

SAMPLE
CONSTITUTION
OF
ANYTOWN K-12 ADVENTIST SCHOOL

ARTICLE I
NAME

This organization shall be known as Anytown Adventist School, *hereinafter* called "school." This school is a subsidiary unit of the Everywhere Conference of Seventh-day Adventists, hereinafter called "Conference."

ARTICLE II
OWNERSHIP

The Anytown Adventist School is legally owned and operated by the Everywhere Conference Association of Seventh-day Adventists, a California religious corporation having its principal office in _____ County, _____. Ownership and operation are for the benefit of the constituency of _____ County and the Seventh-day Adventist denomination. Upon any dissolution of the said school, its property of the proceeds therefrom shall be used exclusively for the benefit of the educational, religious, and charitable purposes of the constituent churches of _____ and for the Seventh-day Adventist denomination.

ARTICLE III
OBJECTIVE

The objective of this school is to provide for its students a balanced spiritual, physical, mental, moral, social, and vocational education in harmony with Seventh-day Adventist standards and ideals, which identify God as the source of all moral values and truth.

ARTICLE IV
NON-DISCRIMINATION POLICY

This school admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

ARTICLE V
CONSTITUENT CHURCHES

The constituency of this school shall consist of the following Seventh-day Adventist churches: Merryville, Alexandria, and Happy Valley; and all other Seventh-day Adventist churches assigned to it by the executive committee of the conference.

ARTICLE VI
CONSTITUENT MEMBERSHIP

The membership of this constituency shall consist of the baptized members of the constituent churches, the members of the school board, the members of the school faculty, the officers of the conference, the conference superintendent of schools and his/her associates, and the union conference director of education and his/her associates.

ARTICLE VII
GOVERNING BODY

- A. The school board is delegated the authority to act on behalf of the constituents between regular and special constituency meetings, to conduct the affairs and to control the assets of the school.
- B. The composition, qualifications, time and manner of electing, number, term of office, and the duties and powers of the members of the school board and officers shall be as set forth in the bylaws of the school.

ARTICLE VIII
SESSIONS

The constituency shall hold regular and special sessions as provided for in the bylaws.

ARTICLE IX
BYLAWS

The membership of this constituency may enact bylaws and amend or repeal them at any session thereof, and such bylaws may embrace any provision not inconsistent with this constitution.

ARTICLE X
AMENDMENTS

- A. This constitution may be amended by a two-thirds (2/3) vote of the delegates present at any regular or special session of this constituency.
- B. The bylaws may be amended by a majority vote of the delegates present at any regular or special session of this constituency.

ARTICLE XI
GENERAL POLICY

The provisions of the Union *Education Code* and the Conference *Education Code* (in conjunction with the State *Education Code*), so far as they shall apply, shall cover any matters not specifically covered by this constitution and its bylaws as though the same were set forth herein at length, and are by this reference made a part of this constitution and its bylaws and shall be binding upon all members of this constituency.

ARTICLE XII
WITHDRAWAL OF CONSTITUENT CHURCH

- A. A church desiring to withdraw from the constituency shall follow the procedures outlined by the executive committee of the conference upon consultation with the school board and its finance committee.
- B. A church withdrawing from the constituency shall forfeit all rights to any portion of the assets of the school.

ARTICLE XIII
DISSOLUTION

- A. This constituency may be dissolved by a three-fourths (3/4) vote of the delegates present and voting at a regular or special session of the constituency, provided notice of the proposal to dissolve shall be given in the call for the session.
- B. After all claims against the school have been satisfied, any remaining assets shall be transferred to the Association of Seventh-day Adventists. The association board shall then determine the appropriate distribution of the assets among the constituent churches.

SAMPLE
BYLAWS
OF
ANYTOWN K-12 ADVENTIST SCHOOL

ARTICLE 1 - OFFICES

Section 1.1 The principal office of this school, for the transaction of its business, is located at County of

ARTICLE 2 - CONSTITUENCY SESSIONS

Section 2.1 Annual Session. The school shall hold at least one constituency meeting on or before May 1 of each school year. The school board shall designate the time and place for the meeting, and establish the agenda. The purpose of the session is to receive reports and transact any necessary business. The chairperson of the school board shall serve as chairperson of the constituency meeting. In the absence of that person the vice-chairperson of the school board or a representative of the Conference Office of Education shall serve as chairperson.

Section 2.2 Notice of sessions. Notice of sessions of the constituency shall be published in the church bulletins of the constituent churches. Such notices giving the date, time, and place of said session shall be published no less than two (2) times prior to the date of each session.

Section 2.3 Voting. The voters of the constituency meeting shall be the following:

2.3.1 Delegates. The duly elected delegates from the constituent churches, each church organization being entitled to one (1) delegate for the church organization, and one (1) additional delegate for each fifty (50) members or major fraction thereof.

2.3.2 Delegates at large as follows:

2.3.2.1 Members of the school board.

2.3.2.2 Officers of the Conference of Seventh-day Adventists.

2.3.2.3 The director of the Association of Seventh-day Adventists or his/her associate.

2.3.2.4 The superintendent of schools of the Conference of Seventh-day Adventists and his/her associate(s).

2.3.2.5 One representative of the Union Conference of Seventh-day Adventists Office of Education.

Section 2.4 Quorum. A quorum, which shall be established at the beginning of the session, shall consist of twice the number of church-elected delegates to the school board. In the absence of a quorum, no business shall be transacted, and the only motion that the chair shall entertain is a motion to adjourn. However, by vote of a majority of delegates present, the meeting may be adjourned for brief periods of time. If adjourned for less than three weeks, no notice for the new meeting need be given.

ARTICLE 3 - SCHOOL BOARD

Section 3.1 Composition. The voting members of the school board shall be the following:

Voting Members:

- 3.1.1 From each constituent church, two representatives.
- 3.1.2 The senior pastor of each constituent church, or his/her associate.
- 3.1.3 The principal and vice principals of the school.
- 3.1.4 The superintendent of schools of the Conference of Seventh-day Adventists or his/her designate.
- 3.1.5 The leader of the Home and School organization.

Non-voting Members:

- 3.1.6 One representative from the Union Conference of Seventh-day Adventists Office of Education.
- 3.1.7 One of the officers of the Conference of Seventh-day Adventists.

Section 3.2 Election and Term of Office. Each constituent church shall elect one representative to the school board for a two-year term coinciding with the school fiscal year, July 1 to June 30, each year, thereby creating staggered terms. Members may be elected by their church to consecutive terms. In case of a vacancy, it shall be the duty of the church to elect anew member to serve the remainder of the term. If a board member is absent from three consecutive board meetings, his/her chair may be declared vacant by the school board and the constituent church involved shall elect another member to serve the remainder of the term.

Section 3.3 Qualifications. No person shall serve as a member of the school board who is not a Seventh-day Adventist Church member in good and regular standing. Each church-elected member, the principal, and the leader of the Home and School Organization shall be a member of a constituent church.

Section 3.4 Authority. The school board is responsible for the operation of the school within the guidelines and policies adopted by the conference board of education and the school constituency as stated in the constitution and bylaws. The board has authority only when meeting in official session; individual members may not speak for the board unless directed by the board to do so. All actions of the board are implemented through its executive secretary (the principal).

Section 3.5 Functions of K-12 School Board

3.5.1 To employ, assign, transfer, retire, terminate, or dismiss certificated and classified educational personnel (including certificated and classified educational personnel of academy-attached elementary schools) in consultation with the superintendent of schools.

3.5.2 To organize itself in the first meeting of the year in harmony with conference policies.

3.5.3 To ensure the implementation of policies and plans of the conference office of education.

3.5.4 To develop policies in areas of local concern such as:

- 3.5.4.1 Uses of school property
- 3.5.4.2 Bus schedules and routes
- 3.5.4.3 Purchasing procedures
- 3.5.4.4 Tuition and/or other methods of support
- 3.5.4.5 Admission requirements (in accordance with state and conference guidelines)
- 3.5.4.6 Equipment and maintenance of school plant
- 3.5.4.7 Textbook purchases (pupil- or school-owned)
- 3.5.4.8 Master planning
- 3.5.4.9 Curriculum development

3.5.5 To support the principal in the administration of the school program including:

- 3.5.5.1 Implementation of board policies
- 3.5.5.2 Teacher load
- 3.5.5.3 Daily schedule
- 3.5.5.4 Development and enforcement of a code for student conduct

3.5.6 To ratify the recommendations of the school administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students. Board consideration of dismissal recommendations must be in closed or executive sessions.

3.5.7 To support the Home and School Association or Parent-Teacher Organization.

3.5.8 To ensure that official minutes of each meeting of the board are kept and to file one copy with the conference office of education and in case of a secondary school, one copy with the Union Conference Office of Education.

3.5.9 To consider appeals regarding the operation of the school.

3.5.10 To participate in the process of school evaluation as scheduled by the conference office of education and in cooperation with the Union Department of Education.

3.5.11 To cooperate with the conference office of education in planning for in-service education and teacher conventions.

3.5.12 To consider, after counsel from the superintendent of schools, a proposed plan of school organization, including a constitution and bylaws, the administrative organization, and a basic curriculum for the school.

3.5.13 To adopt the recommended conference-wide school calendar. Any modification or contemplated change must receive prior approval from the conference board of education.

3.5.14 To adopt a dress code policy and a code of social behavior.

3.5.15 To authorize the preparation of a school bulletin.

3.5.16 To assume responsibility for the planning and funding of an annual operating and capital budget including:

3.5.16.1 Operating expenses

3.5.16.2 Curriculum materials

3.5.16.3 Playground and physical education supplies

3.5.16.4 Media center materials

3.5.16.5 School supplies

3.5.16.6 Insurance

3.5.16.7 Indebtedness

3.5.16.8 Equipment

3.5.17 To cooperate with the Union Conference and conference office of education in matters relating to curriculum development and innovations.

Section 3.6 Meetings. The school board is to hold regular meetings a minimum of six (6) times during the fiscal school year.

3.6.1 Notice. Written notice of the date, time, and place of the regular meeting of the school board shall be mailed or otherwise delivered to each member no fewer than seven (7) days prior to the date of such meetings,

3.6.2 *Special Meetings.*

3.6.2.1 Special meetings of the school board may be called at any time by the chairperson after giving written notice as specified in 3.6.1,

3.6.2.2 The chairperson shall call a special meeting upon the written request of five (5) or more members of the school board.

3.6.3 *Waiver of Notice.* The transactions of any meeting of the school board, however called and noticed, shall be as valid as though taken at a meeting duly held after regular call and notice, if

3.6.3.1 a quorum is present, and

3.6.3.2 either before or alicr [lie meeting, each of the members not present signs a written waiver of notice, a consent to hold the meeting, or an approval of tlsc minutes

3.6.4 *Quorum.* One-third (1/3) of members and two (2) officers present at a duly called regular or special board meeting shall constitute a quorum.

3.6.5 Executive Session. The school board shall meet in executive session when discussing personnel or personnel problems.

Section 3.7 Officers. The officers of the school board shall be a chairperson, vice-chairperson, and executive secretary (the principal).

3.7.1 *Election.* The chairperson and vice-chairperson shall be elected by secret ballot at an appropriate regular meeting. Only members of the school board are eligible to serve as an officer. Election is for a one-year terms, with officers being eligible for re-election.

3.7.2 *Duties.*

3.7.2.1 *Chairperson:*

3.7.2.1.1 To call and preside over board meetings.

3.7.2.1.2 To consult with the executive secretary in the preparation of the agenda for board meetings.

3.7.2.1.3 To acquaint himself/herself with parliamentary [procedures](#).

[3.7.2.1.4](#) To encourage discussion which is relevant to agenda items.

3.7.2.1.5 To be acquainted with the school program and confer with the principal on items pertaining to the operation of the school.

3.7.2.1.6 To support the principal in the administration of the school.

3.7.2.1.7 To act as liaison with individual churches to ensure communication and the presentation of school items pertinent to each church constituency.

3.7.2.1.8 To serve as chairperson of school constituency meetings.

3.7.2.1.9 To include all items in Union Conference *Education Code* Section not listed.

3.7.2.2 *Vice-chairperson:*

3.7.2.2.1 To act in place of the chairperson in case of his/her absence or [disability](#).

[3.7.2.2.2](#) To act for and represent the chairperson in any assignment requested by the chairperson.

3.7.2.3 *Executive Secretary* (the principal):

3.7.2.3.1 To execute responsibility in all matters pertaining to the school as defined in the Union Conference *Education Code* Section

Section 3.8 Committees. The school board may elect or appoint such committees as are deemed necessary to fulfill the functions of the school board. Such committees receive their authority and direction from the school board, and are responsible to the school board.

ARTICLE 4 - CONSTITUENT CHURCHES

Section 4.1 Duties. It shall be the duty of each constituent church to support the school by:

- 4.1.1 Electing its representatives to the school board.
- 4.1.2 Electing its delegates to constituency meetings.
- 4.1.3 Assuming its financial responsibility as determined by the school board for the operation of the school.
- 4.1.4 Assuming its financial responsibility as determined by the constituency for the capital improvement needs of the school.

ARTICLE 5 - HOME AND SCHOOL ASSOCIATION

Section 5.1 Constitution. The constitution of the Home and School Association shall be in harmony with the guidelines as outlined by the General Conference of Seventh-day Adventists for the Home and School Association. It shall be approved by the school board.

Section 5.2 Funds. The funds of the association will be deposited with the school and held in trust by the assistant business manager for use as directed by the Home and School Association.

Section 5.3 Authority. The Home and School Association shall be responsible to, and operate under the authority of, the school board.

ARTICLE 6 - PARLIAMENTARY PROCEDURE

Section 6.1 Rules. The usual parliamentary rules as laid down in the current edition of *Robert's Rules of Order* shall govern all deliberations in constituency meetings and school board meetings when not in conflict with these bylaws.

Field Trip Consent Form

The _____ class/organization of _____ Adventist Academy is planning to visit _____ on _____ . The purpose of the visit is to _____ The group will leave the school at _____ and return by _____

If you give permission for _____ (student's name) to accompany the group on this field trip, please sign the bottom portion and return it in care of the sponsor listed.

Sponsor's Signature

The sponsor in charge of an off-campus activity is responsible for having in his possession a properly completed *Release From Work Form* and a *Field Trip Consent Form* for each student who goes on this approved activity. I understand that any student unable to present these two forms to the sponsor will not be allowed to accompany the group.

Date:

Parent's Signature

Release From Work

(Student's Name) has

my permission to be absent from work.

does not have my permission to be absent from work.

Work Superintendent's Signature

Parent Authorization

_____ (student's name) has my permission to accompany the above group to _____ (location). In the event that _____ (student's name) does not return to the transportation provided by the scheduled departure time (_____), I understand that it will be necessary for the transporting vehicle to leave without the above-named student and that it will be my responsibility to return him/her to my home or to the academy.

Date:

Parent's Signature

This signed Field Trip Consent Form must be returned to the sponsor of the field trip before the deadline.

CONSTITUTION AND BYLAWS

OF

1987

(Revised 1992)

(Revised 1994)

(Revised 1999)

Ratified by
The Conference Executive Committee
October 22, 1987

CONSTITUTION AND BYLAWS

OF

ARTICLE I (Name and Location)

This organization shall be known as _____ . The main *office* of this organization is located at _____

ARTICLE II (Purpose)

Recognizing God as the source of all wisdom and knowledge, _____ seeks to educate students in harmony with His expressed will. The purpose of this institution shall be:

- A. To operate a school in harmony with the educational standards recommended by the General Conference of Seventh-day Adventists, the _____ Union Conference of Seventh-day Adventists, the _____ Conference of Seventh-day Adventists, and the state of _____
- B. To provide and maintain an educational environment that promotes the restoration of God's character in both students and staff.
- C. To provide and maintain a balanced curriculum, and an approach to learning that fosters the harmonious development of the students' spiritual, mental, physical, and social attributes.
- D. To prepare each student through theory and practice to live a life of service to God and to their communities.

ARTICLE III (Constituency)

Section 1. Constituent Churches.

Although any church may apply for membership in the _____ Adventist Academy constituency, recruitment for the constituency shall be from those churches in the _____ area of the _____ Conference of Seventh-day Adventists and shall be admitted or may withdraw as follows:

- A. Admission. Any Seventh-day Adventist church by action of its business session may seek admission to the constituency of churches. A majority vote by the Board of Directors of _____ Adventist Academy approving the application for admission shall entitle that church to full membership as a constituent church.

- B. Withdrawal. A constituent church by action of **its business session may terminate its membership** as a constituent church with this organization, provided such action be stated in writing and presented to the Board of Directors of _____ on or before January 1 preceding the next fiscal school term commencing on July 1. When a church drops its membership, there is to be no reimbursement for either capital or operational investment unless reimbursement is voted by the remaining constituency. Any indebtedness to the school is to be settled prior to termination.

Section 2. Meetings of Members of Constituent Churches.

- A. Annual Meetings. An annual meeting of the members of the constituent churches shall be called by the Board of Directors of _____ for the following purposes:
1. To vote on any proposed amendment to this Constitution and Bylaws, on the condition such is done in accordance with Article X hereof.
 2. To receive reports of the operation of the organization.
 3. To be informed of plans and policies for operation of the organization.
 4. To make recommendations to the Board of Directors of _____
 5. To consider any other item that may be properly brought to the attention of the members of the constituent churches.
- B. Special Meetings. Special meetings may be called as needed by a majority vote of the Board of Directors or by the Oregon Conference Executive Committee.
- C. Voting Members and Quorum. All members of the churches comprising the constituency are encouraged to attend constituency meetings, but voting privileges will be reserved for official and ex-officio delegates. Ex-officio delegates will include current members of the Board of Directors and the president and treasurer of the North Pacific Union Conference. Further, each constituent church shall select a minimum of one delegate per church plus an additional delegate for each 100 members or major fraction thereof. The faculty and staff shall have one delegate for each 5 faculty and staff members or major fraction thereof. All delegates will serve for a one year term. The academy administration will notify each church as to how many delegates they are to select. The churches shall submit the list of delegates to the school administration at least three (3) weeks prior to the constituency meeting. A quorum to transact business is constituted when at least thirty percent (30%) of the delegates are present and fifty percent (50%) of the constituent churches are represented.

ARTICLE IV
(Board of Directors)

Section 1. Membershin of Board of Directors.

The Board of Directors of Adventist Academy shall by constituted as follows:

- A. One lay member from each constituent church.
- B. One additional lay member from each constituent church for each 300 members of such church.
- C. One Pastor of each constituent church.
- D. The Principal of Adventist Academy.
- E. The Vice-Principals of Adventist Academy, as non-voting members.
- F. The President of the Alumni Association of Adventist Academy.
- G. The Superintendent of Schools of the Conference of Seventh-day Adventists, or his/her designee.
- H. The President of the Conference of Seventh-day Adventists, or his/her designee.
- I. The Treasurer of the Conference of Seventh-day Adventists, or his/her designee.
- 3. The Director of Education of the Union Conference of Seventh-day Adventists, or his/her designee.

Section 2. Election_ of Board of Directors.

- A. The lay members of the Board of Directors from each constituent church shall be elected in the same manner as other church officers, except that such shall be elected for a term of three years in length.
- B. Whenever, for any cause, a lay member vacates his/her position as a member of the Board of Directors, it shall be the duty of the constituent church whose appointed member has vacated the office, to appoint a new member and to notify the Board of Directors, or any officer thereof, of such action.
- C. Whenever a member of the Board of Directors misses three (3) consecutive regular meetings without explanation, the academy administration shall report said absences to the constituent church and the pastor shall be asked to replace that member through church board action.

Section 3. Officers of Board of Directors.

A. The officers of the Board of Directors shall be:

1. Chairperson.
2. Vice-chairperson.
3. Secretary - who shall be the Principal of Adventist Academy.
4. Assistant Secretary.
5. Financial Officer.

B. Duties of officers:

1. Chairperson:

- a. Call all meetings of the Board of Directors.
- b. Preside as chairperson at the meetings of the Board of Directors and constituency.
- c. Execute such actions of the Board of Directors as would naturally fall under the chairperson's supervision; and perform such duties as the Board of Directors may delegate to the chairperson.

2. Vice-chairperson:

It shall be the duty of the vice-chairperson to act in place of the chairperson in his/her absence and to perform such other duties as the chairperson or Board of Directors may request.

3. Secretary and/or Assistant Secretary:

- a. Keep the minutes and other records of the Board of Directors and constituency meetings.
- b. Carry on the necessary correspondence of the Board of Directors.
- c. Give due notice of Board of Directors meetings to each board member.
- d. Send records: minutes, financial statements, and other reports to each member of the Board of Directors, as directed by denominational policy and the Board.

4. Financial Officer:

- a. Assist the Principal and Vice Principal for Finance in the preparation of a monthly financial statement for the Board of Directors as directed by the Board.

- b. Assist the Principal and Vice Principal for Finance in the preparation of an annual school budget for approval by the Board of Directors.

Section 4. Meetings of the Board of Directors.

- A. Regular Meetings. Regular meetings of the Board of Directors shall be held not less than nine times each fiscal year.
- B. Special Meetings. Special meetings of the Board of Directors may be called by the chairperson at any time. A written notice shall be mailed at least three (3) days prior to the meeting.
- C. Quorum. Thirty percent (30%) of the members of the Board of Directors shall constitute a quorum with full power to do business.
- D. Open Board Meetings. Except for duly called executive sessions, all regular scheduled and special meetings of the Board of Directors shall be open to all members of the constituent churches. Participation in the discussion by non Board members shall be at the discretion of the chairperson unless overruled by Board members. In any event, voting shall be limited to members of the Board of Directors of Adventist Academy.

Section 5. Election of Officers.

The Officers of the Board of Directors, together with all members of the standing committees, shall be recommended to the Board of Directors by a nominating committee composed of five (5) members selected by secret ballot by a quorum of the Board of Directors. These five members of the nomination committee shall be chosen by the following process: 1. The members of the Board of Directors from each constituent church shall meet in caucus and choose one person from their group as a candidate available to serve on the nominating committee. 2. The five committee members shall then be chosen by a quorum of the Board of Directors using a secret ballot and the list of names supplied by the churches represented. The chairperson and vice-chairperson shall be ineligible to serve on the nominating committee. No constituent church shall be represented by more than one member of the nominating committee; and of the five (5) nominating committee members, at least one (1), but not more than *two (2), shall be a Pastor. The Superintendent of Schools for the Conference shall act as nominating committee chairperson, but shall not vote. The officers of the Board of Directors shall be elected by July I of each year.

Section 6. Duties of the Board of Directors.

The Board of Directors of Adventist Academy shall have the following duties:

- A. To organize itself by July I of each year.
- B. In consultation and agreement with the Conference and in harmony with denominational policies, to recommend and approve employment and termination of staff and other employees of Adventist Academy.

- C. To operate and to provide for the general welfare of Adventist Academy.
- D. To create such standing committees as it deems necessary to fulfill its responsibilities, including, but not limited to:
 - 1. Executive Committee of not less than seven (7) members, which shall include the officers of the Board of Directors.
Finance Committee, chaired by the Vice-Chair of the Board. The responsibilities of the Finance Committee include, but are not limited to, regular meetings to:
 - a. Review monthly financial statements
 - b. Review the annual *budget
 - C. Review operational and equipment expenditures within limits.determined by the Board
 - d. Review rental/lease issues.
 - 3. Personnel Committee, chaired by the Oregon Conference Department of Fducation *Office* representative. The responsibilities of the Personnel Committee include, but are not limited to, meetings to:
 - a. Review current staff and make recommendation to the Board of Directors for continuation/termination of employment
 - b. Review and interview applicants for open teaching positions and make recommendation to the Board for employment.
- E. To authorize the expenditure of school funds.
- F. To approve the annual operating budget and establish tuition rates.
- G. To provide an agenda for constituency meetings.
- FL To present to the constituency information as to the financial matters and needs of the school.
- I. To have all power, whether expressed or implied in this Constitution and Bylaws, to frilly perform the above enumerated duties and any other power or powers reasonably necessary to operate Adventist Academy as a secondary school and to encourage, establish and maintain student businesses and industries.

ARTICLE V
(Finances)

- A. The operational needs of the school shall be financed by a combination of- Tuition; Conference subsidy; income from gifts, grants, campus industries, and rentals; and if necessary, constituent church subsidies.
- B. Capital improvements and acquisition needs of Adventist Academy shall be the joint responsibility of the Conference Association of Seventh-day Adventists, the Conference of Seventh-day Adventists and the constituent churches.

- C. In the event the Board of Directors assesses the constituent churches, such shall be under a plan or formula based on constituent churches` membership, tithe, and the number of students who are members or who have at least one parent that is a member of such constituent church.

ARTICLE VI
(Property & Dissolution)

The holding of title to Adventist Academy property shall be as follows:

- A. Title. The Conference Association of Seventh-day Adventists shall hold title to all real property belonging to Adventist Academy.
- B. Dissolution. In the event of dissolution of Adventist Academy, all real property shall remain with the Conference Association of Seventh-day Adventists. After all claims have been satisfied, the disposition of any remaining assets, whether real or personal property, shall be as *follows*:
 - 1. The Board of Directors of Adventist Academy acting jointly with the Board of Directors of the Conference Association of Seventh-day Adventists shall prepare a plan for the disposition of said ~~remain~~ assets and present such to the Conference Constituency for approval.
 - 2. The plan for dissolution of the remaining assets shall include consideration of the then present and future Seventh-day Adventist Christian educational needs in the part of the Conference of Seventh-day Advents.
- C. Procedure for Sale of Property. In the event the Board of Directors of Adventist Academy votes to sell real property belonging to Adventist Academy, such shall only constitute a request to the Conference Association of Seventh-day Adventists to sell such property. No real property shall be sold without the consent of said Conference Association.

ARTICLE VII
(Adoption & Ratification)

This Constitution and Bylaws shall be adopted and ratified as follows:

- A. After a majority of the members of the currently constituted Lay Advisory Committee of Adventist Academy has approved such;
- B. After the Conference of Seventh-day Adventists, and the Conference Association of Seventh-day Adventists have approved such; and

- C. At least five (5) churches have ratified this Constitution and Bylaws by a majority voting for it at duly called church business meetings, and thereby applying to become constituent churches.

ARTICLE VIII -
(Indemnification)

Adventist Academy and the Conference of Seventh-day Adventists shall indemnify, .. exonerate, reimburse or defend any present or former director, officer, or employee of Adventist Academy for expenses, claims, liabilities, indebtedness, penalties, damage or injury incurred by or caused by them *in such* capacity except for their own negligence, knowing unauthorized acts or defalcations not ratified, confirmed, adopted or the benefit thereof received by Adventist Academy.

ARTICLE IX
(Interim Lay Members of Board of Directors)

The presently constituted Lay Advisory Committee shall serve with the educational Executive Committee of the Conference as the Board of Directors of Adventist Academy until such time as this Constitution and Bylaws is ratified

ARTICLE X
(Amendments)

Any proposed amendment to this Constitution and Bylaws shall be reduced to writing and given to each constituent church at least three (3) weeks before the constituency meeting wherein such amendment shall be considered. This Constitution and Bylaws may be amended by a vote of two-thirds (2/3) of the members present at a duly called meeting of the constituency. Notwithstanding the above, Article VI herein shall not be amended or repealed without the agreement of Conference Association of Seventh-day Adventists.

CONSTITUTION AND BYLAWS

OF

ADVENTIST ACADEMY

FEBRUARY 22, 1994

Revised April 18, 1995
Revised December 4, 1997
Revised May 3, 2000

CONSTITUTION

OF

ADVENTIST ACADEMY

ARTICLE I

NAME

This organization shall be known as _____ Adventist Academy, hereinafter called "school." This school is a subsidiary of _____ e _____ Conference of Seventh-day Adventists, hereinafter called "conference."

ARTICLE II

OWNERSHIP

Adventist Academy is legally owned and operated by the _____ Conference Association of Seventh-day Adventists, an _____ religious corporation having its principal office in _____ County, _____. Ownership and operation are for the benefit of the constituency of _____ Adventist Academy and the Seventh-day Adventist denomination. Upon any dissolution of said school, its property or the proceeds therefrom, shall be used exclusively for the benefit of the educational, religious, and charitable purposes of its constituent churches.

ARTICLE III

OBJECTIVE

To maintain and operate a secondary school in harmony with the educational standards recommended by the General Conference of Seventh-day Adventists, North American Division, the _____ Union Conference of Seventh-day Adventists, the _____ Conference of Seventh-day Adventists, and the State of _____

ARTICLE IV

NON-DISCRIMINATORY POLICY

This school admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national and

ethnic origin in administration of its admissions policies, educational policies, hiring policies, loan and scholarship programs, and other school-administered programs.

ARTICLE V

CONSTITUENT MEMBERSHIP

The membership of this constituency shall consist of the baptized members of the constituent churches as set forth in the Bylaws in Article IV, the members of the school board, the members of the school faculty, the executive officers of the conference, the conference superintendent of schools or associate, and the Union Conference Director of Education or designee.

ARTICLE VI

GOVERNING BODY

- A. The school board is delegated the authority to act on behalf of the constituents between regular and special constituency meetings to conduct the affairs and to control the assets of the school.
- B. The composition, qualifications, time and manner of electing, number, terms of office, and duties and powers of the members of the school board and officers shall be as set forth in the Bylaws of the school.

ARTICLE VII

- SESSIONS

The constituency shall hold regular and special sessions as provided by the Bylaws.

ARTICLE VIII

BYLAWS

The membership of this constituency may enact Bylaws and amend or repeal them at any session thereof, and such Bylaws may embrace any provision not inconsistent with this Constitution.

ARTICLE IX

AMENDMENTS

- A. This Constitution may be amended by a two-thirds (2/3) **vote of the delegates present at any regular or special session of this constituency.**
- B. The Bylaws may be **amended by a majority vote of the delegates present at any regular or special session of this constituency.**

ARTICLE X

GENERAL POLICY

The provisions of the North American Division Education Code and the Union Conference Education Code (in conjunction with the State Education Code), so far as **they shall apply, shall cover any matters not specifically covered** by this Constitution and its Bylaws as *though* the same were set forth herein at length, and are by this reference made a part of this Constitution and its Bylaws and shall be binding upon all members of this constituency.

ARTICLE XI

DISSOLUTION

- A. This constituency may recommend to the Conference Association of Seventh-day Adventists **the dissolution by a three-fourths (3/4) vote of the delegates present and voting** at a regular or special session of the constituency provided notice of the proposal to dissolve shall be given in the call for the sessions.
- B. After all claims against the school have been satisfied, any remaining assets shall be transferred to the Conference Association of Seventh-day Adventists. The association board of the Conference Association of Seventh-day Adventists Executive Committee and the school board in concert shall then determine the appropriate distribution of the assets among the constituent churches.
- C. A church desiring to join or withdraw from the constituency *shall follow* the procedures as outlined in the Bylaws.

D. A church withdrawing from the constituency *shall forfeit any right* to all or any portion of the assets of the school.

BYLAWS

OF

ADVENTIST ACADEMY

ARTICLE I

OFFICES

Section L. 1. The principal office of this school for the transaction of business is located
County of _____ ,

ARTICLE H

CONSTITUENCY SESSIONS

Section 2.1 -Annual Session. The annual constituency meeting shall be called by the school board who shall designate the time and place for the meeting and establish the agenda. The purpose of the session is to receive and approve reports and transact any necessary business including the annual operating budget delineating all subsidies and any capital improvements. The chairperson of the school board shall serve as chairperson of the constituency meeting. In the absence of that person, the vice-chairperson of the school board shall serve as chairperson. The principal of the school shall function as the secretary of the constituency session.

Section 2.2 Notice. Notice of sessions of the constituency shall be sent to the constituent churches no less than thirty (30) days prior to the date of the session requesting publication of the session, time, and place in the church bulletins.

Section 2.3. Voting. The voters of the constituency meeting shall be the following:

2.3.1. Duly-elected delegates from the constituent churches, each church organization being entitled to one (1) delegate for each fifty (50) members or major fraction thereof.

2.3.2. Delegates at large:

(a) Members of the school board

- (b) One of the officers of the Conference of Seventh-day Adventists
- (c) Vice President of Finance or associate of the Conference of Seventh-day Adventists
- (d) The Superintendent of Schools of the Conference of Seventh-day Adventists or associate
- (e) One representative of the Union Conference of Seven-day Adventists
- M Ten percent (10%) of the faculty members who have attained regular status, to be elected by the vote of the faculty

Section 2.4- Quorum. A quorum, which shall be established at the beginning of the session, shall consist of three (3) times the number of constituent churches provided a majority of the constituent churches have representation. In the absence of a quorum, no business shall be transacted, and the only motion which the chair shall entertain is the motion to adjourn. However, by the vote of a majority of the delegates present, the meeting may be adjourned for brief periods of time. If adjourned for less than three weeks, no notice of the new meeting need be given.

ARTICLE III

SCHOOL BOARD

Section 3.1. Composition. The voting members of the school board shall be the following:

- 3.1.1 One voting member from each constituent church having up to 500 church members plus one additional voting member for each additional 500 church members or fraction thereof (i.e., 500- one voting member, 501 = two voting members, 1001 : three voting members, 1501 : four voting members).
- 3.1.2 One pastor from each constituent church or designee.
- 3.1.3 The principal of the school.
- 3.1.4 The vice principal for finance of the school -
- 3.1.5 One of the officers of the Conference of Seventh-day Adventists.
- 3.1.6 Vice President of Finance or associate of the Conference of Seventh-day Adventists.

- 3.1.7 The superintendent of schools of the Conference of Seventh-day Adventists or associate.
- 3.1.8 One representative from the Union Conference of Seventh-day Adventists Office of Education.
- 3.1.9 Two student representatives elected annually by the student senate. Aforesaid student representatives are excluded from the board in executive session.
- 3.1.10 One faculty representative elected annually by the faculty. Said representative is excluded from the board in executive session.

section 3.2 Section and Term of Office Each constituent church shall elect its representative(s) to the school board for a two or three year term coinciding with the with the school fiscal year, July 1 to June 30. Members may be elected by their church to consecutive terms. In case of a vacancy, it shall be the duty of the church to elect a new member to serve the remainder of the term. If a board member is absent from three consecutive board meetings, their church shall be notified in writing of these absences. The church will then have the option of replacing that board member for the remainder of the term.

Section 3.3 Qualifications No person shall serve as a member of the school board who is not a Seventh-day Adventist church member in good and regular standing.

Section 3.4 Authority The school board is responsible for the operation of the school within the guidelines and policies adopted by the Conference Board of Education -and the school constituency as stated in the Constitution and Bylaws. The board has authority only when meeting in official session; individual members may not speak for the board, unless directed by the board to do so. All actions of the board are implemented through its Executive Secretary (the principal) in cooperation with the Board Chairperson and Superintendent of Schools.

Section 3.5 Functions The school board functions are as follows:

- 3.5.1 To employ, assign, transfer, retire, terminate, or dismiss classified personnel;
- 3.5.2 To recommend employment, assignment, transfer, retirement, termination, or dismissal of credentialed educational personnel to the K-12 Board of Education;

- 3.5.3 To insure the implementation of plans and policies of the Conference Office of Education;
- 3.5.4 To implement, as far as possible, the recommendations of the Association for Schools and Colleges;
- 3.5.5 To develop policies in areas of local concern such as but not limited to:
 - (a) Uses of school property
 - (b) Bus schedules and routes
 - (c) Purchasing procedures
 - (d) Tuition and/or other methods of support
 - (e) *Admission requirements* (in accordance with state and Conference guidelines)
 - (f) Equipment, maintenance of school plant, and capital improvements
 - Textbook purchases
 - Master planning
 - (i) Curriculum development
 - (j) Resource development;
- 3.5.6 To support the principal in the administration and implementation of the board policies and school program;
- 3.5.7 To serve as the ultimate appeal authority in the dismissal of students (board consideration of dismissal recommendations must be in executive sessions);
- 3.5.8 To consider appeals regarding the operation of the school;
- 3.5.9 To participate in the process of the school evaluation as scheduled by the Conference Office of Education and/or the regional Accrediting Association;
- 3.5.10 To take responsibility for the planning and funding of an annual operating and capital budget;
- 3.5.11 To cooperate with the Union Conference and Conference Office of Education in matters of curriculum development and innovations.
- 3.5.12 Authorize and approve the development of a student handbook

Section 3.6 Meetings The school board is to hold regular monthly meetings a minimum of eight (8) times during the fiscal year.

3.6.1 Notice Written notice of the date, time, and place of the regular meeting of the school board shall be mailed or otherwise delivered to each member no fewer than five (5) days prior to the date of such meeting.

3.6.2 Special Meetings

(a) Special meetings of the school board may be called at any time by the chairperson after giving notice as specified in 3.6. 1.

(b) The chairperson shall call a special meeting upon the written request of five (5) or more members of the school board.

3.6.3 Fifty-one percent (51 %) of the members of the school board or sixty percent (60 %) of the churches must be represented to constitute a quorum and do business.

Section 3.7 Officers Election and Term The offices of chairperson and vice-chairperson shall be filled annually by secret ballot at the May meeting of the board. The names to be voted on will be supplied by the nominating committee.

3.7.1 Duties

(a) Chairperson:

- (1) To call and preside over board meetings
- (2) To prepare in conjunction with the Executive Secretary the agenda for board meetings
- (3) To be a liaison between the Board and the Conference
- (4) To serve as chairperson of school constituency meetings
- (5) To serve as ex officio member of **all** committees except the Nominating Committee

(b) Vice-chairperson:

- (1) To act in place of the chairperson in case of absence or disability
- (2) To act for and represent the chairperson in any assignment requested by the chairperson
- (3) Will serve as a member of the Finance Committee

(c) Executive Secretary (the Principal):

- (1) To keep records and minutes of board actions and policies
- (2) To insure that official minutes of each meeting of the board be kept and to file one copy with the conference Office of Education and one copy with the Union Conference Office of Education

- (3) To administer the policies of the board in the operation of the school
- (4), To make reports to the board
- (5) To serve ex officio on all committees except the Nominating Committee
- (6) Maintain a policy manual
- (7) To act as liaison with individual churches to ensure communication and the presentation of school items pertinent to **each church constituency.**

Section 3.8 Committees. The school board shall elect or appoint the following committees: finance, personnel, nominating, and other such committees as it deems necessary.

3.8.1 **Whenever possible, on-going committees shall have** their duties, responsibilities and limitations outlined in the bylaws. In **the event that a committee's duties, responsibilities and limitations are not outlined in the** bylaws, they shall be stated at the time that a specific committee is established by the board.

3.8.2 A committee shall consist of board members unless otherwise specified.

Section 3.9 Finance Committee. The finance committee functions from July 1 board meeting until the new committee is established at the June board meeting of the next year.

3.9.1 The voting members of the finance committee shall consist of

- (a) Five (5) members elected by the board after being recommended by the nominating committee
- (b) The vice principal for finance who functions as secretary
- (c) The principal of the school
- (d) The vice chairperson of the board
- (e) The vice president of finance or associate of the Oregon conference
- (f) The chairperson shall be designated by the board

3.9.2 The finance committee is to make recommendations to the board in the following areas:

- (a) Establishment of an annual budget
- (b) Changes in the annual budget

- (c) Pay increases of school personnel upon the recommendation of the personnel committee
- (d) Non-budget purchases over \$1,000
- (e) Changes in tuition or subsidies
- (f) Special financial arrangements with constituent and non-constituent churches
- (g) Any financial commitment which the school may be obligated to pay exceeding \$1,000

3.9.3 The finance committee shall have authority to make decisions regarding financial expenditure on amounts of \$1,000 or less.

3.9.4 The school administration shall report to the finance committee the substance of all negotiations in regard to student accounts or delinquent church accounts.

3.9.5 All minutes of the finance committee shall be reported to the full board.

Section 3.10 Personnel Committee. The personnel committee shall function from July 1, board meeting until the June board meeting of the next year.

3.10.1 The voting members of the personnel committee **shall** consist of

- (a) Five (5) members elected by the board after being recommended by the nominating committee
- (b) The principal of the school, who shall serve as the secretary of the committee
- (c) One representative from the conference Office of Education

3.10.2 The representative from the Conference Office of Education shall be the chairperson of the personnel committee.

3.10.3 This committee shall be responsible to make recommendations to the board to hire or dismiss school personnel on all levels.

3.10.4 If the recommendations of the personnel committee require financial expenditure, the finance committee must also review the recommendations.

3.10.5 The board may authorize the personnel committee to make decisions to hire or dismiss classified school personnel. All decisions shall be reported to the board at its next meeting.

3.10.6 Because of the potentially sensitive nature of items discussed before this committee, all discussions must remain confidential.

Section 3.11 Nominating committee. The nominating committee shall consist of nine (9) members elected by the board, not more than one from any church.

3.11.1 This committee shall be elected at the March meeting of the board. There are no ex officio members of this committee. This committee shall elect its own chairperson.

3.11.2 The final report of the nominating committee shall be submitted to the board in time to be voted on at the May meeting. This report shall be in writing.

3.11.4 This committee shall recommend people to fill the following positions on behalf of the board:

- (a) Five (5) persons to serve on the finance committee
- (b) Five (5) persons to serve on the personnel committee
- (c) Personnel for other committees which the board wishes to establish
- (d) The chairperson for the board
- (e) Vice-chairperson for the board

3.11.5 Notwithstanding the recommendation of the nominating committee the floor shall be open to nominations for any committee or office.

ARTICLE IV

CONSTITUENT CHURCHES

Section 4.1 Membership A Seventh-Day Adventist Church of the _____ Conference may become a constituent church of _____ Adventist Academy by presenting a written petition for membership to the school board. At the next regular meeting of the school board this petition will be presented and voted upon. Admission to membership as a constituent church will commence immediately following a favorable majority vote.

4.1.1 A constituent church of _____ Adventist Academy may withdraw from membership as a constituent church by presenting to the school board written notification of its decision no later than January 5 of the current school year. The constituent church's financial obligation will continue through the current fiscal year.

Section 4.2 Duties. It shall be the duty of each constituent church to support the school by:

4.2.1 Electing its representatives to the school board by April 1.

4.2.2 Electing its delegates to constituency meetings

Section 4.3 Finances. It shall be the duty of each constituent church to support the school financially by:

4.3.1 Assuming its responsibility for a subsidy of _____ dollars per attendee per month as determined by the _____ Conference annual spring count. The subsidy may only be changed by a majority vote at the duly called annual constituency meeting.

4.3.2 Capital improvements to _____ Adventist Academy shall be the joint responsibility of the _____ Conference of Seventh-day Adventists and the constituent churches. No assessment of local churches for capital improvement shall be made unless jointly agreed upon by the school board of _____ Adventist Academy, the _____ Conference of Seventh-day Adventists, and a two-thirds (2/3) vote of the duly called *annual* constituency meeting. Any assessment should be based upon the _____ Conference annual spring count.

ARTICLE V

PARLIAMENTARY PROCEDURE

Section 1 Rules The usual parliamentary rules as laid down in the current edition of Robert's Rules of Order shall govern all deliberations in constituency meetings, school board meetings, and committee meetings when not in conflict with these Bylaws.