



MOUNT SALEM
CHRISTIAN SCHOOL

SCHOOL CONSTITUTION

**MOUNT SALEM CHRISTIAN SCHOOL CONSTITUTION
JANUARY 1995**

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MISSION STATEMENT

“Our mission at MSCS is to provide a high level of Bible-based academic instruction and to partner with parents as we educate the “whole child”, equipping and training the student for a life of obedience to his calling in this world as an image-bearer of Jesus Christ.”

PREAMBLE

Believing that the Bible gives Christian parents the responsibility and privilege of providing Christian Education for their children, and believing that this can best be accomplished by concerted action, we hereby make and adopt the following articles of association of Mount Salem Christian School to wit:

ARTICLE I - NAME

This organization shall be known as “Mount Salem Christian School”.

ARTICLE II—BASIS

1. PHILOSOPHY OF EDUCATION:

Mount Salem Christian School has been established as a Christian educational institution to aid parents in their scriptural responsibility of educating their children. The authority is clearly given to parents for the education and training of their children in Proverbs 22:6, Deuteronomy 6:6-9, and Ephesians 6:1-4. All students and parents affiliated with Mt. Salem Christian School are expected to support an educational philosophy, which is synonymous with the following principles.

2. EDUCATIONAL PRINCIPLES:

The supreme standard of the Organization shall be the Scriptures of the Old and New Testaments here confessed to be in their entirety the written and inspired Word of God. In them is the absolute standard of faith and life, in the area of education, which is articulated, in the following statement of principles.

A. Creation: Man was created by God in His own image (Genesis 1:26) to enjoy Fellowship with his Creator. Furthermore, man, endowed with special gifts far above any other living creature, receiving the mandate to have dominion over all things in accordance with God’s will to His honour and glory (1 Corinthians 10:31). Through their education, children must come to learn that the world and man’s calling in it can

rightly be understood only in their relationship to God, who by His creation, restoration and governance directs all things to the coming of His kingdom and glorification of His name.

B. Sin: Sin consists of man's estrangement from God, his fellow man, and the world. It brings about man's blindness to the true meaning of life and his incapacity to perceive the true purpose of life. Man's sin also corrupts the education of children (Ephesians 2:1-6).

C. Jesus Christ: Through our Savior, Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way, for our human life in all its range and variety. Only through Him and the work of the Holy Spirit are we guided into the truth and recommitted to our original calling (John 16:13-17).

D. Believer: A person is a believer when by true repentance and faith he trusts in Christ alone for his salvation (Acts 16:31), is born again through the power of the Holy Spirit (John 3:31), and through being in Christ bears the fruit of the Spirit (John 15:1-17)

E. Education: Christian education given in accordance with legitimate standards and provisions should receive full recognition and freedom by society. The mission of Mt. Salem Christian School is to partner with parents as we educate the "whole" child, equipping and training the student for a life of obedience to his calling in this world as an image-bearer of Jesus Christ. This calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be faithful stewards in their God-given responsibility.

F. Parents: The primary responsibility for education rests upon parents to whom children are entrusted by God. Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards that engage the service of Christian teachers and Christian schools.

G. Teachers: Christian teachers, both in obedience to God and cooperation with parents, have a unique pedagogical responsibility while educating the child in school. In addition to possessing the highest academic standards possible, the teacher, as a believer in the Lord Jesus Christ, must reflect at all times, both by word and example, the love of Christ and the honour of God.

H. Students: Christian Schools must take into account the variety of abilities, needs, and responsibilities of young persons. The endowments and calling of young people as

image-bearers of Jesus Christ require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians, and that only with constant attention to such pedagogical concerns will education be truly Christian.

I. Community: Because God's redemption embraces the whole Christian community to which parents and their children belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents of the Organization but also of their Christian community to establish and maintain Christian schools, and to pray for, work for, and give generously in their support.

J. Educational Freedom: Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized as free to function according to their principles.

3. OBJECTIVES:

A. To provide a sound academic education integrated with a Biblical view of God and the world. The academic standards shall be at least equivalent to those required by the Ministry of Education of Ontario.

B. To uphold the Bible, both Old and New Testaments as the inspired Word of God. (2 Timothy 3:16)

C. To use Scripture, in light of the love, grace, and knowledge of Jesus Christ, as the basis for conduct. (Romans 12; Ephesians 4-6; Galatians 5:16-26)

D. To help build a healthy self-image and positive attitude, both socially and academically. (Philippians 4:8; Colossians 3:9-10)

E. To develop responsible citizenship including respect for authority, country, property, and society. (Romans 13:1-7)

F. To impart fundamental skills while maintaining high academic standards thereby laying the foundation for a vocation. (Colossians 3:23-24; 1 Corinthians 7:17)

G. To develop an appreciation for total health, and responsibility to maintain that health. (1 Corinthians 10:31)

H. To convey skills and attitudes that will aid students in the wise use of time. (1 Peter 5)

I. To aid the student in achieving self-discipline. (1 Peter 5; Galatians 5:22-23)

J. To develop a close working relationship with school, home, and church, including parental involvement in the School Organization. (Deuteronomy 6: 6-9; 1 Corinthians 12; Romans 15:5-6)

K. To refrain from, exclude expression of, or reference to, doctrinal differences of denominational distinctive which could sow discord within the Mount Salem Christian School Organization and within the classroom. (1 Corinthians 1: 10-17; Ecclesiastes 4:9-12)

ARTICLE III – PURPOSE

The purpose of this Organization is to maintain a school for the daily instruction of children, such instruction to be in accordance with Article II, and directed toward the end that these children may occupy their places as worthy citizens of society, church, and country. The Organization shall be carried on without purpose of gain for its members and any profits or other gains to the Organization shall be used in promoting its objectives.

ARTICLE IV – MEMBERSHIP

Membership, Application for Membership, and the Termination of Membership

1. Parents and guardians who wish to register their children (wards) as students at Mount Salem Christian School, and who agree to pay the registration and tuition fees set by the Board when due and who are in agreement with the Articles of the Constitution of the Mount Salem Christian School, inclusive of Articles II and III, may apply for membership. The application form shall be in a form approved by the board of Mount Salem Christian School.

2. Individuals without children attending the school who wish to be members of Mount Salem Christian School, and who agree to pay the application fees set by the Board when due and who are in agreement with the Articles of the Constitution of the Mount Salem Christian School, inclusive of Articles II and III, may apply for membership. The application form shall be in a form approved by the board of Mount Salem Christian School.

3. The board shall review all Applications and may approve or reject an Application at any regularly scheduled meeting of the board. The board shall not be required to provide

reasons of any kind whatsoever for rejecting an Application. The board's decision with respect to an application shall be final and binding without any right of appeal.

4. Membership in Mount Salem Christian School is annual and terminates on June 30.

5. A membership in Mount Salem Christian School is terminated when:

5.1) A member dies;

5.2) A member fails to maintain the qualifications for membership described in the Mount Salem Christian School Constitution;

5.3 The member resigns by delivering a written resignation to the board of Mount Salem Christian School in which case such resignation shall be effective on the date specified in the resignation;

5.4 The member is expelled in accordance with Section 7 below or is otherwise terminated in accordance with the Mount Salem Christian School Constitution or any by-laws of Mount Salem Christian School;

5.5 The member's term of membership expires;

5.6 The member fails to pay application fees or tuition fees when due; or

5.7 The Mount Salem Christian School is liquidated or dissolved.

6. Subject to the Mount Salem Christian School Constitution, upon any termination of membership,

6.1 The rights and privileges of the member, including any rights in the property of the Mount Salem Christian School, and including any privileges or rights to register their children (wards) as students at Mount Salem Christian School, automatically cease to exist;

6.2 The board may require that the children (wards) of the member withdraw from Mount Salem Christian School.

7. Discipline of Members

The board shall have authority to suspend or expel any member from the Mount Salem Christian School for any one or more of the following grounds:

7.1 Violating any provision of the constitution, by-laws, or written policies of the Mount Salem Christian School;

7.2 Carrying out any conduct which may be detrimental to the Mount Salem Christian School as determined by the board in its sole discretion;

7.3 For any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Mount Salem Christian School. In the event that the board determines that a member should be expelled or suspended from membership in the Mount Salem Christian School, the chair, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall

provide reasons for the proposed suspension or expulsion. The member may make written submissions to the chair, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the chair, the chair, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Mount Salem Christian School. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

ARTICLE V - ORGANIZATIONAL MEETINGS

1. The Organization shall hold at least two meetings each year, one near the beginning of the school year, before December, and one near the end of the school year. More meetings may be scheduled at the discretion of the School Board and the Principal/Administrator. The exact time, place, and agenda of such meetings are to be set by the School Board. Notice in writing of such meetings shall be sent to the membership at least ten days prior to the meeting.
2. At the fall meeting, reports on the activity and progress of the school shall take place.
3. At the spring meeting, reports on the activity, progress of the school, and the annual election of board members shall take place.
4. The School Board shall call a special meeting on behalf of the membership at any time provided that:
 - 4.1 The request and reasons for such a meeting are presented in writing by at least one-fourth of the membership.
 - 4.2 The notices of the meeting also include the reasons for calling the same.
5. All decisions shall be by oral vote unless decided otherwise by the Board or membership at the meeting. Elections, however, shall be by ballot. Each member present at an organizational meeting is eligible to vote. A majority of votes cast (i.e. one half of the votes plus one) shall determine the issues in each case, except where otherwise required by this Constitution. All members present at such meetings shall constitute a quorum. The Board, at its discretion, may set a different quorum for a major decision in advance.

6. In the absence of the Chairman and Vice-Chairman, a presiding Chairman shall be appointed by the Board.

ARTICLE VI - SCHOOL BOARD

1. BOARD STRUCTURE:

A. The School Board will consist of a minimum of three elected voting members. The number of elected Board Members may be increased to a maximum of nine, as the Board deems necessary to fulfill its duties.

B. The Principal/Administrator can be present at all meetings by virtue of his/her office.

C. The School Board will require its host facility to appoint a liaison to MSCS, as long as MSCS uses the facility.

D. The School Board may also appoint members to the Board with voting privileges, if such individuals are deemed an asset to the Organization. And providing the elected percentage of the Board remains two-thirds (2/3) or greater of the Board body. These terms of office would be for one year and will expire at the end of every school year.

2. ELECTED BOARD MEMBERS:

A. A nominating committee, appointed by the Board and consisting of two Board Members and one Organization Member shall recommend and review names to ensure they meet the requirements as stated in this Article.

B. The nominating committee will accept nominations from the membership six weeks prior to the spring meeting. Membership nominations will be accepted for a one week period after notification is given thereof. After this time, the nominating committee will review all nominations and present a final nomination list to the membership at least ten days prior to the spring meeting.

C. Nominees must meet the following criteria before the nominating committee will allow their names to be presented for election.

(1) Must be born again (John 3:3, Romans 10:9-13)

(2) Must lead a consistent Christian life (Romans 12:1-2, Ephesians 4:29-32)

(3) Must be an active supporter of the School and Christian Education.

(4) Must be a member of Mount Salem Christian School Family for a minimum of one year.

(5) Must support the policies and principles of this Constitution and any by-laws.

(6) Must have their tuition account paid up to date.

(7) Staff members are not eligible to be elected to the School Board. Should their spouse or another member of their household be elected to the board or a current board member's spouse or member of their household be hired by the school, that board member must recuse themselves from any discussion, vote, or disciplinary action which pertains to their spouse's position or matters that pertain to them.

D. The elected Board Members' term of office becomes effective July 01 and shall expire after three years, except those who are appointed or elected to fill a term left vacant by a Board Member. After a member has served for six consecutive years he will be considered ineligible for re-election for a one-year period, except under special circumstances, upon approval from the membership, could this ineligibility be suspended for an agreed upon time-frame.

E. At least one of the elected Board Members' terms of office will expire in alternate years.

F. All elected Board Members shall be elected by a majority of votes cast at the Annual Spring Meeting. If a nominee is not elected on the first ballot, the name receiving the least number of ballots will be eliminated from being voted on, on each successive ballot. Scrutinizers will be appointed by the Chairman of the meeting. The Chairman shall be responsible for the destruction of ballots. All elections will be held by secret ballot.

3. APPOINTED BOARD MEMBERS:

A. May be appointed by the School Board if the Board deems necessary for the betterment of the school.

B. To be appointed for a one-year term.

C. Must be supportive of Christian Schools and the Mount Salem Christian School Constitution.

4. REMOVAL:

A School Board Member may be removed from office for any of the following reasons:

A. Absence from three School Board Meetings in one school year without justification.

B. Not leading a Christian life consistent with Scripture. (Romans 12; Ephesians 4-6; Galatians 5:16-26)

C. Sowing discord or dissension in the school or School Organization. (1 Corinthians 1: 10-17; Ecclesiastes 4:9-12)

- D. Incompetency in office and poor example. (Colossians 3:23-24; 1 Corinthians 7:17)
- E. Failure to abide by the Articles of this Constitution and any bylaws.
- F. The sharing of confidential information that may arise at meetings.

5. OTHER

- A. Only one Organization member per household will be allowed to sit on the School Board.
- B. Vacancies on the School Board that occur during the year may be filled by appointment, by the School Board, until the next election meeting at which time a member shall be elected to complete the vacant term.
- C. The School Board shall endeavor to hold at least one meeting each month during the school year plus extra meetings if required.

ARTICLE VII - DUTIES OF THE SCHOOL BOARD

- 1. The Board shall determine school policies in harmony with the Constitution and any by-laws, in accordance with Organization decisions.
- 2. The Board shall select the Principal/Administrator, and the Principal/Administrator in consultation with the Board, shall select the teachers and the support staff. Selecting those considered to be qualified to carry out the educational program and policies of the school.
- 3. The Board shall devise ways and means of obtaining necessary funds for operating the school, maintain accurate records, and determine how these funds shall be distributed.
- 4. Any changes in curriculum and its corresponding texts must first be approved by the School Board.
- 5. The Board may appoint one of its members to visit the school periodically (e.g. each month) to ensure itself of the faithful carrying out of the school's educational program and policies. The Board will not, however, be involved with the everyday classroom operations, student discipline, or staff supervision, unless at the request of the Principal/Administrator.

6. The Board shall promote Christian Education in the community.
7. The Board shall appoint annually out of its membership such committees, as it may deem necessary for the performance of its duties. Additional committee members may be appointed from within the membership of the Organization.
8. The Principal/Administrator may expel from the school, in consultation with the school board, any child whose conduct is detrimental to the Christian education of the other children.

ARTICLE VIII - OFFICERS OF THE BOARD AND THEIR DUTIES

1. At a set meeting each year subsequent to the Organization's election of members, the Board shall elect its Chairman, Vice-Chairman, Treasurer, and Secretary. The Chairman and Treasurer must have served at least one year on the Board prior to being elected into their respective positions.
2. It shall be the duty of the Chairman to preside at all meetings of the Board and of the Organization and to enforce the provisions of the Constitution. The Chairman is an ex-officio member of all committees and shall be notified of all meetings. The Chairman shall assign portfolios and titles to the Board members.
3. The Vice-Chairman shall assist the Chairman whenever possible in the discharge of his duties. In the absence of the Chairman, the Vice-Chairman shall take his place.
4. The School Board Secretary shall take care of the official documents of the Organization, conduct all correspondence, and enter into the records of the Organization the minutes of all meetings of the Organization and Board after they have been approved, being careful of all confidential information (i.e. individual and/or family privacy).
5. The School Treasurer, together with the Bookkeeper, is entrusted with the Organization's funds and shall oversee all disbursements. All monies received shall be deposited in the name of the Organization in the bank approved by the Board, and no disbursements shall be made without accurate documentation. The School Treasurer shall report regarding the finances of the Organization at the monthly meeting of the Board and at the stated meeting of the Organization as herein previously defined.

ARTICLE IX - ORDER OF PROCEDURE AT BOARD MEETINGS

1. Prayer
2. Roll Call
3. Adoption of minutes
4. Reading of papers and
5. Report of the Principal/Administrator
6. Report of Standing Committees
7. Report of Special Committees
8. Consideration of unfinished of previous meeting business
9. Consideration of new business correspondence
10. Adjournment and closing prayer

ARTICLE X – FINANCES

1. FUNDS:

The funds necessary for the operation of the school shall be obtained from tuition and registration fees, and supplemental funds raised by Board-approved projects. The budget adopted by the membership shall serve as a guide to the School Board, in the disbursement of funds.

2. FISCAL YEAR:

The fiscal year of the Organization shall be from July 1 to June 30.

3. AUDITORS:

The School Board shall be responsible to appoint auditors, as required, for the ensuing fiscal year.

4. SIGNING OFFICERS:

Signing Officers shall be appointed by the Board each year at its first meeting after the election of officers. Cheques shall require two signatures, one to be that of the School Treasurer, or the Vice-Chairman of the Board, and the second that of the Bookkeeper. All automated disbursements and credits shall be administered by the Bookkeeper and overseen by the School Board Treasurer.

ARTICLE XI - THE STAFF

1. The Board shall appoint the Principal/Administrator. The Principal/Administrator shall appoint the teachers and support staff, in consultation with the Board. This will be done through a careful consideration of their spiritual, academic, and physical qualifications in

the position required. The Board shall determine the term of appointment and the salary and benefits according to the current salary scale as a guide.

2. All staff members must be in doctrinal agreement with, and abide by, the articles of this Constitution. They must be Scripturally sound in their teaching and lead consistent Christian lives according to Romans 12:1-2 and Ephesians 4:29-32. The School Board has the authority to dismiss the Principal/Administrator, and the Principal/Administrator, in consultation with the School Board, is given the authority to dismiss any staff member, who proves to be unfit for work because his/her instruction or personal life conflict with the basics and/or purpose of the Organization as defined by this Constitution.

3. All staff members and School Board shall abide by the terms of the contract entered into by both parties. The terms of such a contract become null and void when either party fails to abide by those terms.

4. The Principal/Administrator shall be an advisory member of the School Board and its standing committees.

5. The substance of this article shall be made part of all contracts entered into with members of the school staff.

ARTICLE XII – AMENDMENTS

This Constitution may be amended by two-thirds vote at any regular or special meeting of the Organization provided that a two week notice has been given to the members notifying them of the desired change.

Glossary of Terms

Synonymous - the same as

Pedagogical - to do with teaching

Integrated - mixed with

Quorum - the number of people necessary for the meeting to be official

Ex-Officio - unofficial

Dissolution - the school would cease to exist

Portfolios - job description; a collection of duties