



POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	NEPN Code
SOCIETY MEMBERSHIP	

Purpose

Saskatoon Society for Christian Education Inc. (“the Society”) established Saskatoon Christian School (“the School”) to provide weekday Christian instruction and education for our children in order that they may occupy worthily their places in society, church and state. As such the general purpose of the Society is to maintain high standards of Christian education in the school and to promote opportunities to expand Christian education in the Saskatoon region.

The purpose of this policy is to specify the criteria for membership, the categories of membership, and the benefits of membership in the Society.

This policy applies to all current and prospective members of the Society.

Procedures

A. Categories

There are 3 categories of membership: honorary, active and associate.

Honorary members shall be appointed for life by the Society’s Board of Directors in recognition of their substantial contribution to the School.

Active membership is open to parents of previously and currently enrolled students at the School as well as paid staff members while employed by the Society or the School. To ensure the integrity of the work performed on behalf of the Society, paid staff members of the Society or the School cannot be considered for service on the Society’s Board of Directors while so employed nor can they have voting privileges while participating on any of its committees. Active members must subscribe to the Basis and Purpose of the Society as described in its Constitution.



Associate membership is open to any other individual 18 years of age or older but limited to those who can discuss and take responsibility for issues affecting the School based on a common commitment to, and understanding of, the mission of the School: *“Partnering together with home and church to transform lives through Christ-centred education.”* The annual Associate membership fee is a suggested minimum donation of \$50.00.

Privileges for all membership categories include:

1. Invitations to attend and participate in all general membership meetings, conferences, workshops and courses; and,
2. Copies of all general membership communications and publications.

Additional privileges for honorary and active members include:

1. Voting privileges at business meetings of the Society;
2. Consideration for service on the Society’s Board of Directors, except paid staff members of the Society or the School;
3. Consideration for service on the Society’s committees, although paid staff members of the Society or the School will not have voting privileges; and,
4. Eligibility to nominate candidates to stand for election to the Society’s Board of Directors.

All members shall signify in writing, on an annual basis, their intention to renew their membership. Such renewal will include an indication the member will continue to abide by the Constitution and Bylaws of the Society and attend the semi-annual membership meetings.

Any member may withdraw from membership in the Society by notifying the Board Secretary in writing.

The Board of Directors reserves the right to offer active membership to any person when such action is felt to be in the best interest of the Society.

B. Application and Renewal

Parents of previously or currently enrolled students at the School and paid staff members while employed by the Society or the School are automatically active members of the Society once they have completed the Application for SSCE Active Membership or the Application to Renew SSCE Membership.



Prospective Associate members are required to complete an Application for SSCE Associate Membership and make the suggested annual donation in lieu of a membership fee.

All members are required to complete an Application to Renew SSCE Membership each year.

C. Termination

Society membership may only be terminated by:

1. Voluntary withdrawal (including permission to withdraw under complaint);
2. Expulsion after proper summary proceeding; or,
3. Persistent neglect of society relationship by a member which, in effect, is voluntary withdrawal.

D. Summary Proceeding for Expulsion

Members make commitments by way of the application for SSCE membership and such commitments require accountability. If a membership commitment is disregarded or violated, personal integrity and the integrity of the Society are dishonoured, resulting in damaged or broken relationships. Therefore, accountability to membership commitments must be maintained.

When a member disregards or violates a membership commitment, it is the responsibility of all involved to respond to the failure in accordance with the following principles:

- A Christ-like and prayerful spirit will be maintained at all times by all parties.
- Reasonable effort will be made to clear up an accusation or to deal with an offending person on an informal basis.
- The accused person will be presumed innocent until determined otherwise.
- All accusations and proceedings will receive prompt and careful attention.
- Any accusation must be submitted in a written and signed disclosure of evidence. Any confession(s) by the accused must be in writing and signed.



- The decision to terminate membership is to be commensurate with the offence and the process leading to the decision will be conducted in accordance with accepted principles of confidentiality and natural justice.

Due process for expulsion is as follows:

- When a member has concerns about the behavior of another member, it is assumed that the instructions of Matthew 18:15-16 to speak to the other person privately will be followed. If the accused member denies the alleged misconduct or acknowledges the misconduct but refuses to repent, and if the alleged misconduct is such that it will bring reproach upon the Society, the matter must be brought to the attention of the Board Chair.
- Accusations of a violation of membership commitments which are made against members must be in writing, dated, signed by the accuser(s) and given to the Board Chair before any official action can be taken. After receiving a signed accusation, the Board Chair will then consult with the Executive Committee. The committee members must not have a conflict of interest with respect to the matter. They will together evaluate the substance of the accusation(s) and discreetly interview the accused. Based on the response of the accused, they may choose to admonish the member in private or, if the member is unrepentant or refuses ongoing accountability, to consider whether expulsion is warranted and if so, the matter must be reported to the Board of Directors as a whole.
- If it is decided that the matter needs to be reported to the Board of Directors as a whole, a meeting of the Board will be called. The Board will evaluate the accusation and the admonition already given and may offer additional counsel. Likewise, if the accusation is unsubstantiated, the matter of the false accusation will be brought to the attention of the entire Board of Directors who will interview the accuser(s) and give them counsel.
- When the member (in either case) is repentant and the conduct or false accusation has not and will not become the cause of reproach to the Society, confession will be heard by the Board of Directors, remedial counsel planned and ongoing accountability established.
- In cases where the member is repentant and responsive to private admonition and counsel, but when the conduct has or will likely cause reproach to the Society, the Board of Directors will take such action as it considers appropriate in the circumstances. Such actions may include:



- Removal from position and responsibilities within the Society and/or School.
 - Apology and restitution to the offended parties.
 - Ongoing accountability.
 - Suspension of membership privileges for a specified period of time, not to exceed one year.
 - In response to a written request, granting a voluntary withdrawal from membership.
- In cases where the member is unrepentant and unresponsive to private admonition and counsel, and when the conduct has or will likely cause reproach to the Society, the Board of Directors will take such action as it considers appropriate in the circumstances. Such actions may include:
 - Exoneration of the member from all misconduct.
 - Suspension of membership privileges for a specified period of time, not to exceed one year.
 - In response to a written request, granting a voluntary withdrawal of membership.
 - Termination of membership. Member to receive notice of termination by registered mail. Membership may only be terminated by a ballot vote of the Board of Directors as a whole. A two-thirds majority of those casting votes is required.

If the member wishes to request to meet with the Board of Directors for a hearing to show cause why the Board should reconsider its decision to terminate the membership, the request must be delivered or sent by registered mail to the Board Assistant within 30 days of the decision passed by the Board. The Board shall meet with the member whose membership has been terminated within 30 days of receiving the request for a hearing, to hear and consider the member's reasons for requesting reconsideration of the Board's decision to terminate membership. If the Board reverses its decision, the member shall be re-instated. If the Board maintains its decision to terminate the membership, the member may request a hearing before the Society's membership in a meeting specifically called for this purpose.



As stated above, in order to be entitled to request a membership meeting, the member must have first requested a hearing before the Board of Directors to show cause why their membership should not be terminated within 30 days of the decision being passed by the Board. If, after the hearing, the Board of Directors maintains its decision to terminate the membership, notice of intent to request a hearing before the Society's membership must be received, in writing, by the Board Assistant within 30 days of the Board's final decision. The Board will call a membership meeting for a date that is mutually agreeable to the Board and the member, allowing for sufficient notice to the Society as a whole. The Chair of the Board will then appoint a Board member to be responsible for chairing this membership meeting. At the meeting, the membership, by a majority ballot vote of those casting votes, may affirm, modify or reverse the action(s) of the Board of Directors in whole or in part. The decision will be rendered prior to the conclusion of the meeting.

Written notice of the decision shall be provided to the member within 30 days of the meeting.

The decision of the Society is final with no further avenue of appeal.

Adopted:	October 20, 2009	Legal References:
Revised:	November 12, 2009	



Application for SSCE Active Membership

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Email: _____

I apply for Active Membership in the Saskatoon Society for Christian Education (SSCE) that operates the Saskatoon Christian School on the basis that:

- I am a parent of a currently enrolled student at SCS, or
- I am a parent of a previously enrolled student at SCS, or
- I am employed as a paid staff member of the Society or the School.

I declare the following:

- a) I have read and confirm that I meet the requirements of Active Membership as set out in the Membership Policy for the SSCE; and,
- b) I will, to the best of my ability, fulfill the responsibilities entailed in being an SSCE member and I will attend the semi-annual Membership Meetings of the SSCE; and,
- c) I understand that I cannot be considered for service on the Society's Board of Directors or its committees while employed as a paid staff member of the Society or the School.

Please do not send me any future correspondence from the Society.

Date: _____ Signature: _____

Board approval:

Date: _____ Signature: _____
Board Secretary



Application for SSCE Associate Membership

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Email: _____

I apply for Associate Membership in the Saskatoon Society for Christian Education (SSCE) that operates the Saskatoon Christian School.

I declare the following:

- d) I have read and confirm that I meet the requirements of Associate Membership as set out in the Membership Policy for the SSCE; and,
- e) I will, to the best of my ability, fulfill the responsibilities entailed in being an SSCE member and I will attend the semi-annual Membership Meetings of the SSCE.

Please do not send me any future correspondence from the Society.

Date: _____ Signature: _____

Board approval:

Date: _____ Signature: _____

Board Secretary



Application to Renew SSCE Membership

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Email: _____

I wish to renew my membership in the Saskatoon Society for Christian Education (SSCE) that operates the Saskatoon Christian School.

Please indicate the category of membership requested:

- ACTIVE
- I am a parent of a currently enrolled student at SCS, or
 - I am a parent of a previously enrolled student at SCS, or
 - I am employed as a paid staff member of the Society or the School.

- ASSOCIATE
- I am 18 years of age or older and can discuss and take responsibility for issues affecting the School based on a common commitment to, and understanding of, the mission of the School: "*Partnering together with home and church to transform lives through Christ-centred education.*" (annual fee applies)

Please do not send me any future correspondence from the Society.

Date: _____ Signature: _____

Board approval:

Fee paid: \$ _____ Fee not required

Date: _____ Signature: _____

Board Secretary