



Constitution of the Christian Principals Association of British Columbia Society

1. The name of the society is the “Christian Principals Association of British Columbia Society”.
2. The purposes of the society are:
 - a. to promote and improve Christian education and educational leadership;
 - b. to provide mutual support and to encourage communication and fellowship among members;
 - c. to promote and maintain high standards of professional training and ongoing professional development;
 - d. to keep members abreast of current educational and leadership issues;
 - e. to encourage and support organizations that participate in Christian education;
 - f. to shape policies and practices that promote Christ honoring leadership that serves Christian school communities;
 - g. to encourage staff members to aspire to leadership positions; and
 - h. to work closely with the Society of Christian School sin B.C. and other Christian school service organizations as deemed appropriate.
3. Basis and Principles – The Society affirms the following principles for Christian educational leadership:
 - a. that God by His infallible Holy Word of the Old and New Testaments reveals Himself, renews our understanding of God, of ourselves, of our fellow humans and of the world, and directs us in all our relationships and activities;
 - b. that the world, and our calling in it, can rightly be understood only in our relation to the Triune God, who by His creation, restoration and governance directs all things to the coming of His Kingdom and the glorification of His name;
 - c. that sin, alienates us from our Creator, our neighbor, ourselves and the word, distorts our view of the true meaning and purpose of life and misdirects human culture;
 - d. that through our Saviour, Jesus Christ, there is a renewal of our educational enterprise, because He is the Redeemer, the Light and the Way for our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.
4. The society shall carry on works exclusively of a non-profit nature.
5. The society shall be carried on without purpose and gain for its members, and no part of any income of the society shall be payable or otherwise available for the personal benefit of the members thereof, and any profits or other accretions to the society shall be used for promoting its purposes.
6. Upon windup or dissolution of the society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the windup including the remuneration of a liquidator, and after payment to the employees of the society of any arrears of salaries or wages and after payment of any other debts of the society, shall be distributed to the Society of Christian Schools in B.C.
7. The provisions of Section 2, 3, 4, 5, 6, and 7 of this Constitution are unalterable.



Bylaws of the Christian Principals Association of British Columbia Society

Part 1 Interpretation

1. (1) In these bylaws, unless the context otherwise requires,
 - (a) “directors” means the directors of the society for the time being;
 - (b) “Society Act” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - (c) “registered address” of a member means his address as recorded in the register of members.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 Membership

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. Full membership is open to all educational leaders who subscribe to the constitution and are committed to the purposes of the society. Honorary membership is given upon recommendation of the executive and acceptance of the CPABC membership. It may be granted to those who are not in administrative positions. A person may apply to the directors for membership in the society and on acceptance by the directors shall become a member.
5. Every member shall uphold to constitution and comply with these bylaws.
6. The amount of the annual membership dues for each fiscal year or part thereof or other fees payable by the members shall be determined by the directors from time to time.
7. A person shall cease to be a member of the society
 - (a) by delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
 - (b) on his death or in the case of a corporation on dissolution;
 - (c) on being expelled; or
 - (d) on having been a member not in good standing for 12 consecutive months.
8. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - (3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.

Part 3 Meetings of Members

10. General meetings of the society shall be held at the time and place, in accordance with the *Society Act*, that the directors decide.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The directors may, when they see fit, convene an extraordinary general meeting.
13. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and in case of special business, the general nature of that business.
(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at the meeting.
14. The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 Proceedings at General Meetings

15. Special business is
 - (a) all business at an extraordinary general meeting except the adoption of rules of order; and
 - (b) all business transacted at an annual general meeting; except,
 - i. the adoption of the rules of order;
 - ii. the consideration of the financial statements;
 - iii. the report of the directors;
 - iv. the report of the auditor, if any;
 - v. the election of directors;
 - vi. the appointment of the auditor, if required; and
 - vii. the other business that, under these bylaws, ought to be transacted at a n annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
16. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
(3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
18. Subject to bylaw 19, the president of the society, the vice president or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.
19. If at a general meeting
 - (1) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting; or

- (2) the president and all other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
20. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
21. (1) No resolution proposal at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.
(2) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
22. (1) A member in good standing present at a meeting of members is entitled to one vote.
(2) Voting by proxy is not permitted.

Part 5 Directors and Officers

23. (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless to
(a) all laws affecting the society;
(b) these bylaws; and
(c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.
(2) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
24. (1) The president, vice president, secretary, and treasurer, shall be officers of the society.
(2) The number of directors shall be 3 or a greater number determined from time to time at a general meeting.
(3) A director may resign by sending a notice in writing to the society.
(4) Any director who is expelled from membership in the Society or who ceases to be a member in good standing is deemed to have resigned as a director.
25. (1) The directors shall be elected at the annual general membership meeting to a 3 year term of office.
(2) An election may be by acclamation, otherwise it shall be by ballot.
(3) If no successor is elected the person previously elected or appointed continues to hold office.
(4) Directors may be re-elected to two consecutive three year terms of office.
26. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
(2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for re-election at the meeting.

27. (1) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
(2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
28. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
29. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessary and reasonably incurred by him while engaged in the affairs of the society.

Part 6 Proceedings of Directors

30. (1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
(2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed, the quorum shall be a majority of the directors then in office.
(3) The president shall be chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman at that meeting.
(4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
31. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they see fit.
(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors and shall report every act or thing done in exercise of these powers to the earliest meeting of the directors to be held next after it has been done.
32. A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.
33. The members of a committee may meet and adjourn as they think proper.
34. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of directors is present.
35. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, facsimile or electronic mail, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
 - (a) no notice of meetings of directors shall be sent to that director, and
 - (b) any and all meetings of the directors of the society, notice of which has not been given to that director shall, if a quorum of the directors is present be valid and effective.
36. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by majority of the voted.
(2) In case of an equality of votes the chairman does not have a second or casting vote and the proposed resolution shall not pass.

37. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
38. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

Part 7 Duties of Officers

39. The directors shall appoint such persons from among themselves as they see fit to hold the offices of president, vice-president, secretary and treasurer and such offices held at the pleasure of the directors.
40. (1) The president shall preside at all meetings of the society and of the directors.

(2) The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.
41. The vice president shall carry out the duties of the president during his absence.
42. The secretary shall
 - (a) conduct the correspondence of the society;
 - (b) issue notices of meetings of the society and directors;
 - (c) keep minutes of all meetings of the society and directors;
 - (d) have custody of all records and documents of the society except those requires to be kept by the treasurer;
 - (e) have custody of the common seal of the society; and
 - (f) maintain a register of members.
43. The treasurer shall
 - (a) keep the financial records, including books of accounts, necessary to comply with the *Society Act*; and
 - (b) render financial statements to the directors, members and others when required.
44. The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.
45. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
46. The directors may appoint such officers, consultants, committees, agents or persons they think fit, and define the duties, responsibilities, remuneration and authority of such persons.
47. The directors shall nominate a member to sit on the Board of the Society of Christian Schools in BC.

Part 8 Seal

48. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
49. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

Part 9 Finances

50. In order to carry out the purposed of the Society, the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the generality of the foregoing, by the issue of debentures.
51. No debenture shall be issued without the sanction of a special resolution, which resolution may refer to a particular debenture or may confer on the directors a general power to issue debentures for a period not exceeding on year from the date on which the resolution is passed.
52. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.
53. The directors may invest the funds of the Society in any manner which they in their sole discretion consider to be in the best interests of the Society.

Part 10 Auditor

54. This part applies only where the society is required or has resolved to have an auditor.
55. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
56. At each annual general meeting the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
57. An auditor may be removed by ordinary resolution.
58. An auditor shall be promptly informed in writing of appointment or removal.
59. No director and no employee of the society shall be auditor.
60. The auditor may attend general meetings.

Part 11 Notices to Members

61. A notice may be given to a member, either personally or by mail to him at his registered address.
62. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that notice was properly addressed and put in a Canadian post office receptacle.
63. (1) Notice of a general meeting shall be given to
 - (a) every member shown on the register of members on the day notice is given; and
 - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of general meeting.

Part 12 Bylaws and Constitution

64. On being admitted to the membership, each member is entitled to and the society shall give him, without charge, a copy of the constitution and bylaws of the society.
65. These bylaws and constitution shall not be altered or added to except by special resolution.