

**CONSTITUTION OF COLLEGE PARK ELEMENTARY SCHOOL**  
**June 3, 2019**

**ARTICLE I – NAME**

This organization is established as College Park Elementary School (herein after referred to as the School).

**ARTICLE II – PHYSICAL ADDRESS**

The School is presently located at 220 Townline Road North, Oshawa, Ontario L1K 2J6.

**ARTICLE III – OWNERSHIP**

This School is legally owned by the Ontario Conference of the Seventh-day Adventist Church (herein after referred to as the Conference), which in turn is a part of the Seventh-day Adventist Church in Canada (herein after referred to as the SDACC), which in turn is a part of the North American Division (herein after referred to as the NAD) of the General Conference of the Seventh-day Adventist Church (herein after referred to as the GC).

**ARTICLE IV – PURPOSE**

- a. The purpose of this School is to prepare youth for effective citizenship in this world and for eternal fellowship in the world to come.
- b. The School endeavours to promote the harmonious development of the physical, mental, emotional, social and spiritual powers of the students.
- c. The School operates in accordance with the statement of the philosophy of Seventh-day Adventist education contained in the SDACC Education Code.

**ARTICLE V – MEMBERSHIP**

Every Seventh-day Adventist church or company of the East Central Ministerial Region that has been admitted to the constituency of the School is a member congregation. As of this date, the member or constituent congregations are: Bowmanville, College Park, New Life, Kendalwood, and their successors.

**ARTICLE VI – TERRITORY**

The territory of the School is determined by the location of the member churches that operate the School, which are primarily located in the East Central Ministerial Region.

**ARTICLE VII – BYLAWS**

The constituency of this School may enact Bylaws and/or repeal them; such Bylaws may embrace any provision that is consistent with the Constitution.

## **ARTICLE VIII – INTERPRETATION**

This Constitution and its Bylaws shall be given such liberal and fair interpretation required to best achieve the objectives set herein. Any dispute as to the interpretation of this Constitution and/or its Bylaws shall be determined by a vote of the School Board (herein after referred to as the Board) at a duly called meeting thereof and shall require a two-thirds majority to settle the interpretation of the point under dispute.

## **ARTICLE IX – AMENDMENTS**

- a. Any member congregation may propose amendment(s) to the Constitution or to its Bylaws.
- b. Any proposed amendment(s) shall be submitted in writing to the Board Chair (herein after referred to as the Chair) for referral to the Constitution and Bylaws Committee.
- c. The Constitution and Bylaws Committee shall consider the proposed amendment(s) in a reasonable time and bring to the Board its report on the proposed amendment(s) with its recommendations concerning the same.
- d. The Board shall consider the Constitution and Bylaws Committee report on the proposed amendment(s) and see that they are posted in all member congregations at least 3 weeks before the Constituency Meeting at which such amendment(s) shall be considered.
- e. This Constitution or its Bylaws may be amended by a two-thirds majority vote of the delegates present and voting at any Constituency Meeting where such amendment(s) is presented.

## **ARTICLE X – DISSOLUTION AND DISPOSITION OF ASSETS**

The School may be dissolved only by a two-thirds majority vote of the delegates present and voting at any Constituency Meeting where such dissolution is being considered.

In the event of the dissolution of the School, all assets remaining after payment, or provision for payment, of all incurred debts or liabilities, shall be transferred to its rightful successor or, in the absence of such, to the Conference.

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**BY-LAWS OF COLLEGE PARK ELEMENTARY SCHOOL**  
**June 3, 2019**

**ARTICLE I - GENERAL BUSINESS**

**Sec. 1. Principal Office**

The principal office for the transaction of the business of the School is presently located at 220 Townline Road North, Oshawa, Ontario L1K 2J6. In case of emergency, the Board may change the location of the principal office, as appropriate. (Unless otherwise indicated the term “Board” shall refer to the “School Board”).

**Sec. 2. Fiscal Year**

The fiscal year shall be from September 1 to August 31 following.

**Sec. 3. Banking Arrangements**

The banking business of the School shall be transacted with banks or savings institutions designated by the Board, under the advisement of the Conference and in accordance with NAD policy, and shall be transacted on the School's behalf by the Treasurer and/or other persons designated by the Board. All funds shall be deposited in the name of the School.

**Sec. 4. Execution of Instruments**

Deeds, transfers, assignments, contracts, obligations, and other legal instruments requiring the signature of the School shall be signed, on behalf of the School, by two officers of the Conference.

**ARTICLE II - CONSTITUENCY**

**Sec. 1. Constituent Congregations**

Every Seventh-day Adventist church or company of the East Central Ministerial Region that has been admitted to the constituency of the School is a member congregation. As of this date, the member or constituent congregations are: Bowmanville, College Park, New Life, Kendalwood, and their successors.

**Sec. 2. Joining the Constituency**

A congregation becomes a constituent or member upon submitting a written application confirming that a quorum of the members of the applying congregation, assembled in business session, have voted the application and agree to abide by the School's Constitution and Bylaws; and upon the application being accepted by the Board and ratified by majority vote at a Constituency Meeting.

**Sec. 3. Withdrawal from the Constituency**

- a. A constituent congregation may withdraw from the constituency by sending written notice to the Board that the congregation, in business session, has voted its withdrawal. The only effective date for withdrawal is the end of the current fiscal school year. In order for the

withdrawal to be considered by the Board, the withdrawal notice must be received by January 15 of the year in which the withdrawal is to become effective.

- b. A withdrawal must be ratified by majority vote at a Constituency Meeting.
- c. The withdrawal does not release the withdrawing congregation from any legal or financial obligation incurred during the time it was a constituent or member congregation.

## **ARTICLE III – CONSTITUENCY MEETINGS**

### **Sec. 1. Regular Constituency Meetings**

Regular Constituency Meetings shall be held at least once each school year, normally in the spring.

### **Sec. 2. Special Constituency Meetings**

When necessary, the Board may call a Special Constituency Meeting.

### **Sec. 3. Notice of Time and Place for Constituency Meetings**

The Board shall notify the pastor, the first elder, the clerk, and the bulletin secretary of each constituent congregation of the time and place of an upcoming Constituency Meeting. It is the responsibility of each constituent congregation to notify its elected delegates of the Constituency Meeting. Sufficient notice shall be given so that on three consecutive Sabbaths prior to the date of the meeting, written or verbal notice might be given at each congregation.

No error or omission in the giving of the notice of any Meeting shall invalidate or make void the actions or proceedings taken during that Meeting. The accidental omission to give any notice to any delegate, Board member, or officer, or the non-receipt of any notice by any such person where the School has provided notice in accordance with the by-laws, or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice. The error or omission may be waived by vote of the delegates at such Meeting.

### **Sec. 4. Delegates to Constituency Meetings**

Delegates to Constituency Meetings shall be Seventh-day Adventists in regular standing, elected by their respective constituent congregation or *ex officio*.

- a. Each constituent congregation is entitled to elect a number of delegates equal to five percent of its membership as listed in the current Conference directory. It is suggested that some of the delegates be elected from among the Board members of the constituent congregation.  
Congregational delegates shall be elected in the same manner and for the same term as other church officers.

No later than four weeks prior to a Constituency Meeting, the clerk of each constituent congregation shall send to the Board Chair a list of its delegates for the coming calendar year.

- b. All members of the Board.
- c. The three Conference officers, *ex officio*.
- d. The Superintendent(s) of the Schools of the Ontario Conference, *ex officio*. (Unless otherwise indicated the terms “Superintendent” and “Assistant or Associate Superintendent” shall refer herein after to the Superintendent and the Assistant or Associate Superintendent of Schools of the Ontario Conference)
- e. CPES Full-time Employees (Teachers and Staff)

## **Sec. 5. Business of Constituency Meetings**

It is the responsibility of the constituency:

- a. To receive the Principal's report, the Treasurer's report, and other School related reports.
- b. To ensure adequate financing for the general operation of the School.
- c. To receive the budget for the following school year at each regular Constituency Meeting.
- d. To vote long-range plans for School development, including the approval of financial plans for major capital improvements, as recommended by the Board.
- e. To recommend applicable policy changes to the Ontario Conference Office of Education.
- f. To establish and enact the Constitution and Bylaws, as proposed by the Governance and Bylaws Committee and recommended by the Board, provided they be in compliance with denominational policies.
- g. To encourage the organization and operation of a Home and School Association.

## **Sec. 6. Quorum**

Forty-five delegates shall constitute a quorum for the transaction of business at any Constituency Meeting.

## **Sec. 7. Persons Entitled to Vote**

Delegates alone are entitled to vote at Constituency Meetings.

## **Sec. 8. Votes to Govern**

Every issue shall be decided upon by a simple majority of the votes cast, unless otherwise provided herein or in the Constitution.

## **Sec. 9. Voting Method**

Voting shall be by a show of delegate cards or by electronic voting device, unless a secret ballot is required by the Chair or requested by one delegate present.

## **Sec. 10. Proxy**

Delegates may not vote by proxy.

## **Sec. 11. Attendance at Constituency Meetings by Observers**

Parents/guardians of students currently enrolled in the School who have not been elected as delegates may attend as observers, whether they be members of a constituent church or not.

Non-delegate members of the constituent congregations may attend as observers.

Observers may speak only if and when invited or permitted by the Chair.

## **Sec. 12. Minutes of Constituency Meetings**

The minutes of Constituency Meetings shall be submitted to the Board for review and recommendation at the September board meeting.

# **ARTICLE IV - SCHOOL BOARD**

## **School Board - Definition**

In every school within the Seventh-day Adventist Church in Canada school system there shall be an organized school board elected by the school constituency (for details of procedure see the *Church Manual*). The school board is responsible for the operation of the school within the guidelines and policies adopted by the conference K-12 board of education and the school constituency as stated in the school bylaws. The school board has authority only when meeting in official session; individual members may not speak for the school board. All actions of the school board are implemented through its executive secretary (school principal) in co-operation with the board chair.

The Board operation and school by-laws must always comply with the SDACC Education Code and Conference policy.

## **Sec. 1. Composition**

The Board shall consist of:

- a. The Chair, *ex officio*.
- b. The Vice Chair, *ex officio*.
- c. The Executive Secretary: (the School Principal), *ex officio*.
- d. The Treasurer, *ex officio*.
- e. The pastors of each constituent congregation, *ex officio*.
- f. The CPES Home and School Association Leader, *ex officio*.
- g. The Adventist Education Leader of each constituent congregation, *ex officio*.

- h. Two Board members from every constituent congregation of up to 200 members, plus one Board member for every additional 200 members, or major part thereof, as listed in the current Conference directory. Congregations designated as companies shall have their pastor and/or their Adventist Education Leader as their board representative(s). These shall be elected by the constituent congregations, who shall notify the Board of their appointment. The School shall provide to the constituent congregations a Skills Matrix, approved by the Board, on the basis of which each congregation will elect its representatives to the Board. Preferably, each representative should bring to the Board two or more of the required skills.
- i. The Superintendent and the Associate/Assistant Superintendent of Schools, *ex officio*.
- j. The three Conference officers (President, Executive Secretary, Treasurer), *ex officio*
- k. SDACC Education Director, *ex officio*

## **Sec. 2. Qualifications**

Board members shall be eighteen years of age or older and shall be members of the Seventh-day Adventist Church in regular standing.

## **Sec. 3. Election and Term**

Board members shall be elected for a term of two years, to a maximum of four consecutive terms.

When a Board member has served for four consecutive terms, he/she must remain off the Board for a minimum of one (1) year before being eligible for election. Normally, members shall assume their responsibilities on September 1.

Board members representing the constituent congregations shall cease in their functions the moment they cease to be members of the constituent congregation or when they are replaced by new representatives (see above: Sect. 1, articles f., g., and h).

## **Sec. 4. Responsibilities**

It is the responsibility of the Board:

- a. To dialogue with the Conference Office of Education regarding all personnel matters relative to salaried employees, and to employ hourly wage personnel as needed, in consultation with the Conference administration.
- b. To ensure local implementation of applicable policies and plans of the Conference Office of Education.
- c. To develop policies in areas of local concern such as:
  - 1. Transportation
  - 2. Purchasing procedures
  - 3. Tuition and other methods of financial support
  - 4. Admission requirements, in accordance with provincial and denominational guidelines
  - 5. Equipment and maintenance of the School plant

6. Textbook purchases (pupil and/or School owned)
  7. Dress Code
- d. To generate and implement master planning.
  - e. To establish *ad hoc* committees for the efficient operation of the School.
  - f. To support the Principal in the implementation of the School program, including:
    1. Committee/Board policies
    2. Teacher load
    3. Daily schedule
    4. Code of student conduct
  - g. To review the recommendations of the School administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students. Board consideration of dismissal recommendations shall take place *in-camera* or executive sessions.
  - h. To support the work of the Home and School Association and to facilitate the election of its officers.
  - i. To consider appeals and to answer questions regarding the operation of the School where satisfactory resolution has not been reached through prior interaction between the concerned parties and the School administration.
  - j. To participate in the process of School evaluation as scheduled by the Conference Office of Education and, where required, by government agencies.
  - k. To cooperate with the Conference Office of Education in planning for in-service and continuing education of teachers, and for teacher conventions.
  - l. To approve, in consultation with the Conference Office of Education, a proposed plan of School organization and a basic curriculum plan for the School.
  - m. To adopt the recommended Conference-wide School calendar. Any local modification to or deviation from the same must receive prior approval from the Conference Office of Education.
  - n. To approve the School Handbook, which shall include items such as:
    1. Philosophy of education
    2. Financial information
    3. School regulations
    4. School calendar
    5. Course offerings
    6. Dress code
    7. Student conduct

- o. To review and approve the funded annual operating budget presented by the Finance Committee.
- p. To review and approve the funded capital budget presented by the Finance Committee.
- q. To cooperate with the SDACC and Conference Offices of Education in matters of curriculum development and implementation, as well as policies pertinent to the operation of the School.
- r. To conduct meetings in accordance with generally accepted parliamentary procedures, as suggested by the GC.
- s. To approve an annual schedule for board meetings.

### **Sec. 5. Meetings**

Meetings of the Board shall be held at least once every month during the School year, and during the summer vacation months as required, to maintain the efficient operation of the School.

### **Sec. 6. Place of Meeting**

Meetings of the Board shall be held at the School, unless otherwise announced.

### **Sec. 7. Attendance**

Board meetings may be attended in person or via teleconference.

Regular attendance and active participation at all board meetings is expected and encouraged. Absence from three consecutive board meetings or from more than one third of the board meetings held in a year may result in the Board declaring the position vacant, of which the Executive Secretary will notify the pastor of the respective constituent congregation, which may result in the appointment of a new representative to the Board.

### **Sec. 8. Attendance by Members of Constituent Congregations and Other Stakeholders as Observers**

Regular Board meetings shall be open for attendance to members of the constituent congregations and other stakeholders, provided they announce in advance their intent to the Chair to verify that the meeting they wish to attend is not *in camera*. Observers shall have no voting privileges. They shall have no voice unless otherwise determined by the Chair.

### **Sec. 9. Quorum**

The Board may transact business in the presence of ten (10) of its members. Once a quorum is established, it shall be deemed valid for the duration of the meeting.

Members attending Board meetings via teleconference shall be counted as present.

## **Sec. 10. Voting Methods**

In-session: Voting shall be carried out *viva voce* (by word of mouth), by a show of hands, or by electronic means, unless casting a ballot is determined by the Chair or requested by a member.

Out of session: Electronic voting (“e-vote”) shall be permitted for time sensitive, uncontroverted matters in accordance with the following procedures:

- a. All School Board members must have access to the necessary equipment to participate in the e-vote, failing which an e-vote cannot be taken.
- b. Only one motion shall be allowed per e-vote. Further motions must be made in separate new electronic messages.
- c. A second is not necessary for the motion to be considered.
- d. The Executive Secretary shall assign a number to the motion and include the number in the subject line (i.e.: Motion E-01 of 2014).
- e. The Executive Secretary shall prepare and email or text the motion to be considered to all School Board members requesting them to vote for or against the motion by electronic reply.
- f. The Executive Secretary shall include the time frame/deadline for the e-vote.
- g. School Board members shall state “I vote YES” or “I vote NO” in their reply email/text and use “Reply All”.
- h. The Executive Secretary shall compile and maintain the e-votes including the number of e-votes cast for and against the motion.
- i. The Executive Secretary shall announce the results of the e-vote by email/text to all the School Board members.
- j. It is required that 100% of the received votes are “YES” in order for the motion to be carried.
- k. The Executive Secretary shall prepare minutes of the e-vote and shall send the minutes marked “draft” to all the School Board members.
- l. The e-vote minutes shall be approved at the next regular School Board meeting.

## **Sec. 11. Votes to Govern**

Every issue shall be decided upon by simple majority vote, unless otherwise provided herein.

## **Sec. 12. Consultations Between Meetings**

Board members may be consulted and vote by e-mail or other electronic means on resolutions requiring their immediate attention between meetings, provided that all Board members are notified and that the number of respondents constitutes a quorum. Their responses shall be recorded and reported, in summary form, in a designated section of the Minutes.

### **Sec. 13. Standard of Care**

In the exercise of their power and in the discharge of their duties, Board members and officers shall act honestly, in good faith, and in the best interest of the School, exercising the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Board members and officers shall comply with and stand in support of the School's Constitution and Bylaws.

### **Sec. 14. Declaration of Conflict of Interest and/or Commitment**

A Board member who is in conflict of interest and/or commitment regarding an item that comes before the Board shall request to have entered in the minutes of the meeting the nature and extent of such conflict. Persons making such disclosures shall refrain from voting on the item in which a conflict has been registered. When a potential conflict exists, Board members are to follow usual ethical procedures and absent themselves from the meeting where there is personal gain for the duration of that agenda item. Each Board member shall sign annually a statement of conflict of interest and/or commitment. This form will be supplied by either the Executive Secretary of the School Board or the Conference Office of Education (For definition of Conflict of Interest and/or Commitment see pertinent sections of the NAD Working Policy).

### **Sec. 15. Confidentiality**

All discussions, distributed materials, and actions of the Board shall be kept confidential, unless otherwise indicated by the Chair.

The Chair shall convene or declare *in camera* sessions of the Board at his/her own discretion and without appeal or at the request of two-thirds of the members of the Board.

*In camera* sessions of the Board are closed to non Board members; accounts of discussions shall not be recorded. Actions, however, shall be recorded. All *in camera* discussions, distributed materials, and actions shall be kept confidential. Breach of trust in this regard may result in loss of Board membership.

### **Sec. 16. Agenda and Minutes**

The Agenda for every Board meeting shall be prepared by the Executive Secretary in consultation with the Board Chair and emailed to the Board members two days before the meeting.

Minutes of Board meetings shall be kept at the school office for review by appointment for all stakeholders.

### **Sec. 17. Discontinuation of Membership**

Board membership may be terminated by vote of the Board of the church which elected the member (see above: Article 4, Sec. 1. and 3.), or by two thirds majority vote of the School Board members present.

Recurrent absenteeism may result in loss of membership, as provided for in Sec. 7 above.

### **Sec. 18. Vacancies of Offices and Board Members**

The Board shall fill vacant offices as necessary.

When a vacancy occurs with respect to a representative from a constituent congregation, it shall be the duty of the constituent church involved to elect a new representative to serve for the remainder of the term (see above: Article 4, Sec. 1. and 3.).

### **Sec. 19. Liability Insurance Coverage for Board Members and Officers**

The Conference provides liability insurance for the protection of Board members and of other persons acting at the Board's request, against any liability incurred by such individuals acting in their elected or appointed positions, except where the liability is incurred by failure to act in compliance with the stipulations of the Constitution and Bylaws, the stipulations of the Board, and/or the laws of the land.

## **ARTICLE V – OFFICERS OF THE BOARD**

The following shall be the officers of the Board:

- a. The Chair
- b. The Vice Chair
- c. The Executive Secretary: the School Principal, *ex officio*.
- d. The Treasurer

## **ARTICLE VI – ELECTION AND TERM OF THE OFFICERS OF THE BOARD**

### **Sec. 1. Election of Officers**

By April of each election year, the Board shall elect or re-elect its Chair and Vice Chair from among the Board members. This shall be added to the April board meeting agenda.

These shall serve for a minimum term of two years, from September 1 to August 31.

The Executive Secretary –the School Principal—shall serve *ex officio*.

The Treasurer is elected by the Board and serves at the pleasure of the Board until either resignation or termination occurs.

### **Sec. 2. Removal from Office**

When necessary, an elected officer may be removed by vote of two thirds of the members of the Board present at an *in-camera* meeting.

## **ARTICLE VII – DUTIES OF OFFICERS OF THE BOARD**

### **Sec. 1. The Chair**

The Chair shall:

- a. Call or provide for the calling of Board and Constituency Meetings, and preside at these meetings.
- b. Serve as consultant to the Executive Secretary in the development of the agenda for Board and Constituency meetings.
- c. Follow appropriate parliamentary procedures.
- d. Encourage discussion relative to agenda items.
- e. Become acquainted with the School program and confer with the Principal on items pertaining to the operation of the School.
- f. Support the Principal in the administration of the School.
- g. Communicate with individual congregations and present school items pertinent to each constituent congregation.
- h. Be an *ex officio* member of all Committees.
- i. Fulfill the duties in compliance, as mandated by the NAD/SDACC Education Code.

### **Sec. 2. The Vice Chair**

The Vice Chair shall:

- a. Act in the place of the Chair in his/her absence and at his/her request.
- b. Perform such other duties as the Chair or the Board may determine.
- c. Be an *ex officio* member of all Committees.
- d. Fulfill the duties in compliance, as mandated by the NAD/SDACC Education Code.

### **Sec. 3. The Executive Secretary**

The Executive Secretary shall:

- a. Give Board members sufficient notice (not less than five business days) regarding upcoming meetings of the Board.
- b. Prepare and maintain accurate records and minutes of Board actions and policies, ensure their custody and preservation, and forward copy thereof to the Conference Office of Education. A recording secretary may assist with these duties.

- c. Prepares the agenda for board meetings in consultation with the board chair and emails the agenda and the minutes two days before each board meeting.
- d. Ensure that all actions taken, and decisions made by the Board and at Constituency Meetings comply with the current CPES Constitution and Bylaws.
- e. Carry on necessary correspondence for the School.
- f. File with the Conference Office of Education the yearly schedule of regular board meetings.
- g. Maintain current the School's Handbook.
- h. Act as liaison with the constituent congregations, keeping them informed of pertinent School developments, plans, projects, events, and needs.
- i. Be an *ex officio* member of all committees.
- j. Fulfill the duties in compliance, as mandated by the NAD/SDACC Education Code.

#### **Sec. 4. The Treasurer**

The Treasurer shall:

- a. Keep adequate financial books and records, issue School bills and monthly statements to parents/guardians, collect tuition, and pay authorized bills.
- b. Present at each Board meeting a complete financial statement, prepared according to generally accepted accounting procedures.
- c. Prepare, with the Finance Committee, an annual budget for the School.
- d. Send copies of the budget to the Conference.
- e. Make available, upon request, copies of the budget and of the monthly financial statements to the constituent congregations.
- f. Be the custodian of School funds, controlling the deposit of money, the safekeeping of securities and the disbursement of School funds.
- g. Attend to delinquent accounts.
- h. Establish payment plans with parents or guardians.
- i. Conduct other business as directed by the Board.
- j. Fulfill the duties in compliance, as mandated by the NAD/SDACC Education Code.

#### **Sec. 5. Variation of Duties**

From time to time, the Board may vary the powers and duties of any officer, provided that harmony with the Constitution and Bylaws is preserved.

## **ARTICLE VIII – EXECUTIVE COMMITTEE OF THE BOARD**

### **Sec. 1. Composition**

The Executive Committee of the Board shall include the four Executive Officers of the Board, the Superintendent and the Associate/Assistant Superintendent of Schools, and the senior pastors of the constituent congregations. The elected members shall be two Board members elected by the Board.

### **Sec. 2. Election and Term**

By April of each year, the Board shall elect from among its members the two elected members of the Executive Committee. This shall be added to the April school board meeting agenda.

They shall serve from September 1 to August 31. The Board may fill vacancies whenever they occur.

### **Sec. 3. Duties**

The duties of the Executive Committee shall be to:

- a. Attend to such matters whose urgent nature requires that they be immediately addressed
- b. Function as the Personnel Committee of the Board.

### **Sec. 4. Meetings**

The Executive Committee shall meet if necessary when school is not in session (July and August), being convened by the Executive Secretary in consultation with the Chair.

### **Sec. 5. Quorum**

The Executive Committee may transact its business in the presence of six (6) of its members. This quorum must be maintained for the duration of the meeting, failure of which the meeting shall be immediately adjourned.

### **Sec. 6. Actions**

The Executive Secretary shall record and report to the Board all voted actions taken, for ratification.

## **ARTICLE IX – STANDING COMMITTEES OF THE BOARD**

### **Sec. 1. Designation**

There shall be seven standing committees of the Board, designated as follows:

- a. The Governance and Bylaws Committee
- b. The Finance Committee

- c. The Marketing and Enrollment Committee
- d. The Strategic Planning Committee
- e. The Building, Grounds, and Safety Committee
- f. The Technology Committee
- g. The Fundraising Committee

## **Sec. 2. Election and Term**

By September of each year, the Board shall elect from among its members those who are to serve in these committees.

They shall serve from September 1 to August 31. The Board may fill vacancies whenever they occur.

## **Sec. 3. Governance and Bylaws Committee**

This committee shall be composed of seven individuals. Three of these shall be elected by the Board from among its members. The remaining four shall be the Board Chair, the Vice-Chair, the Principal and the Conference Superintendent of Schools, who shall serve *ex officio*.

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to implement revisions and updates to the Constitution and Bylaws, which it shall present to the Board for review. Once approved, the Board shall propose them to the constituents for enactment at a Constituency Meeting.

(See also: CPES Constitution, ARTICLE VII – BYLAWS, ARTICLE VIII – INTERPRETATION, and ARTICLE IX – AMMENDMENTS).

## **Sec. 4. Finance Committee**

This committee shall be composed of a minimum of eight individuals. Four of these shall be elected by the Board from among its members, one from each constituent church. The remaining four shall be the Board Chair, the Vice Chair, the Principal and the Treasurer, who shall serve *ex officio*.

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board an annual operating budget, a capital budget, and a long range capital renewal plan.

Additionally, this committee shall present to the Board recommendations regarding tuition, fees and church subsidies.

## **Sec. 5. Marketing and Enrollment Committee**

This committee shall be composed of a minimum of nine individuals. Four of these shall be elected by the Board from among its members, from among the staff, and from among the members of the constituent congregations. The remaining five shall be the Board Chair, Vice-Chair, Principal, Treasurer, and the Ontario Conference Superintendent of Schools, who shall serve as *ex officio*.

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board a current strategy for:

a) strengthening the School's relationship with the constituent churches; and b) marketing the School to the constituent congregations and to the surrounding community. The committee may seek input from external consultants.

## **Sec. 6. Strategic Planning Committee**

This committee shall be composed of a minimum of eight individuals. Two of these shall be elected by the Board from among its members. The third might be a member of the teaching staff, elected by the Board. The remaining five shall be the Board Chair, who shall also chair this committee, the Vice Chair, the Principal, who shall act as Recording Secretary for this committee, the Treasurer who shall serve *ex officio*, and the Chair of the Marketing Committee.

It is the duty of this committee to generate, update, and recommend to the Board a comprehensive strategic plan that includes short term (up to two years), medium term (three to five years), and long term (beyond five years) goals and objectives for the School.

## **Sec. 7. Building, Grounds, and Safety Committee**

This committee shall be composed of a minimum of seven individuals. Three of these shall be elected by the Board from among its members, members of the staff, members of the constituent congregations.

The remaining four shall be the Board Chair, Vice Chair, Principal, and Treasurer, who will serve *ex officio*.

It is the duty of this committee to assess the condition of the physical plant, to monitor safety, and to make any pertinent recommendations to the Board pertaining to maintenance, improvements, expansion, and all other capital expenditures.

## **Sec. 8. Technology Committee**

This committee shall be composed of a minimum of seven individuals. Four of these shall be elected by the Board which will include two teachers, and two additional technology informed individuals from the Board or the constituent congregations. The remaining three shall be the Board Chair, Vice Chair, and Principal, who will serve *ex officio*.

It is the duty of this committee to develop and keep current a technology plan, to assess and recommend to the Board matters pertaining to updates, expansion and improvement, as well as staff training and use of the equipment, and to ensure online safety.

## **Sec. 9. Fundraising Committee**

This committee shall be composed of a minimum of nine individuals. Five of these shall be elected by the Board from among its members, from among the faculty and staff, from among the members of the constituent congregations, or from other suitable sources. The remaining four shall be the Board Chair, the Vice Chair, the Principal, and the Treasurer, who shall serve *ex officio*.

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board a current strategy for fundraising from the constituent congregations, the surrounding community and/or other suitable sources.

This committee may seek input from external consultants.

## **ARTICLE X – AUDITING**

Financial records shall be audited annually by the Conference Auditing Service. The auditor's report shall be presented to the Board in writing.

The auditor's report shall be presented in writing at the Constituency Meeting, and shall be available for inspection by any member. Furthermore, the auditor shall be entitled to attend Constituency Meetings where his/her report is presented, and to be heard on any matter concerning the auditor's report or other related issues.

## **ARTICLE XI – HOME AND SCHOOL ASSOCIATION**

### **Sec. 1. Purpose**

The purpose of the Home and School Association (herein after referred to as the HSA) is twofold:

- a. To provide parent education
- b. To unite the home, the School, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children.

(See: Pertinent sections of the *Seventh Day Adventist Church Manual*)

### **Sec. 2. Objectives**

The objectives of the HSA are:

- a. To educate parents in cooperation with the church and School in their work of fostering the development of the whole child—"the harmonious development of the physical, the mental, and the spiritual powers." *Education*, p. 13.
- b. To promote cooperation between parents and teachers in the educational process.

- c. To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents.
- d. To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.
- e. To support the church School in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.
- f. To strengthen the relationship between home and School by promoting such activities as:
  - 1. Providing suggestions to the administration and School Board for program improvement.
  - 2. Encouraging frequent communication between home and School.
  - 3. Encouraging parents to visit the School.
  - 4. Encouraging teachers to visit the homes of students.
  - 5. Providing volunteer services as requested by the School.
  - 6. Assisting in providing the School with additional equipment and facilities not provided by the constituent congregations or the Conference.
  - 7. To work toward the goal of enrolling every child of the church in the church School. Earnest endeavor should be made to provide ways for disadvantaged children to attend church School so that no Seventh-day Adventist child will miss the opportunity of a Seventh-day Adventist education.

(See: Pertinent sections of the *Seventh Day Adventist Church Manual*).

### **Sec. 3. Membership**

The membership of the HSA shall consist of the following:

- a. The HSA Leader of each constituent congregation.
- b. The Adventist Education Leader of each constituent congregation.
- c. Twenty percent of the full-time teachers, elected by their peers.
- d. The Principal, Vice Principal, both will serve as *ex officio*.
- e. All parents/guardians of children currently enrolled in the School.

#### **Sec. 4. Officers**

The officers of the HSA shall be:

- a. The Leader, who shall serve also as a member of the School Board.
- b. The Assistant Leader.
- c. The Secretary-Treasurer.
- d. The Principal, *ex officio*.

#### **Sec. 5. Election of Officers**

The term of the HSA begins in June and ends in May. The first HSA meeting in June shall be convened by the School Principal or designate and be held prior to the regular June school board meeting.

The election of officers will occur at the May HSA meeting, which is to be held prior to the regular May school board meeting. The elected names for HSA officers will be brought forward to the Board for approval at their regular meeting in May.

Holding membership in a constituent congregation shall be a prerequisite for election.

#### **Sec. 6. Term**

The officers shall serve for a two year term, commencing June 1.

Officers may be re-elected.

#### **Sec. 7. Authority of the Board**

All functions of the HSA must be approved by the Board.

#### **Sec. 8. Reporting to the Board**

Following each meeting of the HSA, a report shall be submitted to the Board who reviews and receives it.

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Special Note: Anything not covered in these by-laws will be covered by the SDACC Education Code and NAD Working Policy.

Revised June 3, 2019



**APPENDIX 1**

**College Park Elementary School  
Committee Skills Matrix**

	Executive Committee	Buildings Ground & Safety Committee	Finance Committee	Fundraising Committee	Governance & Bylaws	Marketing & Enrollment Committee	Personnel Committee	Strategic Planning Committee	Technology Committee
leadership	X	X	X	X	X	X	X	X	X
field specific skills		X tradesman / project mgt	X financial / accounting	X advertising / donor relations	X governance / legal	X technical skills	X legal	X strategic mgt	X technical skills
business management	X		X						
communication				X	X	X			
conflict resolution	X						X		
creativity / vision						X		X	
demographics & statistics				X		X			
design				X					X
educational	X							X	X
financial		X		X					
human resources	X				X		X		
public relations	X					X			
research						X		X	
risk management	X	X							
strategic planning		X						X	X

**APPENDIX II**

**DECLARATION OF CONFLICT OF INTEREST AND/OR COMMITMENT**

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents, siblings) and its provisions shall protect any organization affiliated with or subsidiary to College Park Elementary School. In the event facts change in the future that may create a potential conflict of interest, I agree to notify College Park Elementary School in writing.

Except as disclosed below:

- a. Neither I nor my family have a financial interest or business relationship that competes with or conflicts with the interests of College Park Elementary School.
- b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of College Park Elementary School.
- c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational or non-denominational entities, suppliers, or agencies doing business with College Park Elementary School.
- d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to College Park Elementary School in any decision making process involving financial or legal interests adverse to College Park Elementary School.

Disclosures:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Name:**

**Position/Title:**

**Date:**

**APPENDIX IV**

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree with the following statements:

I understand that, as a Board or sub-committee member of College Park Elementary School, I may come in contact with confidential information during my time of service at the said entity.

As part of the condition of my work with the said entity, I hereby commit to keep in strict confidence all information regarding its deliberations and actions.

I will do this in accordance with the Bylaws of College Park Elementary School and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of College Park Elementary School, unless authorized as part of my duties, or with the express permission or direction to do so from Board's chairperson.

\_\_\_\_\_

Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_