minutes recorded. The board Chair shall, by phone or email, contact the absent board members as soon as possible, review the entire agenda and discussions with them and acquire their votes on all items, which shall then be recorded and ratified at the next Board meeting.

Duties & Authority of the Board of Directors

The Board of Directors of the Corporation shall perform the following duties, and possess and exercise the following authority:

1. Determine and enforce the policy to be used in the School(s) with such policy to be in accordance with the goals and philosophy of the Corporation.

2. In concert with the school Administrator, as the need arises, to indicate to Living Sky School Division our preferences regarding the hiring of Principal and teaching staff to carry out the educational program and the policies of the Corporation.
3. Interview families who wish to enroll their children at Heritage. The Chairperson and at least one other Board member should conduct these interviews, but any teaching staff member can participate either in place of a board member or as an additional interviewer.
4. Present to the membership the application fees, registration fees, and membership dues payable to the school, and initiate the fundraising programs and supervise the distribution of funds so raised.
5. Appoint members or qualified people to committees deemed necessary or desirable in order to attain the objectives of the Corporation.
6. Appoint the following positions as officers for the Heritage Christian School, Inc. Board of Directors as necessary:

a. Chairperson of the Board

The role of the Chairperson shall be to conduct the business of any Board meetings convened and to preside at all General Meetings of the Corporation. The chairperson shall have a deliberative vote as any other Board member as well as an additional casting vote if the outcome of a vote results in a tie, and shall be an ex-officio member of all committees. The position will be held for the entire three year term, or until that person's term ends.

b. Vice Chairperson of the Board

Will act in the role of the Chairperson at any Board meetings or Corporation General Meetings where the Chairperson is not able to attend.

c. Secretary of the Board

Shall record minutes of all Board meetings and General Meetings of the Corporation, read minutes of previous Board meetings and Corporation meetings in said meetings, and email copies to the Heritage Christian School office, the Board Chair, and all Board members.

d. Treasurer of the Board

The role of Board Treasurer is to review financial reports and statements in consultation with the Administrator's Assistant/Secretary and to report these to the monthly Board Meetings and Corporation General Meetings. The goal is to have better clarity and understanding of financial matters of Heritage Christian School. The Administrator's Assistant/Secretary in the school office will handle day to day treasurer matters, payroll, pay accounts and making of deposits.

7. Perform all acts required in the attaining of the goals of the Corporation.

Signing Authority

The Board of Directors under the following guidelines will determine signing authority for bank cheques or similar transactions:

1. Two signatures to be required on a cheque.
2. These will be the signature of one of two appointed staff (usually the Principal or School Secretary) and one of two appointed Board members (usually the Chair or Board Secretary).

THE HERITAGE CHRISTIAN SCHOOL CORPORATION

Corporation Membership Meetings

1. There shall be two general meetings of the Corporation each year:
 - a. The general meeting in the spring shall be for the election of officers, adoption of the budget, and the transaction of any other pertinent business.
 - b. The fall meeting for the adoption of reports and the transaction of any other pertinent business.
 - c. The Board of Directors will determine the date and location of the general meetings.
2. The chair of the Board may call special meetings of the Corporation:
 - a. When a majority of the Board of Directors request that a special meeting be called.
 - b. When one fourth of the members of the Corporation request in writing that a special meeting be called.
3. Three weeks notice in writing of any general meetings shall be given to each member of the Corporation. Membership may submit nominations to nominating committee in writing seven days prior to general meeting.
4. Membership may submit nominations to nominating committee in writing at least 7 days prior to the general meeting with supporting documents that verifies that nominee meets the following qualifications:
 - Two (2) character references with one being from the current church pastor
 - Personally active in the school volunteer program for one (1) year
 - Brief written testimony
 - Member must be in good financial standing with the school

Quorum

1. Where there are one fourth of the members of the Corporation present at any general meeting a quorum shall be constituted.
2. If within one half hour from the time appointed for the meeting a quorum of members is not present, the meeting shall be adjourned to such a time and place as a majority of the members present shall direct. If at such an adjourned meeting a quorum of members is not present the meeting shall be adjourned sine die.

Majorities

1. All matters considered at any meeting of the Corporation shall be decided by a *simple majority*; unless a majority of the Board of Directors direct otherwise. Then it will be deemed a "Special resolution" and a majority of two thirds of the members present shall be required to carry the resolution.
2. The decision of whether a vote is to be by show of hands or by secret ballot is to be made by the chair. Notwithstanding all elections to positions on the Board of Directors is to be by secret ballot.
3. Resolutions regarding purchase or sale of land or buildings, or for loans in excess of \$10,000.00 will be special resolutions.

Dissolution of the Heritage Christian School Corporation

Upon eventual dissolution of the Corporation the remaining assets are to be given to another charitable organization, the organization to be decided on by the Board of Directors.

Seal

The Corporation shall have a corporate seal which shall be kept in the custody and care of the Secretary and shall be affixed to any document of the Corporation, and shall be identified by the signatures of the Chair and Secretary of the Corporation, who shall have the power to execute any deeds, contracts, or similar documents on behalf of the Corporation.

Open Book Policy

The monthly financial statements of the school shall be open to inspection by any member of the Corporation at any time, giving of reasonable notice to the Board Treasurer and at a mutually agreeable time.

Amendments

The Corporation may, by special resolution, make, amend, or repeal any bylaws for the better conduct or management of the Corporation.

TEACHERS CERTIFICATION

1. All instructors in the school shall be duly accepted members of the Corporation.
2. All instructors shall be required to have a Saskatchewan teacher's Professional A certificate.