

FAITH COMMUNITY CHRISTIAN ASSOCIATION  
CONSTITUTION  
Adopted February 16, 1981

PREAMBLE

Believing that the Bible gives Christian parents the responsibility and privilege of providing Christian education for their children, and believing that this can best be accomplished by concerted action, we hereby make and adopt the following Articles of Association to wit:

ARTICLE I - Name

This organization shall be known as Faith Community Christian Association.

ARTICLE II - Basis

The basis of the Faith Community Christian Association is the Scriptures of the Old and New Testaments, the infallible Word of God. . The operation of the Faith Community Christian Association is autonomous; it is a parent-run organization. This Association is committed to the following basic principles for Christian education.

**GOD.** God, by His Holy Word, reveals and renews Himself to man. He directs man in all his relationships, activities, and guides his people in the education of their children.

**CREATION.** In their education, children must come to learn that God calls us to discover creation's resources, to receive these gifts with thanksgiving and delight, and use them wisely as stewards and caretakers who are responsible to God and to our neighbor.

**SIN.** Man's sin, brought the curse of God upon all mankind. Our ability to carry out human calling to honor God, serve our neighbor, and care for the creation is marred by the corrosive effects of sin which touch every part of life.

**JESUS CHRIST.** Through our Savior, Jesus Christ, there is renewal. Only through Him and the work of His Spirit are we guided in truth and recommitted to our original calling.

**SCHOOLS.** The purpose of the Faith Community Christian Association is to educate children for a life of obedience to God. This calling is to know God's Word, His creation, and to love one another. It is our privileged to worship, honor, serve, and obey Him.

**PARENTS.** Parents are entrusted by God to educate their children. Faith Community Christian Association, partnering with parents and church, lead children to live according to Biblical wisdom.

**STAFF.** The staff members of Faith Community Christian Association, living in joyful fellowship with God, model the love of Christ to children. Empowered by the Holy Spirit and dedicated to highest standards of excellence and professionalism. The calling of a Christian staff is to pass the wisdom of the Christian tradition to students and to help them understand and apply it.

**STUDENTS.** Children are God's image bearers, entrusted to parents and the Christian community as his gifts. Our school encourages students to develop their gifts in response to God and in loving service to fellow human beings. Students are led to know God and respond to him in every dimension of the creation and in every aspect of their lives.

**COMMUNITY.** That because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of parents,

but also of the Christian community to establish and maintain Christian schools, to pray for, work for, and give generously to their support.

EDUCATIONAL FREEDOM. That Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

#### ARTICLE III - Purpose

The purpose of this Association is to maintain a school for the daily instruction of children, with such instruction to be in accordance with Article II, and directed toward the end that these children may occupy their places worthily in society, church, and state.

#### ARTICLE IV - Membership

1. All parents and guardians of children attending the school maintained by the Association are eligible for membership in the Association with their annual membership fee.
2. All other persons, eighteen years of age or older, who contribute the annual membership fee, may be members of the Association.
3. Membership requires agreement with Articles II and III and signing the Statement of Belief. Therefore, membership includes the privilege of voting at the meetings of this Association; participating in the Association's activities in behalf of the school; and being eligible for nomination for election to and service on the School Board.

#### ARTICLE V - Meetings

1. The Association shall hold two stated meetings each year, one to be held near the beginning of the school year and the other toward the end of the school year. The exact time and place of such meetings to be set by the School Board. The agenda is prepared by the Board.
2. At the fall meeting, reports on the activity and progress of the school shall be rendered by the Administrator and by the Secretary and Treasurer of the Board.
3. At the spring meeting of the Association the annual election of Board Members shall take place. At the fall meeting of the Association the Board shall present a budget for the ensuing fiscal year.
4. Special meetings may be called at any time by the President or Secretary of the Board, provided such a meeting is requested in writing by the Board or at least one-fourth of the Association members. Such request must state the reason(s) for calling the meeting. Notice of a special meeting must also include a statement of the reason(s) for calling such a meeting.
5. All decisions shall be made by oral vote. Elections, however, shall be by ballot unless otherwise decided at the meeting. A majority of votes cast (i.e., one-half of the votes plus one) shall determine the issues in each case, except where otherwise required by this Constitution or by Robert's Rules of Order.

## ARTICLES VI - SCHOOL BOARD MEMBERS

1. A School Board consisting of seven persons shall be chosen by the Association at its first stated meeting. The term of office shall be for three years, with members eligible for a maximum of two consecutive terms. In order that Board Members may retire in proper succession, voters at first stated meeting shall elect three Board Members for three years, two for two years, and two for one year.
2. Two candidates for each Board vacancy shall be nominated by the School Board.
3. Vacancies on the Board that occur during the year shall be filled by appointment at the next stated Board meeting.
4. The School Board shall hold one stated meeting each month.
5. Meetings of the School Board may be open to the public, except for certain confidential matters which may be taken care of in a closed executive session.

## ARTICLE VII - Duties of the School Board

1. The Board shall determine school policies in harmony with the Constitution and in accordance with Association decisions.
2. The Board shall hire an administrator and teaching staff qualified to carry out the educational program and policies of the school.
3. The Board shall devise ways and means of obtaining the necessary funds for operating the school, maintain accurate records, and determine how these funds shall be distributed.
4. The Board shall appoint one of its own members to visit the school periodically, at least each month, to assure itself of the faithful carrying out of the school's educational program and policies.
5. The Board shall promote Christian education in the community by means of public meetings, literature, advertisements, etc., and promote Christian education generally.
6. The Board shall appoint, out of its membership, such committees as it may deem necessary for the performance of its duties. Such appointments shall be made annually by the President of the Board. Additional committee members may be appointed from within the membership of the Association.

## ARTICLE VIII - Officers of the Board and their Duties

1. At a set meeting each year subsequent to the Association's election of members, the Board shall elect the following four officers: President, Vice-President, Secretary, and Treasurer.
2. It shall be the duty of the President to preside at all meetings of the Board and of the Association and to enforce the provisions of the Constitution. The President is an ex-officio member of all committees and shall be notified of all meetings.
3. The Vice-President shall assist the President, whenever possible, in the discharge of his/her duties. In the absence of the President, the Vice-President shall take his/her place.
4. The Secretary shall take care of the official documents of the Association, conduct all correspondence, and enter into the records of the Association the Minutes of all meetings of the Association and Board after they have been approved.
5. The Treasurer is entrusted with the Association's funds and makes all disbursements. All monies received by him/her shall be deposited in the name of the Association in a bank approved by the Board, and no disbursements shall be made except by check. No payment shall be made without the approval of the President, Treasurer or Administrator. The Treasurer shall report regarding the finances of the Association at the monthly meeting of the Board and at the stated meeting of the Association as herein previously defined.
  - a. The Treasurer shall be responsible for acknowledging and receiving donations other than tuition.
  - b. The Treasurer shall send monthly statements to parents/guardians of students regarding tuition/bus fee status.
  - c. The Treasurer shall send yearly reminders to Association Members in January requesting renewal contributions for the coming year. Notation should be made as a reminder that membership renewal is necessary to retain voting status for the annual spring meeting, and is a prerequisite as nominee eligibility.
  - d. The Treasurer shall present a written financial report at each monthly board meeting. He/she shall keep the President and the Financial Committee fully informed if it is anticipated that the bank balance will be approaching a level below that which is necessary to meet expenses.
  - e. The Treasurer shall endorse all checks immediately ("For Deposit Only"), and make bank deposits at least weekly, or as needed.
  - f. All financial records shall be audited on an annual basis, three-four months after fiscal year end.

## ARTICLE IX - Committees of the Board and their Duties

### 1. EDUCATION COMMITTEE

- a. Consider all matters relative to the educational program and policies of the school and make recommendations concerning the same to the Board.
- b. Investigate the qualifications of candidates for administrative and teaching positions and make recommendations concerning such candidates to the Board for employment and concerning salaries of such candidates.
- c. Monitor the scholastic quality and Christian character of the instruction given; the course of study, discipline, equipment, etc., and make recommendations to the Board concerning these and related matters.

### 2. FINANCE COMMITTEE

- a. Recommend to the Board a budget for the ensuing year to be approved at the annual spring meeting.
- b. Advise the Board regarding the manner in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources.
- c. Recommend to the Board the cost of tuition.

### 3. PUBLIC RELATIONS COMMITTEE

- a. Recommend to the Board a detailed, written, month-by-month program of action designed to advance and strengthen the cause of Christian education.
- b. Implement the program.

### 4. PROPERTY COMMITTEE

- a. Make periodic visits to the school in order to determine physical needs and maintenance requirements of the school building(s) and grounds.
- b. Concern itself with all phases of the proper care, maintenance, and adequacy of the physical equipment of the school and make recommendations to the Board concerning these matters.
- c. Make recommendations to the Board concerning the appointment, work, and salary of the custodian.

### 5. TRANSPORTATION COMMITTEE

- a. Recommend to the Board a system for safe, efficient, and prompt transportation of pupils to and from school.
- b. Make necessary arrangements or establish appropriate bus routes to carry out the recommended system.
- c. Make recommendations to the Board concerning the appointment, safety, standards, qualifications, job description, and salary of the bus driver(s).

### 6. TECHNOLOGY COMMITTEE

- a. Inventory and study hardware, software, systems, and curriculum already in place as well as proposed and not implemented.

- b. Recommend to the Board student education and usage as well as how the rest of the technological tools within the school - administration, faculty, and library - enhance the education received by the children.

#### ARTICLE X - Order of Procedure at Board Meetings

- a. Prayer
- b. Roll call
- c. Reading of Minutes of previous meeting
- d. Reading of papers and correspondence
- e. Report of the Administrator (Presented orally, but also submitted in writing)
- f. Report of standing committees
- g. Report of special committees
- h. Consideration of unfinished business
- i. Consideration of new business
- j. Reading of concept minutes
- k. Adjournment and closing prayer

#### ARTICLE XI - Finances

The funds necessary for the operation of the school shall be obtained primarily from the payment of tuition by the parents/guardians of the children in school. The budget adopted by the Association shall serve as a guide to the Finance Committee in its determination of the annual tuition rate per child.

Young people, newly married couples, families with no children, and families whose children are not presently in school shall be encouraged to share in the financial, moral, and prayerful support of the school.

In the event the requirements of the budget are not met by tuition receipts, monies shall be raised by special donations, church offerings, fund drives, contributions from organizations and by other means consistent with the basis and character of the Association.

#### ARTICLE XII - The Staff

1. The Administrator and teachers shall be hired by the Board after a careful consideration of their spiritual and academic qualifications. They shall be hired for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.
2. All members of the teaching staff must declare their unconditional agreement with Articles II and III of the Constitution and sign the Statement of Belief; they must demonstrate a Christian life that is evidenced by regular participation in an Evangelical, Christian church whose doctrine is in agreement with these Articles; they must be Scripturally sound in their teaching; and they must lead exemplary lives.
3. All teachers, as well as the Board, shall abide by the terms of the contract entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a teacher who

proves to be unfit for the work because such teacher's instruction or personal life conflicts with the basis and purpose of the Associations.

4. A course of study outlining the work for each grade shall be prepared by the Administrator in collaboration with the teaching staff. After approval by the Education Committee and the Board, such course of study shall govern all instruction of the school.
5. The school term shall be determined by the Board and be consistent with state regulations. Holidays and vacations shall be allowed as decided upon by the Board.
6. The Administrator, as the expert in all school matters, shall be an advisory member of the School Board and of its standing committees.

#### ARTICLE XIII - Amendments

This Constitution may be amended by a two-thirds vote of the Association membership at any regular meeting of the Association provided that two weeks previous notice has been sent to each member of the desired change. The substance of Articles II, III, and XIII of this Constitution are not subject to change.

#### ARTICLE XIV - Dissolution

In case of dissolution of the Association, the property and monies belonging to the Association shall, after liquidation, be donated to such a Christian cause as the Association may determine.