

**2001 Revision  
Constitution and By-Laws  
for  
Lutheran Collegiate Bible Institute Corporation**

**Preamble**

- WHEREAS the command of the Master gave to His followers such a charge for the teaching of disciples as dictates a need for entering into academic education, and
- WHEREAS we have in Outlook, Saskatchewan, such an institution for undertaking the partial fulfillment of such Christian responsibilities toward education as befall the Evangelical Lutheran Church in Canada, and
- WHEREAS it is important that Christian discipline under a true Christian faith be maintained to uphold and maintain that noble and unselfish character which offers itself in service and which yields real happiness in this life and which fosters the hope of an Eternal life with God, therefore
- BE IT RESOLVED that in thanks to Almighty God for the blessings of the past years of service rendered the Church by the Lutheran Collegiate Bible Institute, and in prayer for continued blessing upon the school, the following constitution and by-laws be hereby adopted.

**ARTICLE I    NAME**

The name of this Corporation shall be the Lutheran Collegiate Bible Institute Corporation (L.C.B.I.)

**ARTICLE II    PURPOSE**

The purpose of the Corporation shall be to establish and maintain an institution(s) of learning combined with positive Christian teaching governed in harmony with the Christian Faith as taught by the Evangelical Lutheran Church in Canada or its successor.

**ARTICLE III    POWERS**

In addition to the powers, rights and privileges conferred upon or vested in Corporations by the laws of Saskatchewan, the Corporation shall have full powers and authorities as outlined in the Articles of Incorporation in Bill 03 of 1960 legislated by the Province of Saskatchewan and shall establish the rules necessary and proper to carry into effect the powers set forth by these laws and the Constitution and Bylaws of the Evangelical Lutheran Church in Canada.

**ARTICLE IV    MEMBERSHIP**

The following shall be members of the Lutheran Collegiate Bible Institute Corporation:

Section 1: All congregations of the Evangelical Lutheran Church in Canada.

Section 2: Other Christian Congregations may be associate members who support the Lutheran Collegiate Bible Institute financially and who apply in writing through The Board of Regents for associate member status in the Corporation. Such application will be taken, upon recommendation of The Board of Regents, to the Corporation meeting for final approval.

Section 3: Advisory Members:

The advisory members of the Corporation shall be those listed in the constitution and bylaws of the Evangelical Lutheran Church in Canada. Advisory members shall have voice but no vote.

## ARTICLE V REPRESENTATION:

Section 1: The official delegates of the Evangelical Lutheran Church in Canada in convention assembled shall be the official voting delegates to all business meetings of the Lutheran Collegiate Bible Institute Corporation held during said convention. Where need may arise for the Lutheran Collegiate Bible Institute Corporation meetings to be held apart from the Convention of the Evangelical Lutheran Church in Canada, representation shall be on the same basis as that of the convention.

Section 2: Each congregation that is an associate member of the Corporation shall be entitled to send one delegate who shall have voice but not vote to each business meeting of the Corporation. Members of associate congregations are eligible candidates for election to The Board of Regents. Not more than two members of The Board of Regents shall be from Associate Members.

Section 3: The Board of Regents shall be voting members of the Corporation

## ARTICLE VI OFFICERS OF THE CORPORATION AND DUTIES:

Section 1: President – The Presiding Bishop of the Evangelical Lutheran Church in Canada shall be the President of the Corporation.

Section 2: Vice-President – The duly elected chairman of the Lutheran Collegiate Bible Institute Board of Regents shall be the Vice-President.

Section 3: Secretary – The Secretary of the Evangelical Lutheran Church in Canada shall be the Secretary.

Section 4: Treasurer – The business manager of the Lutheran Collegiate Bible Institute shall be the treasurer.

Section 5: Duties – the duties of these officers shall be those generally required of such officers.

## ARTICLE VII MEETINGS OF THE CORPORATION:

Section 1: There shall be a business meeting of the Lutheran Collegiate Bible Institute Corporation held at the time of the convention of the Evangelical Lutheran Church in Canada.

Section 2: The Board of Regents shall serve as the nominating committee and present minimum of one nominee for each vacancy on the Board of Regents. Additional nominations may be made from the floor, the consent of each candidate having been obtained in writing prior to nomination.

Section 3: Special meetings of the Corporation shall be called by the President of the Corporation upon the request of The Board of Regents or the national Church Council of the Evangelical Lutheran Church in Canada.

## ARTICLE VIII THE BOARD OF REGENTS

### Section 1: Board Make-up

The business of the Corporation shall be governed between conventions of the Evangelical Lutheran Church in Canada by a Board of Regents consisting of not less than nine members and not more than 15 members. At least one third of the members of the board shall be lay people, and at least one third ordained people.

Section 2: Election and Terms

At the biennial meetings of the Corporation, board members shall be elected for a term of six years with the closest approximation to 1/3 elected each biennium. No member of the board shall be elected to more than two consecutive terms. There must be at least one year interim before a board member is eligible for election following two consecutive terms. Any partial term of 2 years or more shall be deemed a term.

Section 3: Number of Board Members

The number of Board Members shall be determined from time to time by resolutions adopted by members of the Corporation at a regular meeting of the Corporation within the parameters set by this constitution.

Section 4: Elections

Elections to fill unexpired terms shall take place at the next meeting of the Corporation.

Section 5: Officers

The Board of Regents shall elect from its own members a chairman, vice-chairman, and a secretary, each to serve for two years.

Section 6: Other Representation to the Board

- a. The Bishop of the Evangelical Lutheran Church in Canada shall be ex-officio member of the Board.
- b. A representative from the Evangelical Lutheran Church in Canada appointed by the national Church Council shall be an advisory member of the Board.
- c. The President of the Lutheran Collegiate Bible Institute shall be an advisory member of the Board.
- d. The Bishop of the Saskatchewan Synod shall be an advisory member of the Board.

Section 7: Duties of The Board of Regents

- a. Election of the President: The Board of Regents of the Lutheran Collegiate Bible Institute shall elect the President of the school by a two-thirds majority vote.
- b. The business of the Board shall be conducted in accordance with the constitution and bylaws and by resolutions adopted from time to time by The Board of Regents. Minutes shall be kept of all board meetings.
- c. The Board of Regents will set the Goals and Policies that will guide the Board and the Administration of the Institution.
- d. The Board of Regents will work to ensure that there is adequate financing to achieve the goals of the institution and shall see that the business of the institution is managed responsibly. They shall see that adequate accounting records are maintained for all accounts, and that there is an annual audit with report made in writing annually to the Board.
- e. Any vacancy in the membership of The Board of Regents shall be filled by the Board until the next meeting of the Corporation.

Section 8: Quorum

A majority of the board members must be present to constitute a Quorum.

Section 9: The Board may appoint a minimum of three of its members to act as an Executive Committee to expedite action on matters between meetings of the Board. All actions of the Executive Committee shall be reported to the next meeting of the Board.

ARTICLE IX STUDENT LIFE

In recognition of the Christian principles that have motivated the establishment and that govern the maintenance of the Lutheran Collegiate Bible Institute, all students are required to be present at the devotional exercises of the school. They will also be expected to attend worship service regularly.

ARTICLE X AMENDMENTS

This constitution may be amended by passing the amendment by a two thirds majority vote of members present at two consecutive biennial meetings of the Corporation.

ARTICLE XI DISSOLUTION

In case of dissolution of this Corporation, all assets in excess of the liabilities shall be property of the Evangelical Lutheran Church in Canada or its successor.

**BY-LAWS**

ARTICLE I NAME OF INSTITUTION

The name of the institution operated by the Lutheran Collegiate Bible Institute Corporation shall be Lutheran Collegiate Bible Institute

ARTICLE II BOARD OF REGENTS

Section 1: Meetings:

1. The Board of Regents will meet at least twice a year at such time and place as may be determined by the Board of Regents itself. Special meetings may be called by the Chairperson. Notice of meetings shall be provided to members of the board. Reports and proposed agenda shall normally be provided to each board member prior to the meetings.
2. Members of the Board elected at a regular meeting of the Corporation shall take office at the first meeting of The Board of Regents next following their election.

Section 2: Duties

1. The Chairperson of The Board of Regents shall preside at the meetings of the Board.
2. The Vice-Chairperson shall execute the duties of the Chairperson in the absence or the inability of the Chairperson to act.
3. The Secretary shall perform the duties which usually pertain to the office and such duties as determined by The Board of Regents. The Secretary shall maintain a record of all minutes of Board Meetings and see that the minutes are filed annually in the school archives.
4. The Board of Regents shall evaluate the President.
5. The Board of Regents together with the President shall hire the members of the Administrative Committee.

6. The execution of contracts, documents or instruments in writing, not restricting the generality of the foregoing; shall include mortgages, conditional sales, chattel mortgages, bills of sale, promissory notes, charges, conveyances, transfers, and assignments of property, real or personal, agreements, releases and paper writings shall be done by those assigned by The Board of Regents as signing authorities for the business of the institution in accordance with the policies and decisions of The Board of Regents.
7. The Board of Regents shall adopt policies, rules and regulations which may be necessary for the efficient organization and administration of the institution.

### ARTICLE III ADMINISTRATIVE STAFF

#### Section 1: The President

1. The President shall serve on four year terms which may be renewed by the decision of The Board of Regents with a majority vote.
2. The President shall be the executive head of the institution. As executive head the President shall be responsible for the direction and supervision of student discipline, institutional administration and instruction. The President shall report to the Board at regular meetings of the Board and make such other reports as the Board may request from time to time.
3. The President working with the administrative committee shall be assigned the task of hiring all other personnel as required and provided for in the budget approved by The Board of Regents.

#### Section 2: Administrative Committee

The members of the administration shall perform the duties outlined by the President as approved by The Board of Regents.

1. Business Manager – The business manager of the institution (part deleted) shall be member of the administrative committee and shall be responsible for the proper handling of all funds and the routine business management of the institution. This person shall act in consultation with the President on all matters of major importance and shall report annually to The Board of Regents through the President and make other reports as requested by the President.
2. Principal - The Principal shall be a member of the administrative committee as the academic head of the high school (delete commercial dept). The Principal shall be responsible to the President. The Principal's duties shall be those outlined by the President. The Principal shall report to the meetings of the Board as requested by the President.
3. The Dean of Campus Life – The Dean of Campus Life shall be a member of the administrative committee and shall be responsible to the President. The Dean of Campus Life shall oversee the residence life and the non-academic program of the institution. The Dean of Campus Life shall report to the meetings of the board as requested by the President.
4. The Board of Regents may if deemed necessary, assign more than one administrative position to the same person. Should this happen, the Board shall, in consultation with the President, assign another member of the staff to serve on the administrative committee. This person shall report to the meeting of the Board as requested by the President.

### ARTICLE IV COURSES

#### Section 1: Academic

1. The courses offered in the high school shall be those prescribed by the Department of Education of the Province of Saskatchewan.
2. Religious instruction in the high school department shall be on the list required subjects for all students in each grade.

Section 2: The Board may, with the consent of the Corporation, by resolutions passed at a regular business meeting of the Corporation by a two-thirds majority of all votes present, establish additional departments when conditions warrant it.

#### ARTICLE V    AMENDMENTS

Section 1: Additions to these by-laws not conflicting with the constitution and by-laws, may be made at any business meeting of the Corporation if passed by a two-thirds majority vote.

Section 2: Amendments involving the repeal or alteration of provisions in these by-laws must be presented in written form at a business meeting of the Corporation and passed by a majority of those present and voting.

Section 3: No amendment can be made to these by-laws conflicting with the constitution.