

BYLAWS

of

ROOTS CHRISTIAN HOME EDUCATION FELLOWSHIP

In deep gratitude to God, our heavenly Father, for Jesus Christ, His Son, our Saviour, who has become for us wisdom from God through the Holy Spirit, we do hereby, in order to support parents who accept the responsibility for educating their children at home in the fear of the Lord for all of life, establish a society for Christian home education support with the humble prayer that God may bless our Society to the glory of His name and the salvation and benefit of many of His children.

ARTICLE I: DEFINITIONS

- **Act** – The Societies Act (Alberta) and all regulations there under, all as amended, superseded or replaced from time to time.
- **Board of Directors (Board)** – the Roots Christian Home Education Fellowship Board of Directors, a body of elected or appointed Members who jointly oversee the provision of Christian home education support and encouragement of the Roots Christian Home Education Fellowship.
- **Family Unit** – (i) a single unmarried person; or (ii) one or both spouses of a Marriage, with any lawful minor children; or (iii) where a Marriage has ended, the spouse assuming primary care and custody of their minor children; or (iv) a single parent (other than a spouse assuming primary care and custody of minor children after the ending of a Marriage), and the lawful minor children of such person, as the case may be.
- **Member** – A Member of the Society may attend and speak at Society Meetings. One Member may vote on behalf of their Family Unit.
- **Marriage** – The legal union of one man and one woman in accordance with Scriptures.
- **Ordinary Resolution** – A resolution presented to the Society membership by the Board of Directors requiring the approval of greater than one half of the votes cast by Members in good standing present at the call of the resolution.
- **Registrar** – The “Registrar” as defined in the Act.
- **Scriptures** – Includes both the 39 books of the Old Testament and the 27 books of the New Testament of the Holy Bible. The Bible is inspired by God, is without error, and does not misrepresent the facts. It is entirely trustworthy and is the final authority on everything it teaches.
- **Society** – Roots Christian Home Education Fellowship (Roots CHEF).
- **Special Resolution** – written resolution regarding making some major or fundamental changes in an organization. This written resolution presented to the Society membership by the Board of Directors requiring the approval of not less than three – quarters (3/4) of the votes cast by Members in good standing present at the call of the resolution. Not less than 21 calendar days’ notice must be given to the Members specifying the intention to propose a Special Resolution to the Members.
- **Statements of the Society** – may include a Basis and Purpose, a Statement of Faith and a Statement of Education Principles. The Statements of the Society may only be amended, altered, repealed or added to by a Special Resolution of the Members.

ARTICLE II: MEMBERSHIP

1. Any Family Unit may become a Member of the Society who:
 - a. Agrees with and fully supports the Statements of the Society;
 - b. Completes the Society admissions process which ordinarily includes an interview, submission of personal faith statements and a Pastor's Reference; and
 - c. Is approved as a Member by the Board of Directors.
2. A Family Unit in good standing:
 - a. Continues to agree with and fully support the Statement(s) of the Society;
 - b. Pays the annual membership fee, if any, as determined by the Board; and
 - c. Continues to regularly attend a Christian church or a Christian home church.
3. Membership may be discontinued as follows:
 - a. Any Member wishing to withdraw from membership may do so upon notice in writing to the Roots office.
 - b. At the discretion of the Board, any Member shall be removed from the Society and all offices held in the Society for failing to pay within a reasonable time, annual dues or other obligations due the Society. The Member may be reinstated upon meeting their obligations.
 - c. The Board has the authority to expel from membership any Member whose personal life conflicts with the Statements of the Society.
4. Should any Member choose to resign, Society fees will not be refunded.

ARTICLE III: MEETINGS OF THE SOCIETY

1. The Society shall hold a minimum of one meeting each year to be designated as the Annual General Meeting. The meeting will be held before December 31. The exact date, time and place of such meeting is to be fixed by the Board of Directors. If applicable, Society meetings shall include:
 - a. Receiving and considering reports by the Board, staff and any committees, on the activity and progress of the Society and the home education program(s);
 - b. The transaction of such business as may arise out of the aforesaid reports;
 - c. Receiving and considering the audited financial statements of the Society for the preceding year;
 - d. Receiving and considering the budget for the current school year;
 - e. The election of Members to the Board; and
 - f. The transaction of such other business as may properly come before the membership.
2. Written postal or electronic notice of Society meetings shall be given to all Members in good standing, setting out the date, time and place of the meeting, the agenda, the purpose and nature of the business to be transacted including relevant attachments. Notices of meetings of the Society shall be sent to the Members at their last known address (postal or electronic), but the non-receipt of the notice by any Members shall not invalidate the proceedings at such meetings. Notice shall be given at least twenty-one (21) calendar days prior to a Society meeting.
3. The Board may, at any time, call a Special Meeting of the Members. Written postal or electronic notice shall be given at least eight (8) calendar days prior to the Special Meeting.

4. Any three members of the Board or at least ten (10) percent of the Members of the Society in good standing may request in writing to the Board that a Special Meeting of the Members be called. Such a request shall set forth the purpose(s) for the called Special Meeting.
5. A quorum at any meeting of the Members shall be ten percent of all Members in good standing. No business shall be transacted at any meeting of the Members unless a quorum is present.
6. At any Society meeting:
 - a. Each Member in good standing shall have the right to attend and to speak. Each Family Unit in good standing shall have one vote.
 - b. Proxies shall not be allowed.
7. The method of voting utilized at meetings of the Society is at the discretion of the Board.
8. Roberts Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

ARTICLE IV: BOARD OF DIRECTORS

1. The Board of Directors shall consist of not less than four or more than ten Directors.
2. The Board shall, prior to each Annual General Meeting, prepare a list of individual Members as nominees for election as Director. Any Members in good standing may submit a name of an individual Member to the Board for nomination. All nominees must be approved by the Board and presented to the membership prior to the Annual General Meeting.
3. Each Director shall endeavor to hold office for a term of three years, with the goal of restricting retirement to one third of the Board each year. Directors newly elected will be invited to attend subsequent Board meetings and will receive voting privileges at the end of their first meeting.
4. Retiring/resigning Directors will be expected to attend two meetings after retirement.
5. Any Director may resign from office. He or she shall tender the resignation in a letter to the Chair of the Board.
6. The Board may request that a Director resign, or the Board may put forth an Ordinary Resolution to the Members of the Society at any duly constituted meeting of the Members for the removal of a Director from office. Such Director will not attend further Board meetings.
7. In the case of a vacant Board position, the vacancy may be filled for the remainder of the unexpired term by a majority resolution of the remaining Directors, to be ratified at the next Annual General Meeting.
8. Program leadership staff may be advisory (non-voting) members of the Board.
9. The Bookkeeper may be an advisory (non-voting) member of the Board.
10. Unless authorized at any meeting, no Director or Member of the Society shall receive any remuneration for their services.

11. At the first meeting of the Board following the election of new Board Directors, the Directors shall elect, from among the Board, the Chair, Vice-Chair, Secretary and Treasurer.
 - a. Chair: It shall be the duty of the Chair to preside at Board meetings and Society meetings, and to enforce the provisions of the Bylaws. The Chair shall be an ex-officio member of all committees.
 - b. Vice-Chair: The Vice-Chair shall assist the Chair in the discharge of his duties and shall act in the Chair's place in the absence of the Chair. The Vice-Chair shall perform such other duties as from time to time may be assigned to him by the Chair or by the Board.
 - c. Secretary: The Secretary shall take minutes of meetings of the Society and of the Board; ensure all approved minutes, records and reports are filed in one or more books provided for that purpose; ensure all Society notices are duly given in accordance with the provisions of these Bylaws; keep a register of the names, positions and terms of the Board and any Standing Committee members; maintain all such records of the Society as may be required under the Act; ensure the timely filing by the Society of all returns and notices as may be required to be made pursuant to the Act (including without limitation, providing the Registrar with a copy of each Special Resolution duly passed by the Society). In the absence of the Secretary, his/her duties shall be discharged by such Director as appointed by the Board.
 - d. Treasurer: The Treasurer shall have the responsibility of the Society funds and shall report on the Society's finances at each Board meeting. He/she shall oversee the keeping of the books and work with the bookkeeper as appropriate. The Treasurer shall assist in the preparation of the budget and make financial information available to the Board and the Society Members. The Board must approve the annual budget and any major change in the budget.

ARTICLE V: POWER AND DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall have full power to act for and on behalf of the Society. Without restricting the generality of the foregoing, the Board shall:
 - a. Determine policies in harmony with the Bylaws and ensure compliance;
 - b. Make decisions in accordance with the Bylaws and Society policies;
 - c. Appoint and/or dismiss Roots CHEF staff members and fix the terms and conditions of their employment or release;
 - d. Make recommendations to the appropriate school authority to offer contracts or discontinue contracts for certified staff;
 - e. Appoint Members of the Society to committees as it deems fit and necessary;
 - f. Set annual Society fees, if any;
 - g. Present an annual budget to the Society for approval;
 - h. Amend the budget by two-thirds vote when necessary and for good cause;
 - i. Ensure the financial statements are audited annually and presented to the Society for approval;
 - j. Establish vision for the future of the Society.

ARTICLE VI: REGULARLY SCHEDULED BOARD OF DIRECTORS MEETINGS

1. The Board of Directors shall hold at least six meetings each school year.
2. No motions shall be made/passed at any meeting of the Board unless a quorum of Directors is present. Fifty percent or a minimum of four Directors shall be considered a quorum.

3. The authority of the Board is exercised by the Board as a whole, not by an individual Director.
4. Meetings of the Board shall be open to Members in good standing, except for certain confidential matters which may be taken care of in a closed session. Any Member in good standing who wishes to attend a meeting of the Board must provide the Chairperson with 24 hours' notice. The Board meeting schedule can be obtained from the Board Secretary.

ARTICLE VII: COMMITTEES

1. The Board of Directors, at its discretion, may create such committees as deemed necessary to carry on the work of the Society.
2. Each committee's general purpose shall be to perform duties as assigned by the Board.
3. A committee is expected to report to the Board to keep them generally informed.

ARTICLE VIII: PROGRAM LEADERSHIP

1. The program leadership shall include staff as determined by the Board of Directors.
2. The program leadership shall be responsible for the daily operation of supporting home education parents and the Roots CHEF in accordance with the direction provided by the Board, either in the form of established policies and procedures or via specific direction given from time to time.

ARTICLE IX: FINANCIAL

1. The funds of the Society shall be deposited in a chartered bank, trust company or credit union, as approved by the Board of Directors. All accounts relating to the Society shall be kept in the Society's name.
2. Signing authorities shall be designated by a motion of the Board. The Treasurer will have signing authority plus two additional Directors, as determined by the Board.
3. The signatures of two Directors are required for all Society cheques.
4. The funds of the Society shall be used for its legitimate objectives. Should a portion of these funds not be required for immediate purpose, the Board may delegate to the Treasurer the authority to invest in interest-bearing accounts.
5. For the purpose of carrying out its objectives, the Society may borrow, raise or secure payment of the money in such manner as it thinks fit and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of an extraordinary resolution of the Society.

ARTICLE X: AUDITORS

1. The fiscal yearend for the Society shall be August 31.
2. The accounts of the Society shall be audited at the end of each fiscal year and their correctness ascertained and certified by an accountant or two individuals appointed by the Board of Directors.

3. The books and records of the Society may be inspected by any Member in good standing at any time upon giving reasonable notice and arranging a time and location satisfactory to the Director(s) having charge of the same. Each member of the Board shall at all times have access to such books and records.

ARTICLE XI: SEAL

1. There shall be no seal.

ARTICLE XII: ALTERATION OF THE BYLAWS

1. The Bylaws may only be rescinded, altered, or added to by a Special Resolution of the Members.
2. No rescission or alteration of, or addition to, a Bylaw has effect until it has been registered by the Registrar.

ARTICLE XIII: DISSOLUTION

1. The Society shall be dissolved only by a Special Resolution of the Members.
2. In the event of the winding up or dissolution of the Society, any assets or property of the Society remaining after the payment of all outstanding debts and liabilities shall be donated to such charities as may be decided by the Board of Directors.

ARTICLE XIV: INDEMNITY

1. The Society shall indemnify a Director, a former Director, and the Director's heirs and legal representatives against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by the Director is made a party by reason of being or having been a Director of the Society if:
 - a. The Director acted honestly and in good faith with a view to the best interests of the Society; and
 - b. In the case of criminal or administrative action or proceeding that is enforced by monetary penalty, the Director had reasonable grounds for believing that their conduct was lawful.
2. The Society shall maintain adequate Director's Liability Insurance.

The Christian Home Education Fellowship is dedicated to the glory of God.

Approved by the Roots Christian Home Education Fellowship society membership on December 3, 2016.