



Constitution and By-Laws of Okanagan Christian School

as adopted by the Okanagan Christian School Constituency

March 3, 2026

Article I - NAME and AUTHORITY

The name of the organization shall be Okanagan Christian School. Okanagan Christian School (OCS) is incorporated under the Private Act #0000371 of the British Columbia Legislature. It operates under the authority of the K-12 Boards of the North American Division Seventh-day Adventists, the Seventh-day Adventist Church in Canada, and the British Columbia Conference of Seventh-day Adventists.

Article II- PURPOSE

The purpose of Okanagan Christian School shall be to operate, maintain, and conduct a Seventh-day Adventist elementary and secondary school in Kelowna, British Columbia.

Article III - NON-DISCRIMINATION

The safety and wellbeing of children in Adventist schools is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Okanagan Christian School (OCS) will ensure that children attending this school will experience a learning environment that enables every child to feel safe, accepted and respected.

OCS will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the Seventh-day Adventist faith-values, cultural perspective and philosophical values.

Any student engaging in activities of promoting hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behavior against any individual or group because of their gender, race, culture, religion, sexual orientation or gender identity and expression threatens the safety and wellbeing of students. These behaviours may occur at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school environment. These aforementioned activities will immediately become subject to disciplinary review which may include consultation with parents and legal authorities. A student's age, unique personal needs and mitigating circumstances will be considered in such a review, and every sensible option to educate and remediate will be explored. However, the protection of every student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, will carry the highest priority. Major behavioural infractions such as these may result in removal from enrollment at Okanagan Christian School and/or referral to law enforcement.

Okanagan Christian School and its authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint concerning a breach of this policy.

Article IV- MISSION STATEMENT

Okanagan Christian School as a school family is committed to creating opportunities to develop a personal relationship with Christ, pursuing educational excellence and discovering the joy of service in a safe, friendly and nurturing environment.

Our Mission is to – Nurture Christian character, Empower students to serve, Show the love of Jesus, and Teach students to think

1 **Article V- CONSTITUENCY**

2 **Section 1 - Membership**

- 3 A. The constituency of OCS shall consist of:
- 4 1. Those Seventh-day Adventist churches that have voted in their church business session, applied for
 - 5 constituent membership and been accepted for membership by the OCS constituency in a constituency
 - 6 meeting.
 - 7 2. All members of the constituent churches
 - 8 3. President, Secretary, Treasurer and Superintendent of Education of the British Columbia Conference of the
 - 9 Seventh-day Adventist Church.
 - 10 4. The faculty and staff of Okanagan Christian School.

11 **Section 2 - Terminating Membership**

- 12 A. A constituent church, in its business session, may vote to terminate its membership with the OCS organization,
- 13 provided that such a request be stated in writing and presented to the OCS School Board on or before January 1st
- 14 preceding the next fiscal school year. Termination will take effect immediately after the vote.
- 15 B. Upon termination of its membership, a church shall not be entitled to a return of any capital or operational
- 16 investment. Further, a church shall immediately forfeit access and claims to any privileges, gains, income, or
- 17 benefits that came with membership.
- 18 C. Upon termination of its membership, a church is expected to submit any remaining balance owing to the school.
- 19 D. Delinquency in meeting the obligations below (Article V Section 3A) may result in the termination of
- 20 membership by action taken at a duly called Constituency Meeting.

21 **Section 3 - Responsibilities of the Constituency**

- 22 A. The duties of the constituent churches shall be to:
- 23 1. Elect the representatives to the School Board as outlined in this constitution.
 - 24 2. Provide funding for general operating costs as outlined in the formula for church subsidies,
 - 25 (Article VII, Sections I - B3).
 - 26 3. Encourage the development and maintenance of a strong parent/school organization.
- 27
- 28 B. The duties of the constituency shall be to:
- 29 1. Review reports relative to OCS operation.
 - 30 2. Consider plans and policies for school operation.
 - 31 3. Make decisions regarding financial plans pertaining to major capital improvements as recommended by the
 - 32 Conference Board of Education or the School Board.
 - 33 4. Encourage the development and maintenance of a strong parent/school organization.
 - 34 5. Adopt and amend a constitution in harmony with denominational policies that define the principles and
 - 35 guidelines by which OCS shall operate.

36 **Section 4 - Privileges of the Constituency**

- 37 A. It is the privilege of each member of the constituent churches to:
- 38 1. Attend, speak and vote at all regular and special constituency meetings.
 - 39 2. Receive constituent tuition rates for their enrolled children.
 - 40 3. Serve as members of the School Board if so chosen by their respective churches.
- 41

1 **Section 5 - Constituency Meetings**

- 2 A. There shall be one (1) annual Constituency Meeting during each school year.
3 B. Special Constituency meetings shall be called at the request of the majority of the members of the School Board or at
4 the request of any constituent church board.
5 C. Written notice of Annual and Special Constituency Meetings shall be sent at least three (3) weeks prior to the
6 Constituency Meeting, by the Secretary of the School Board, to the Pastors and Clerks of the constituent churches on
7 behalf of each of the constituent churches, to the OCS administration on behalf of the faculty and staff, and to the
8 Office of Education on behalf of the British Columbia Conference.

9 **Section 6 - Constituency Agendas**

- 10 A. The agenda for Constituency Meetings shall be prepared by the School Board from items submitted to the
11 Chairperson or Secretary at least one month prior to the Constituency Meeting.
12 B. The agenda shall be made available to the constituent churches and at OCS at least ten (10) days prior to the
13 meetings.

14 **Section 7 – Motions**

- 15 A. The School Board will present motions as recommendations to the constituency for their approval. Eg “The
16 School Board recommends that . . .”
17 B. Any motions from the constituency are to be stated as recommendations to the school board.
18 a. Included in the motion is the wish of the constituency as to what action needs to be taken regarding the
19 execution of the motion (eg research and report, research with board action, research and motion to be
20 recommended to the constituency for their adoption). Eg The Constituency recommends to the board that .
21 . . to be reported back to the constituency by *date* and *method*.
22 b. The school board is then responsible to research, discuss and act on these motions.
23 c. The motions are then to be reported to the constituency regarding the action that the school board
24 recommends as per the action included in the motion.

25 **Section 8 - Voting**

- 26 A. All members of the constituent churches are encouraged to attend Constituency Meetings.
27 B. Voting will be in an open constituency meeting by constituent church members.
28 C. All constituents attending the constituency meeting must sign in to be eligible to vote.
29 D. All votes on motions included on the agenda will be taken by ballot vote.
30 E. All votes taken on motions derived from the floor during a constituency meeting may be by hand vote or ballot
31 depending on the wish of the constituents at the meeting.
32 F. There will be no voting by proxy.

33 **Section 9- Quorum –**

- 34 A. Is declared fifteen (15) minutes after the scheduled opening time.
35 B. In an open Constituency meeting all members of the constituent churches who are present, constitute a quorum.

36 **Section 10 - Officers of the Constituency**

- 37 A. The officers of the constituency -shall be the officers of the School Board.

38 **Section 11 - Duties of the Officers**

- 39 The Duties of the Officers of the Constituency shall be:
40

- 1 1. Chairperson
- 2 a. To preside at the meetings of the constituency.
- 3 b. To perform such other duties as the constituency shall direct.
- 4
- 5 2. Vice-chairperson
- 6 a. To act in the place of the chairperson in the event of the chairperson's absence, or as directed by the
- 7 chairperson.
- 8 b. To perform such other duties as the constituency shall direct.
- 9
- 10 3. Secretary
- 11 a. To keep the minutes of the Constituency Meetings.
- 12 b. To give notice of meetings.
- 13 c. To prepare the meeting agenda in consultation with the chairperson and forward the Board approved Agenda
- 14 to the Pastors of the constituent churches and British Columbia Conference Office of Education and OCS.
- 15 d. To perform such other duties as the constituency shall direct.
- 16
- 17 4. Treasurer
- 18 a. To report on the annual financial performance of OCS, and
- 19 b. To perform such other duties as the constituency shall direct.

20 **Section 12 - Parliamentary Procedures**

- 21 A. Parliamentary procedure shall be according to General Conference Rules of Order.

22 **Section 13- Amendments**

- 23 A. This constitution may be amended by a two-thirds (2/3) majority vote of attending constituent members.
- 24 B. Amendments to the constitution must be submitted to the School Board for study.

25 **ARTICLE VI -SCHOOL BOARD**

26 **Section 1. Membership**

- 27 A. The British Columbia Conference educational superintendent and/or associate are ex- officio member(s).
- 28 B. The Principal, Treasurer/Business Manager, and School Pastor of OCS.
- 29 C. A pastor representing each constituent church. In the case of multiple pastors for a given church, all pastors of
- 30 the church may speak to a motion but only one pastor of that church may vote on any given motion.
- 31 D. Each constituent church gets two representatives, not including the pastors.
- 32 E. If a constituent church is unable to elect all representatives for their church,
- 33 a. The school board will notify the constituent church, by board motion, that a school board representative has
- 34 been proposed by the school board. The constituent church will have thirty (30) days, effective as of the date
- 35 of the school board motion, to appoint their own representative.
- 36 b. The member proposed by the School Board would become a Member-At-Large for a 1-year term,
- 37 relinquished in August of the following year. This individual is not expected to represent the wishes of or
- 38 responsibilities to the constituent church that has not appointed the representative but should have a specific
- 39 purpose/project to contribute to the School Board and school administration.
- 40 F. Ministerial interns and mentors of constituent churches may attend as invitees.
- 41 G. The Home and School Association leader.

1 **Section 2. Qualifications for Board Membership**

- 2 A. Be a member of a constituent SDA Church.
3 B. Be supportive of Christian education in a wholehearted, positive way. Be discreet in handling privileged
4 information.
5 C. Follow appropriate procedures in dealing with school or personnel problems.
6 D. Follow the procedures as outlined in *Manual for School Boards of Seventh-day Adventist Schools*.
7 E. Attend School Board meetings, school activities, and be active on Board appointed committees.

8 **Section 3. Election of School Board Members**

- 9 A. Fifty-one (51%) percent of the school board members are not employed by the Seventh-day Adventist church.
10 B. When a church becomes a constituent member of OCS, it shall provide notice of its School Board
11 representative(s) within thirty (30) days.
12 C. Each member of the School Board should be elected to a two-(2) year term of office by the constituent church
13 before July 1 of the current year and will take office August 1 of that year. Constituent churches must help to give
14 continuity under Article VI, Section 9 – Officers of the School Board, by staggering their school board
15 appointments.
16 D. The School Board may recommend to a constituent church, the renewal of a board member’s term of office.
17 E. It shall be the responsibility of the church clerk to notify the British Columbia Conference Office of Education
18 and OCS of all such appointments and if they hold a 1-year or 2-year term (ideally 2-year).
19 F. The term of duty for School Board officers is for one year beginning August, until the new officers are elected the
20 following year.
21

22 **Section 4. Vacancies and Dismissals**

- 23 A. If, for any cause, a vacancy on the School Board is created, it shall be the duty of the local church whose
24 member has vacated office, to elect a new member within sixty (60) days (or thirty [30] days if the School Board
25 offers a recommendation for replacement), and to notify the Secretary of the OCS School Board of the election
26 of the representative.
27 B. Causes for dismissal include:
28 1. A breach of the qualifications listed in Article VI, Section 2 (Qualifications for Board Membership) or 11
29 (Conflict of Interest).
30 2. Working against the best interest of OCS and opposing actions taken by the OCS School Board, or
31 3. Missing three (3) consecutive monthly meetings.
32 C. After dismissal, the member will be replaced by the constituent church, upon written request of the School
33 Board, based on the action taken by the School Board and recorded in the minutes. Failure to have a
34 replacement representative appointed gives privilege to the School Board to recommend an individual of their
35 choosing (*see Article VI, Section 1.E - Membership*).
36

37 **Section 5. School Board Meetings**

- 38 A. Regular Meetings
39 1. The OCS School Board shall meet in regular session monthly for a minimum of 10 times annually.
40 2. The adoption of the day and time for the regular School Board meeting of the school year shall constitute
41 notice of regular meetings of the OCS Board.
42 B. Special Meetings

1. Special meetings of the OCS School Board may be called by the Chairperson or a majority of board members. Actions taken at duly called special meetings shall be considered as binding actions.
2. All members must be notified before special meetings. If less than forty-eight (48) hour notice is given, a waiver-of-notice must be approved by all members present at the meeting, which must not be less than a quorum.

C. Open and Closed Meetings

1. Regular meetings of the School Board shall be open to OCS constituents who have given 24-hour prior notice to the School Board Chairperson, or Secretary of their visit to the School Board meeting.
2. Closed meetings of the School Board may be held at the discretion of the School Board to deal with such matters as are considered private and confidential. Any regular meeting, normally open, may be declared closed at any time by action of the School Board. Any in-camera items will be deferred to the end of the agenda.

D. Appearance Before the School Board

Any person or group may request an appearance before the School Board. Such requests, including a written statement of the reason for such, shall be filed with the Chairperson of the Board or the Principal at least 48 hours prior to the meeting.

Section 6. Agendas

A. Agenda for Regular Meetings.

1. An agenda shall be prepared jointly by the School Board Chairperson and the Principal for all regular meetings of the School Board and will be available via e-mail prior to the meeting.
2. Standard items for a board meeting come from committee and administration reports and recommendations.
3. All items to appear on the agenda for regular or special School Board meetings must be approved by the Chairperson in consultation with the Principal.
4. Any person or group may submit an item for consideration by the School Board by filing such items with either the Chairperson of the Board or the Principal. It is the responsibility of members and other parties with agenda items to contact the Chairperson or Principal at least 72 hours prior to the meeting to add an item to the agenda.
5. All support materials for agenda items, except those which are private and/or confidential, shall be duplicated and distributed to the School Board members prior to the regular meetings.
6. In those instances, where support materials cannot be prepared sufficiently early enough to meet the above schedule, such materials may be presented at the time of the School Board meeting upon approval of the Chairperson.
7. The School Board may add items to the agenda upon majority vote of its members.

Section 7. Duties and Responsibilities of the School Board

A. In general:

1. Be responsible for the business operations of the school, including:
 - i. Establishing a balanced budget prior to the commencement of the new fiscal year, including the tuition rate schedule, church evangelism fund, administrative expenses, curriculum materials and education supplies, insurance, indebtedness, maintenance and capital improvements, and other operating expenses.
 - ii. If a balanced budget is not presented, then a rationale with a plan to address deficiencies must be provided.

- 1 iii. Establishing and implementing policies relating to the use of school property, purchasing
- 2 procedures, family support fund, admission requirements, maintenance and renovation of the
- 3 school plant, dress and social behaviour, and establishing cheque signing authority, i.e., single
- 4 or dual signatures required, maximum dollar values for single or dual signatures, and limits of
- 5 spending for any one item without school board approval, and any other plans or policies
- 6 approved by the constituency meetings and in accordance with the constitution of OCS.
- 7 iv. All rules and regulations of school governance and discipline.
- 8 v. Answer questions regarding the operation of the school.

- 9 2. Maintain adequate faculty and staff at the School Board's discretion, including hiring faculty and staff
- 10 through the guidance of the BC Conference Office of Education.
- 11 3. Approve the agenda for consideration at the annual constituency meetings, including the presentation of
- 12 financial statements.
- 13 4. Receive reports from the principal concerning the administration of the school program; including, the
- 14 implementation of policies, staff satisfaction and evaluation, daily schedule and yearly calendar, and the
- 15 development and enforcement of the student handbook.
- 16 5. Participate in school board committees, as possible; including, finance, facilities, discipline/appeals,
- 17 curriculum, student life and spiritual growth, audit, strategic planning, ect.
- 18 6. Support the Home and School Association.
- 19 7. Implement a Continuous Improvement Plan.

20 B. To the British Columbia Conference Office of Education:

- 21 1. Consult with the Office of Education of the British Columbia Conference in recommending certified and
- 22 classified personnel for employment at OCS.
- 23 2. Report school concerns to the Office of Education and seek its counsel.
- 24 3. Provide the Office of Education with minutes of board and constituency meetings.
- 25 4. Participate in the process of school evaluation and accreditation as scheduled by the Seventh-day
- 26 Adventist Church in Canada Office of Education or Conference Office of Education.
- 27 5. Co-operate with the Conference Office of Education in in-service education.
- 28 6. Consider, in consultation with the superintendent of education, a proposed plan of school organization
- 29 including a constitution and bylaws, an administrative organization, and a basic curriculum plan for the
- 30 school.
- 31 7. Adopt the recommended conference-wide school calendar.
- 32 8. Co-operate with the Seventh-day Adventist Church in Canada and BC Conference Office of Education in
- 33 matters of curriculum development.

34 C. To the Faculty and Staff of OCS:

- 35 1. Support administration in the day-to-day operation of the school.
- 36 2. Support the faculty and staff in the organization and administration of OCS and the discipline of
- 37 students.
- 38 3. Provide adequate equipment and facilities for OCS to meet its educational needs.
- 39 4. Become closely involved in OCS and its needs by visitation and personal acquaintance with staff and
- 40 students.
- 41 5. In consultation with school administration, make final decisions relating to student admissions and
- 42 dismissals.

43 D. To the Patrons of OCS:

- 44 1. Provide adequate information regarding school regulations, policies, standards, fees, and costs.
- 45 2. Encourage and facilitate positive relations between OCS staff and the constituency.
- 46 3. Help facilitate mediation between patrons and school personnel in an effort to resolve
- 47 misunderstandings.
- 48 4. Maintain the standards of OCS in accordance with the OCS handbook.

1 **Section 8.**

2 A. Quorum

3 A quorum for School Board meetings is achieved when more than 50% of the board members (excluding ex-officio
4 members) are present. Once a quorum is established, it will remain for the duration of the meeting.

5

6 B. Voting

7 1. Each member of the School Board has one vote.

8 2. The chair may vote (vice-chair as acting chair would follow the same rules)

9 a. If the vote is by ballot, or

10 b. To make or break a tie (if he/she has not already voted by ballot).

11 3. In case of a tie vote, the motion shall be considered lost.

12 4. A non-vote will be considered as a vote for the majority.

13 5. No vote by proxy shall be allowed.

14 6. A telephone-or e-mail vote may be legal only if ratified by the board at the next meeting.

15 7. Any board member may request that the vote be by secret ballot.

16 8. Any voting board member may make a motion for consideration.

17 9. A second to the motion is necessary for any consideration to a final vote on the motion.

18 10. A motion to table a motion will take precedence over any and all preceding motions not having been formally
19 voted upon.

20 11. Only the final wording of the motion voted will be recorded in the minutes.

21 12. Minutes will be considered official when approved by the School Board in a motion to accept the minutes.

22 **Section 9. Officers of the School Board**

23 A. The Officers of the School Board shall be the chairperson, vice-chairperson, secretary, and treasurer.

24 B. The Principal of OCS shall be the Secretary of the School Board and may recommend a recording secretary from
25 outside the School Board, (not a voting member).

26 C. The OCS Treasurer/Business Manager shall be the Treasurer of the School Board.

27 D. The School Board shall elect the Chairperson and the Vice-chairperson and recording secretary if needed at the
28 School Board's regularly scheduled meeting in September.

29 E. The chairperson may request the School Board to select one of its members to act as parliamentarian for School
30 Board meetings.

31 F. The parliamentarian will not be deemed to be one of the Officers of the School Board.

32 G. The Officers of the School board shall continue in office until new Officers are elected in September of each
33 school year.

34 H. Elected officers may be nominated and re-elected by the School Board and should not be counted as their
35 church's representative. The chairperson and vice-chairperson should act as neutral parties that help create
36 balance within the School Board meetings and committees.

37 **Section 10. Duties of the Officers of the School Board**

38 A. The Chairperson shall:

39 1. Preside at meetings of the School Board.

40 2. Supervise the execution of all actions of the School Board.

41 3. Be an ex-officio member of all School Board appointed committees.

42 4. Be the spokesperson for School Board actions and positions.

- 1 5. Preside at constituency meetings.
- 2 6. Support the principal in the operation and administration of the school.
- 3 7. Liaise with the churches to ensure clear cross-communication.
- 4
- 5 B. The Vice-Chairperson shall:
 - 6 1. Fulfill all the responsibilities of the chairperson in the chairperson's absence.
 - 7 2. Be an ex-officio member of all School Board appointed committees.
 - 8
- 9 C. The Secretary shall:
 - 10 1. Make arrangements for keeping the minutes of School Board meetings and other records of the School
 - 11 Board.
 - 12 2. Carry on all necessary correspondence of the School Board.
 - 13 3. Be an ex-officio member of all School Board appointed committees.
 - 14 4. Keep an accurate record.
 - 15
- 16 D. The Treasurer/Business Manager shall:
 - 17 1. Render a monthly financial report to the School Board.
 - 18 2. Prepare a yearly financial statement for the constituency meeting.
 - 19 3. Disburse moneys in payment of accounts or obligations as approved in the annual budget.
 - 20 4. Conduct other business of OCS as directed by the School Board.
 - 21 5. Ensure the facility meets SDACC/NAD, Ministry of Education, and local codes and regulations.
 - 22 6. Report to the school board and constituency on facility maintenance and capital improvements.
 - 23 7. Keep a detailed maintenance manual.
 - 24 8. Support strategic planning initiatives voted by the school board.

25 Section 11. Conflict of Interest

- 26 A. The School Board members must maintain loyalty to the interests of the constituency in the performance of their
- 27 duty as School Board members. This loyalty supersedes any conflicting loyalty such as that to employers,
- 28 advocacy or interest groups, and membership on other boards. This loyalty also supersedes the personal interest
- 29 of the School Board member as a consumer of the services of the organization.
- 30 B. The School Board members must not use their position to gain unfair advantage for themselves or members of
- 31 their family in a proposed contract or transaction with OCS. School Board members shall disclose fully any
- 32 potential conflict of interest in transactions proposed by themselves or any members of their family and shall
- 33 absent themselves from the decision-making process. Furthermore, in situations such as hiring or discipline any
- 34 School Board member, with personal interest, must not be involved in the decision-making process.
- 35 C. The School Board members must maintain the confidentiality of the discussions of School Board business.
- 36 D. The School Board members shall not subvert any Board action.
- 37 E. School Board members need to sign Conflict of Interest forms when they join the School Board and yearly
- 38 thereafter. (*see Article VI, Section 4 – Vacancies and Dismissals*)
- 39 F. A breach of (*see Article VI, Section 4 – Vacancies and Dismissals*).

40 ARTICLE VII - GENERAL PLAN OF FINANCE.

41 The OCS fiscal year shall be as determined by the school board in consultation with the Office of Education.

42

1 OCS shall be operated on a combined financial plan: tuition from each student or sponsor, conference subsidy,
2 constituent church subsidy, government grants and tuition assistance program or, as decided by a duly called meeting
3 of the board.

4 **Section 1. Operating Subsidies**

5 A. Conference- Local conference subsidies in harmony with its policies.

6 B. Constituent Churches

- 7 1. Constituent school evangelism funds are set at no more than 16% of the operating costs of the approved
8 annual budget.
- 9 2. Constituent school evangelism funds are to be paid on a monthly basis. These funds must be paid out within
10 the school's fiscal year.
- 11 3. Constituent school evangelism funds (*see appendix items*)
12 Factors that are considered in appropriation calculations are:
 - 13 i. Constituent church membership (*1/3 weighting*)
 - 14 ii. Tithe (*1/3 weighting*)
 - 15 iii. Church Budget (*1/3 weighting*)
 - 16 iv. The proportion of each constituent church's factors to the total of all the constituent churches.

17 C. Government grants

18 **Section 2. Student Finance and Administration**

19 A. Each parent, guardian, sponsor or student is responsible for the payment of tuition as set by the School Board.

20 B. All registration and first month tuition fees must be paid before the student is officially registered and admitted to
21 class.

22 C. Parents/guardians may apply for family support through the Administrative office at OCS. These applications
23 will be reviewed by the Finance Committee.

24 D. Each constituent church shall be responsible for its agreed share of church subsidy and tuition assistance.

25 E. The Business Manager/Treasurer shall notify constituent churches on a monthly basis of account balances for
26 their church subsidies and for each applicant they agreed to finance.

27 F. When a student's portion of tuition is in arrears, it may result in notice of suspension of the student until
28 satisfactory arrangements have been made with OCS to bring the account up to date.

29 G. The School Board will establish tuition fees for constituent and non-constituent students.

30 **Section 3. Capital Expenses**

31 A. Capital expansions or major improvements shall be in accordance with SDA Church in Canada Guidelines. A
32 minimum of 50% of the capital needed for a capital expansion or major improvement must be in hand before
33 beginning the project.

34 **ARTICLE VIII - Dissolution.**

35 In the event of the dissolution of Okanagan Christian School the disposition of assets will be as follows:

36 A. The procedure to be followed will be based on the guidelines and procedures outlined by the BC SDA Conference.

37 B. After all outstanding balances owing have been addressed then

38 1. The School Board will function in a custodial manner for a minimum of five (5) and a maximum of ten (10)
39 years to oversee and make decisions regarding the procedure for the disposition of assets.

40 2. Any remaining non-monetary (eg land, buildings) assets are to be under the care of the School Board who will
41 be responsible to

- 1 i. Ensure the proper care and upkeep of the buildings and grounds. All constituent churches, at the time
2 of dissolution, will continue to be responsible to fund this upkeep.
3 ii. To pursue and set in place procedural concerns for the rental of the facility should this be a feasible
4 option.
5 iii. To pursue and recommend to the constituency, the sale of the school property, land and buildings, at a
6 constituency meeting.
7 iv. Pursuant to the sale of the school assets, that any monetary assets be placed in trust for a minimum 5
8 year period (to be determined by constituency vote). *Rationale – that monies be available should the*
9 *constituency feel that they would like to start the school up again in some other configuration.*
10 v. That after the minimum 5 year period that the monetary assets be distributed to the constituency
11 churches at a portion related to church membership and as per the guidelines of the BC SDA
12 Conference.

13
14 The Okanagan Christian School Constituent and Bylaws was approved by:

- 15 • OCS School Board – October 27, 2025
16 • OCS Constituency – March 3, 2026
17

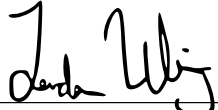
SIGNED BY:



(signature of Chairperson)

Erinn Snyder

(printed name of Chairperson)



(signature of School Board Secretary)

Jordan Wirtz

(printed name of School Board Secretary)

on this 3rd day of March 2026

Board Motion # 8-10-2025

Constituency Motion # 3-3-2026

AMENDMENT

Special Constituency Meeting, #mm – dd - yy

Date