

**CONSTITUTION**  
of the  
**THEOLOGICAL COLLEGE OF THE CANADIAN REFORMED CHURCHES**

**Preamble** WHEREAS in accordance with Holy Scripture and the Church Order of the Canadian Reformed Churches the Churches shall see to it that there are ministers of the gospel;  
AND WHEREAS it is in the interest of the Canadian Reformed Churches that they together maintain an institution of higher learning in theology for the training for the ministry;  
AND WHEREAS to that end it is desirable to establish a theological college of and for the Churches and to declare, pass, ratify, sanction and confirm a constitution thereof, to pass by-laws concerning the same and to instruct deputies to govern such college;

NOW THEREFORE the Canadian Reformed Churches in General Synod assembled at New Westminster, British Columbia, in the year of our Lord 1971, do hereby establish, declare, pass, ratify, sanction and confirm as follows:

**ARTICLE I — Definitions**

In this Constitution, bylaws and instructions passed pursuant to it,

- (a) "Board" means Board of Governors of the College;
- (b) "Churches" means the federation of the Canadian Reformed Churches;
- (c) "College" means Theological College of the Canadian Reformed Churches;
- (d) "Faculty" means the teaching staff of the college, including the Principal, professors and lecturers, but not including temporary instructors appointed by the Board to fill a vacancy in the Faculty between Synods;
- (e) "Principal" means Principal of the College;
- (f) "Property" means all property both real and personal;
- (g) "Senate" means the Senate of the College;
- (h) "Synod" means a General Synod of the Canadian Reformed Churches;
- (i) "Trustees" means the Trustees of the College.

**ARTICLE II — Establishment of the College**

The Churches maintain the College for the academic training of ministers of the gospel. The College is situated at 374 Queen Street South, Hamilton, Ontario, and its location can only be changed by decision of Synod.

**ARTICLE III — Constitution of the Board**

1. The College is governed on behalf of the Churches by the Board which is composed of six persons.

2. Each regional synod is entitled to nominate three persons for membership on the Board and one alternate for each person nominated, all of whom are resident in the district of that regional synod. Synod may add to such nominations of its own motion, and, if a regional synod fails to

make such nominations, Synod shall nominate a sufficient number of persons. From the total number nominated Synod elects, appoints and instructs six persons as members of the Board and designates no more than one alternate for each member so elected, appointed and instructed; provided however that three persons shall be appointed as members of the Board and a maximum of three designated as alternate members from each regional synod district.

3. Each member of the Board and each alternate must be a member in good standing of one of the Churches.

4. Members of the Board and alternates hold office until their successors are appointed by the next Synod, unless in the meantime they vacate or resign or are removed from their office. They are eligible for reappointment.

5. (a) A vacancy occurs in the Board when a member of the Board dies, is unable or unwilling to act, resigns or is removed from his office.

(b) When a vacancy occurs in the Board, the designated alternate member takes the place of the member whose position is vacant.

(c) If there is no designated alternate member to fill a vacancy, the regional synod of the district in which the original member or the designated alternate member resided may appoint a new member who shall be deemed to have been appointed and instructed by Synod.

6. If a member is unable to attend a meeting of the Board, he shall notify the Board and the designated alternate member and the latter has the right to attend such meeting.

#### **ARTICLE IV — Officers and Meetings of the Board**

1. The Board shall elect from among themselves a President, a Secretary and a Vice-President to hold office for a term of one year. They are eligible for re-election.

2. The Board shall hold an annual meeting, if possible and convenient usually at the College following the completion of each academic year, and shall hold such other meetings as may be necessary or desirable. If two or more Board members so request in writing, the Secretary shall call a meeting of the Board forthwith.

3. At the annual meeting, the Board shall deal with the following:

- (a) the report of the Senate;
- (b) the report of the visitors;
- (c) the report of librarian;
- (d) the report of the Trustees;
- (e) the reports of the Registrar and the Administrator;
- (f) the series lectionum for the following year; and
- (g) the visitors' schedule for the following year.

4. The Faculty shall be given notice of all meetings of the Board.

#### **ARTICLE V — Duties of the Board**

1. The Board exercises supervision over the confession, doctrine and life of the Faculty including temporary instructors and over the instruction they give at the College in order that everything may be barred from their teaching which is not in accordance with Holy Scripture and the Confession of the Churches.

2. If a Faculty member becomes delinquent either in doctrine or in life, the Board shall, if they deem it necessary, forthwith suspend him from his office, and thereupon they shall cause Synod to be convened as soon as may be to judge the matter.

3. The Board shall regulate in consultation with the Faculty the subjects in which each Faculty member is to give instruction within the general guidelines set by Synod.

4. The Board shall regulate in consultation with the Faculty which subjects and which examinations comprise the course of study.

5. The Board supervises the instruction given at the College and members of the Board shall visit the lectures and examinations on a regular basis pursuant to an annual schedule drawn up by them. The visitors shall submit a report in writing to the Board of their visits.

#### **ARTICLE VI — Powers of the Board**

Except in such matters as are assigned by this Constitution to the Senate or the Trustees, the government, conduct and management and the control of the College and of its affairs are vested in the Board, and the Board may, subject to the direction of Synod do such things as it considers necessary or convenient to advance the interests of the College.

Without limiting the generality of the foregoing, the Board, subject to the direction of Synod, has power,

- (a) to appoint a Registrar, Administrator and Librarian and to fix their duties, responsibilities and powers;
- (b) after consultation with the Faculty, to appoint temporary instructors to fill vacancies in the Faculty between Synods and to fix their duties, responsibilities and powers;
- (c) after consultation with the Trustees, to fix and provide for the salaries, pensions and other emoluments of the persons mentioned in clauses (a) and (b) and to expend such sums as may be required for the purposes of funds that are established for the payment of gratuities, retirement allowances, pensions, life insurance or other insurance, for the benefit of such persons;
- (d) after consultation with the Trustees, to fix the annual contributions to be made by the Churches within the limits set by Synod;
- (e) jointly with the Trustees to fill any vacancy in the Trustees which occurs between Synods;
- (f) to fix the fees to be paid for instruction at the College, for all auxiliary activities and for examinations, degrees, diplomas and certificates;
- (g) to make bylaws and regulations for the conduct of its meetings and affairs.

#### **ARTICLE VII — Further Powers of the Board**

The Board further has power,

- (a) for good and sufficient reasons to grant a professor honourable discharge before his normal retirement;
- (b) to discharge a lecturer from his office upon his request;
- (c) for good and sufficient reasons to grant a professor or lecturer a leave of absence.

#### **ARTICLE VIII — Annual Commencement**

The Board shall organize annually a Commencement.

## **ARTICLE IX — Reports of the Board**

1. The Board shall submit to each Synod a report in writing concerning its activities. A copy of such report shall be sent to all the Churches at least three months prior to the next Synod, provided that the Board may delete from any such report any portion thereof, which in their opinion ought not to be circulated before the next Synod has dealt with it.

2. The Board shall from time to time publish a brief resume of their meetings including resumes of the reports of the Senate and of the Librarian.

## **ARTICLE X — Constitution of the Trustees**

1. The Trustees supervise and generally manage the property, assets and investments, and the financial and business affairs of the College.

2. The Trustees form a committee composed of five persons who are appointed and instructed by Synod.

3. Each Trustee must be a member in good standing of one of the Churches.

4. The Trustees hold office until their successors are appointed by the next Synod, unless in the meantime they vacate or resign or are removed from their office. They are eligible for reappointment.

5. When a vacancy occurs in the Trustees by reason of a Trustee having died, being unable or unwilling to act, having resigned or having been removed from his office, the Board shall, jointly with the remaining Trustees, appoint another person to fill the vacancy for the balance of the term of the Trustee whose office is vacated, and the new Trustee shall be deemed to have been appointed and instructed by Synod.

## **ARTICLE XI — Officers and Meetings of the Trustees**

1. The Trustees shall elect from among themselves a President, a Secretary and a Treasurer to hold office for a term of one year. They are eligible for re-election.

2. The Trustees shall hold an annual meeting at the College, following the end of each fiscal year, and shall hold such other meetings as may be necessary or desirable. If two or more Trustees so request in writing, the Secretary shall call a meeting of the Trustees forthwith.

3. The members of the Board shall have the right to receive notice of the annual meeting of the Trustees, to be present at the meeting and to vote in all matters properly before the meeting. Members of the Board or of the Trustees who are absent may vote by proxy.

4. At the annual meeting the following shall be dealt with:

- a) the annual report of the Trustees;
- b) the auditor's report;
- c) such other matters as may be appropriate.

5. The Treasurer is the Treasurer of the College.

## **ARTICLE XII — Powers and Duties of Trustees**

1. The Trustees have the following powers and duties:

- a) to carry out decisions of Synods of a financial or business nature;
- b) to carry out similar decisions made by the Board pursuant to

the powers granted to it, and to serve the Board with advice in matters of a business or financial nature concerning the College;

- c) to receive all moneys for and on behalf of the College;
  - d) to inform the Churches from time to time of the financial needs of the College and to ensure that all Churches carry out their financial obligations toward the College in accordance with decisions of Synod;
  - e) to properly administer the funds, moneys and other property and assets of the College entrusted to the Trustees;
  - f) to maintain the assets of the College, take out insurance, invest moneys and take such other precautions as may be necessary or desirable for the proper maintenance and increase of the assets of the College;
  - g) to maintain all necessary books of account;
  - h) to prepare a budget prior to each fiscal year and jointly with the Board to approve the same;
  - i) jointly with the Board to appoint auditors;
  - j) to prepare financial statements at the end of each fiscal year, and to submit the same to the Board together with the auditors' report;
  - k) to submit to the Board an annual report in writing of their actions during the preceding year;
    - l) to send a sufficient number of copies of the annual budgets, financial statements, auditors' reports, and annual reports to each of the following;
      - i) the next Synod,
      - ii) all of the Churches,
      - iii) all of the professors, and
      - iv) all professors — emeriti in good standing; provided that the Trustees may delete from any such documents any portion thereof which in their opinion ought not to be circulated before the next Synod has dealt with them;
  - m) to invest and deal with the moneys of the College not immediately required for its objects in such manner as may be in the best interests of the College and permitted by law;
  - n) to appoint such employees, servants or agents as may be necessary or desirable, and to fix their duties, responsibilities, salaries, pensions and other emoluments, and terms of employment;
  - o) to make bylaws and regulations for the conduct of its meetings and affairs.
2. The Trustees, jointly with the Board, have power to,
- a) acquire by purchase, sell or mortgage the real property of the College;
  - b) advance moneys on the security of mortgages;
  - c) accept legacies, bequests or devises which are subject to any trusts or conditions;
  - d) bring actions;
  - e) purchase insurance to provide for pensions for professors, or other employees of the Board, the Trustees or the College;
  - g) incur liabilities or obligations involving more than ten thousand dollars.

### **ARTICLE XIII — Joint Meetings of the Board and Trustees**

The Board and the Trustees shall meet together as often as may seem

desirable, either to the Board or to the Trustees, for the advancement of the College and for the effective governance and administration of the College and its affairs. At all joint meetings of the Board and the Trustees absent members of the Board or of the Trustees may vote by proxy. The secretary of the Trustees shall call a joint meeting of the Board and the Trustees if three or more Board members and/or Trustees so request in writing.

#### **ARTICLE XIV — Faculty**

1. Synod appoints all members of the Faculty, including the Principal, but only after having sought the advice of the Board; provided that Synod shall not be bound by such advice.

2. Synod determines the number of professors and lecturers and fixes generally their powers, functions and duties.

3. Synod fixes the salaries and pensions of all members of the Faculty, including the pensions of their widows and orphans.

4. Only Synod is empowered to terminate the appointment of a member of the Faculty, but only after having sought the advice of the Board.

5. The members of the Faculty must be members in good standing of one of the Churches; they shall sign upon their appointment the "Form of Subscription for Docents at the Theological College of the Canadian Reformed Churches" as formulated by the Synod of Edmonton 1965 (Acts, Art. 180).

#### **ARTICLE XV — Principal**

The Principal supervises the day to day operation of the College and the instruction given thereat.

#### **ARTICLE XVI — Constitution of the Senate**

1. The Senate is composed of the Faculty. Professors emeritus who have been honourably discharged as professors, and who remain members in good standing of one of the Churches, are entitled to attend all meetings of the Senate in an advisory capacity.

2. The Principal is the chairman of the Senate and as such has power to call together meetings of the Senate. He shall do so whenever two or more Faculty members so request in writing.

3. The Senate may appoint such other officers, either of the Senate or the Faculty, or both, as may be desirable.

4. The Senate may make bylaws and regulations for the conduct of its meetings and affairs. Such bylaws and regulations shall be submitted to the Board for approval.

#### **ARTICLE XVII — Degree Granting Powers of the Senate**

The Senate is authorized to conduct examinations in theology and to award the degree of Bachelor of Divinity.

#### **ARTICLE XVIII — Further Powers and Duties of the Senate**

1. The Senate supervises the students and has power to take such disciplinary action against any student as may be warranted, including the dismissal of a student from the College; provided that a student has the right to appeal any disciplinary action taken by the Senate against

him to the Board, and the decision of the Board shall be final and binding on the Senate and the student, subject always to a right to further appeal to the next Synod by an aggrieved party.

2. The Senate shall serve the Board with advice concerning all matters of an academic nature, particularly in regard to the filling of vacancies in the Faculty between Synods or concerning the appointment by Synod of any Faculty member.

3. The Senate shall carry out decisions made by the Board pursuant to the powers granted to it.

4. The Senate shall fix the curriculum with the approval of the Board.

5. The Senate shall admit students who meet the stipulated requirements to the course of study.

#### **ARTICLE XIX Course of Study**

1. The Course of Study leading to the degree of Bachelor of Divinity requires full-time attendance at the College for a period of three years.

2. The curriculum encompasses those subjects which are fixed by the Senate with the approval of the Board.

3. Each academic year contains approximately thirty teaching weeks divided into such terms as may be fixed by the Senate with the approval of the Board. The academic year runs from September through May. The several vacations are fixed by the Senate with the approval of the Board.

#### **ARTICLE XX — Standards of Admission**

1. Persons who are members of one of the Churches and who present a good attestation of confession and life and who have a Bachelor of Arts or equivalent degree from a recognized University qualify for admission to the Course of Study.

2. Persons who are 30 years of age or over may be admitted to the course of study without being in possession of a Bachelor of Arts or equivalent degree, if they successfully pass an entrance examination, the requirements for which shall be set by the Senate and approved by the Board; provided that such requirements shall not exceed what is required of a candidate for the degree of Bachelor of Arts.

3. Persons who are members in good standing of one of the sister churches of the Churches may be admitted to the course of study, provided they meet the requirements set forth in either clause — 1 or 2.

4. In exceptional cases, persons who meet the requirements of either clause 1 or 2, but who are not members of one of the Churches or of one of the sister churches of the Churches may be admitted to the course of study and to the degree of Bachelor of Divinity if they declare that they agree with the doctrine of Holy Scripture as it is confessed by the Churches in the Three Forms of Unity. Such persons may only be admitted to the course of study and to the degree of Bachelor of Divinity with the approval of the Board.

5. The Senate with the approval of the Board may waive in whole or in part any of the requirements of the course of study, of any courses or subjects and of any examinations, for any persons who have satisfactorily completed a course of study or courses or subjects and examinations equal in quality and content at another institution of higher learning.

6. A committee composed of members of the Board and of the Faculty shall counsel each applicant for admission separately with regard to the

significance of his studies as preparatory to the office to which he aspires and shall question his knowledge of Holy Scripture, of the confession of the Churches and of the history of the Church.

#### **ARTICLE XXI — Decisions of the Board and Trustees Binding; Appeals**

1. If any member of the Board, Senate, Faculty or Trustees is unable on principle to abide by a decision of the Board, Senate, Trustees, or of the Principal, the matter shall, if it concerns an academic matter, be laid before the Board, and if it concerns a financial matter, be laid before a joint meeting of the Board and the Trustees, and the decision of the majority of the respective bodies shall be final and binding, subject always to an appeal to the next Synod.

2. If a majority of the Board, or a majority of a joint meeting of the Board and the Trustees where it concerns a financial matter, are of the opinion that a critical situation has developed, they may cause Synod to be convened as soon as may be by submitting a request to that effect to the designated convening church.

3. At all joint meetings of the Board and of the Trustees, absent members of those bodies may vote by proxy.

#### **ARTICLE XXII — Bylaws**

The further duties and responsibilities of the Board and the Trustees are covered in the Bylaws.

#### **ARTICLE XXIII — Matters not provided for**

Any matters not provided for in this Constitution or in the Bylaws shall be decided upon by the Board or, if it concerns a financial matter, jointly by the Board and the Trustees.

ESTABLISHED, Declared, Passed, Ratified, Sanctioned and Confirmed by the General Synod of the Canadian Reformed Churches at New Westminster, British Columbia, this 8th day of June, A.D. 1971.

### **BYLAWS**

Governing the Board of Governors of the Theological College of the Canadian Reformed Churches, passed by the General Synod of the Canadian Reformed Churches held at New Westminster, British Columbia, in the year of our Lord, 1971, pursuant to the Constitution of the said College.

#### **ARTICLE I**

The members of the Board having been appointed by Synod and having accepted their appointment, jointly and severally

- a) acknowledge that they are officers of, and responsible to the Canadian Reformed Churches in General Synod assembled;
- b) further acknowledge the right of each Synod to terminate their appointment; and
- c) promise faithfully to carry out the duties imposed upon them by the Constitution of the College and by these Bylaws.

#### **ARTICLE II**

1. When a member of the Board ceases to be a member of one of the Churches he shall:



- a) give notice thereof in writing to the Secretary of the Board;
  - b) consider his appointment as member of the Board terminated; and
  - c) deliver up all books, correspondence, moneys and assets which he has obtained in his capacity as member of the Board to the Board.
2. When a member of the Board ceases to be a member in good standing of one of the Churches, he shall:
- a) suspend his duties as Board member as long as he is under censure by such Church;
  - b) take the actions prescribed in subclauses a) and c) of clause 1.
3. Upon receipt of a notice in writing as contemplated by clauses 1 a) or 2 b) the Secretary of the Board shall forthwith call together a meeting of the Board and the Board shall take such actions as may be necessary to ensure the proper continuance of their work.
4. a) If a majority of the Board is of the opinion that a Board member conducts himself in a manner which does not become a member of a Canadian Reformed Church, and as a result, or for any other reason, hinders or injures the functions of the Board or the functions and duties entrusted to that member, the other members shall suspend him from his office, whether or not he remains a member of one of the Churches;
- b) The Board shall then forthwith call a meeting of the Board with reasonable notice to the suspended member, at which he shall be given an opportunity to be heard, and the meeting has power either to terminate the suspension, to continue it, or discharge the suspended member from his office.
- Such a decision is binding on all parties, provided that any aggrieved party has the right of appeal to the next Synod.

### ARTICLE III

When the Secretary of the Board is notified in writing by any of the Churches that one of the Board members has ceased to be a member of one of the Churches or that that Church has placed one of the Board members under censure, the Secretary shall take the actions prescribed in Art. II, clauses 3 and 4 b).

## BYLAWS

Governing the Trustees of the Theological College of the Canadian Reformed Churches, passed by the General Synod of the Canadian Reformed Churches held at New Westminster, British Columbia, in the year of our Lord, 1971, pursuant to the Constitution of the said College.

### ARTICLE I

The Trustees having been appointed by Synod and having accepted their appointment, jointly and severally

- a) acknowledge that they are officers of, and responsible to the Canadian Reformed Churches in General Synod assembled;
- b) further acknowledge the right of each Synod to terminate their appointment; and
- c) promise faithfully to carry out the duties imposed upon them by the Constitution of the College and by these Bylaws.

## ARTICLE II

1. When a Trustee ceases to be a member of one of the Churches he shall:

- a) give notice thereof in writing to the Secretary of the Trustees;
- b) consider his appointment as Trustee terminated; and
- c) deliver up all books, correspondence, moneys and assets which he has obtained in his capacity as Trustee to the Trustees.

2. When a Trustee ceases to be a member in good standing of one of the Churches, he shall:

- a) suspend his duties as Trustee as long as he is under censure by such Church;
- b) take the actions prescribed in subclauses a) and c) of clause 1.

3. Upon receipt of a notice in writing as contemplated by clauses 1 a) or 2 b) the Secretary of the Trustees shall forthwith call together a meeting of the Trustees and the Trustees shall take such actions as may be necessary to ensure the proper continuance of their work.

- a) If a majority of the Trustees is of the opinion that a Trustee conducts himself in a manner which does not become a member of a Canadian Reformed Church, and as a result, or for any other reason, hinders or injures the functions of the Trustees or the functions and duties entrusted to that Trustee, the other Trustees shall suspend him from his office, whether or not he remains a member of one of the Churches;

- b) The Trustees shall then forthwith call a joint meeting of the Board with the Trustees, with reasonable notice to the suspended Trustee, at which he shall be given an opportunity to be heard, and the meeting has power either to terminate the suspension, to continue it, or discharge the suspended Trustee from his office. Such a decision is binding on all parties, provided that any aggrieved party has the right of appeal to the next Synod.

## ARTICLE III

When the Secretary of the Trustees is notified in writing by any of the Churches that one of the Trustees has ceased to be a member of one of the Churches or that that Church has placed one of the Trustees under censure, the Secretary shall take the actions prescribed in Art. II, clauses 3 and 4 b).