

CONSTITUTION

PREAMBLE

WHEREAS, the principles of Christian Education established under God by Seventh-day Adventists have been fostered in the churches of the _____ area for many years; and,

WHEREAS the need for essential physical, mental and spiritual development of our youth in both elementary and academy grades required the establishment of an Elementary-Academy Day School;

NOW, THEREFORE, this Constitution is framed to give proper representation from all churches which are or shall become a part of the Constituency and provide for the orderly operation of the said institution.

Article I Name and Location

For the purposes of the Constitution and the By-Laws, the term "the school" shall refer to Your School, located at:

Article II Philosophy and Purposes

The Seventh-day Adventist Church, through all of its educational programs, desires to help prepare the youth for effective citizenship on this earth and for a rewarding citizenship in the New Earth.

As Seventh-day Adventists, we believe it to be our privilege and duty to provide Christian education for our children, to bring them up in the nurture and admonition of the Lord, to provide for them an environment which will facilitate the development of Christian character, to help them obtain victory in their daily conflict with sin, to educate them for service to God, to their church, to their country, and to their fellowmen, and to cause them to understand the doctrines and mission of the Seventh-day Adventist Church. Because such education is available

only in schools dedicated to this purpose and in which the administrators and teachers are fully committed to this ideal, we, the members of the constituent Seventh-day Adventist churches, do hereby establish this institution of learning which we shall operate under the Department of Education of the _____ Conference of Seventh-day Adventists, and in harmony with the policies and standards thereof as expressed in the Bible, the counsels of the Spirit of Prophecy, and those policies adopted by the duly constituted policy-making boards of the _____ Union, the _____ Conference, and the church boards of the constituent churches.

Your School believes humanity and the universe to be the handiwork of the Divine Creator Who guides and sustains all. God is considered the Source of all knowledge and wisdom, and His revealed will is the standard of right and truth. A true knowledge of God, fellowship and communion with Him in study and service, and likeness to Him in character development, are to be respectively the source, the means and the aim of Your School.

This being its philosophical foundation, Your School endeavors to provide its pupils with an educational program that leads to a full commitment of their social, intellectual, physical, and spiritual resources to the service of God and man. It exists to provide a quality education in an atmosphere conducive to the development of the spiritual and academic life of the student. Your School conducts a distinctive educational program based on a curriculum designed to prepare the student to effectively manage the experiences of everyday life.

Your School is therefore established as a co-educational elementary-academy day school operated by the constituent churches to provide a Seventh-day Adventist Christian education for the youth within the commuting vicinity.

Article III Objectives

The principle objectives of the Your School are:

Section A. Spiritual training

To give thorough spiritual training in Bible courses, religious activities, and the inclusion of Bible principles in all areas of the curriculum and activities of the school.

Section B. Relationship to God

To help students develop a close personal relationship with Christ resulting in a sense of service to mankind and the giving of the gospel to all the world.

Section C. Academic Studies

To offer the necessary subjects as required for state and denominational accreditation in the preparation for higher education, and in accordance with the stated purpose of Your School.

Section D. Practical Training

To provide training in the vocational, practical, and fine arts.

Section E. Habit development

To develop habits of healthful living.

Section F. Education Policy Guideline

To carry out the educational policies as published in the EDUCATION CODE FOR _____ UNION CONFERENCE K-12 SCHOOLS.

Article IV Non-Discriminatory Policy

Recognizing that all persons are children of God, Your School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We expect all students to uphold and respect the standards of the school.

ARTICLE V

Constituency of Your School

The constituency of Your School consists of the churches which support the school as defined in the Constitution and By-Laws.

Four categories of constituent member churches are hereby established; namely: (a) Full Constituent Member Church; (b) Associate Constituent Member Church; (c) Working Relationship Constituent Member Church; and (d) Academy Constituent Member Church. The requirements for admission as a constituent church in any of these categories is set forth in Article I of the Your School By-Laws.

As of December 5, 2004, the _____ Church located at _____ is the sole Full Constituent Member Church. There are no Associate Constituent Member, Working Relationship Constituent Member or Academy Constituent Churches.

Other Seventh-day Adventist churches may join and become Full, Associate, Working Relationship or Academy Constituent Member Churches by complying with applicable provisions of this Constitution and By-Laws.

All of the members of a constituent church shall be members of the constituency of Your School and as such are eligible to receive all the benefits and exercise all the privileges pertaining to their church's category of constituent membership.

Article VI

Your School School Board

Section A. Members of the School Board

1. Each Constituent Member Church shall elect a Member or Members to the Your School School Board pursuant to this Constitution and By-Laws. They shall be Regular Members of the School Board.
2. The Officers of the School Board as set forth in Section B. of this Article VI shall be Regular Members of the School Board.
3. The Principal, the Vice-Principal(s) and the Development Director of Your School, the Senior Pastor, the Youth Pastor and

the Children's Ministries Pastor of each Full Constituent Member Church, the Senior Pastor of each Associate Constituent Member Church and Working Relationship Constituent Member Church, the Senior Pastor of each Academy Constituent Member Church (or such other Pastor as is designated by the Church Board of such Church), the President of the Your School Home and School Association, the Chairperson of the Board of Directors of the _____ Christian Daycare Center, the Superintendent of Schools and the Associate Superintendent of Schools of the _____ Conference of Seventh-day Adventists and a representative of the _____ Union Conference of Seventh-day Adventists shall be ex-officio members of the School Board.

4. Additional School Board members may be seated as provided in the By-Laws.

Section B. Officers of the School Board

The School Board shall have the following officers:
Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section C. Committees of the School Board

1. The Standing Committees of the School Board shall be: Finance Committee, Personnel Committee, Nominating Committee, Building and Grounds Committee, Technology Committee, Development Committee and Long Range Planning Committee.
2. Special Committees of the School Board may be established from time to time at the discretion of the Chairperson or by vote of the School Board.

Article VII Amendments

This Constitution may be amended by vote of the Constituency.

Section A. Amendments to this Constitution must be approved by a two-thirds (2\3) majority vote of the delegates present at a duly called Constituency Meeting.

Section B. The School Board may recommend amendments to this Constitution to the Constituency in the following manner:

1. A School Board meeting must be called for amending this Constitution.
2. All Members of the School Board must receive or be mailed written notice that the School Board will consider constitutional amendments at this meeting.
3. The written notice must include a copy of each amendment to be considered.
4. All proposed amendments must be approved by a two-thirds (2\3) majority vote of the full voting membership of the School Board.

Article VIII Ratification

Ratification of this Constitution shall be accomplished by the procedure set forth in ARTICLE VII of this Constitution.

Adopted by the Your School School Board at a meeting held on the **23rd** day of **September, 1998**.

Chairperson of the School Board Secretary of the School Board

BY-LAWS

ARTICLE I Constituency of Your School

Section A. Membership

1. The Constituency of Your School (hereinafter referred to as "Your School" or "the School") consists of the Churches which support the School as defined in its Constitution and By-Laws.
2. Four categories of Constituent Member Churches are hereby established; namely:

- a. Full Constituent Member Church

A Seventh-day Adventist Church which has entered into the full School program, has become financially responsible for a full share of the cost burden for the School in accordance with the formula established herein, sends ex-officio and elects Regular Members to the School Board and appoints Constituency Meeting delegates.

- b. Associate Constituent Member Church

A Seventh-day Adventist Church which has applied for and been accepted as a Full Constituent Member Church, but which, by written agreement with the School, will financially responsible for a full share of the cost burden of a Full Constituent Member Church over a three year phase-in period, and which, during the phase-in period, enjoys expanding rights to send ex-officio and elect Regular Members to the School Board and to appoint Constituency Meeting delegates.

- c. Working Relationship Constituent Member Church

A Seventh-day Adventist Church which enters into a written Working Relationship Agreement with the School but which does not contemplate that it will assume the financial responsibility for a full share of the cost burden of a Full Constituent Member Church.

- i. A written Working Relationship Agreement may be entered into between the School Board and any Seventh-day Adventist Church that so requests without the approval or ratification vote of the Constituency or the _____ Conference of Seventh-day Adventists.
- ii. Each Full Constituent and Associate Constituent and the _____ Conference of Seventh-day Adventists must be notified of and provided with a copy of the proposed Working Relationship Agreement before it is executed.
- iii. A Working Relationship Agreement may be invalidated or rescinded by a two-thirds (2/3) majority vote of the full voting membership of the School Board or by vote of the Constituency.

d. Academy Constituent Member Church

A Seventh-day Adventist Church which has entered into a plan to become financially responsible for its full share of the cost burden of grades 9 through 12 in accordance with the formula established herein, sends ex-officio and elects Regular Members to the School Board and appoints Constituency Meeting delegates.

- 3. As of December 5, 2004 the _____ Church located at 16325 New Hampshire Avenue, Silver Spring, Maryland is the sole Full Constituent Member Church. There are no Associate Constituent Member, Working Relationship Constituent Member or Academy Constituent Member Churches.
- 4. Other Seventh-day Adventist Churches may join and become Full, Associate, Working Relationship or Academy Constituent Member Churches by complying with applicable provisions of the Constitution and By-Laws.
- 5. All of the members of a Constituent Member Church shall be members of the Constituency of Your School and as such are eligible to receive all the benefits and exercise all the privileges

pertaining to their Church's category of Constituent Membership.

Section B. Functions of the Constituency

The functions of the Constituency of Your School shall be:

1. To establish and adopt a Constitution and By-Laws (and appropriate Amendments thereto) in harmony with denominational policies that define the principles and guidelines by which the School shall be operated and to make Amendments to the Constitution and By-Laws as circumstances warrant.
2. To provide adequate financing for and fund the general operating costs of the School.
3. To approve financial plans for major capital improvements as recommended by the School Board.
4. To receive reports of the School's operation.
5. To receive a report of annual budget as approved by the School Board.
6. To promote and encourage the children of the Constituent Member Churches to attend Your School.
7. To promote and encourage parents living in the nearby communities to send their children to Your School.
8. To encourage the organization and maintenance of a properly functioning Home and School Association.
9. To promote School and class programs and activities.
10. To either elect the School Board or establish procedures for such elections to take place in the Full Constituent and Associate Constituent Member Churches.
11. To consider the admission or withdrawal of a Church as a Full Constituent, Associate Constituent or Working Relationship Constituent Member Church.

12. To otherwise act to insure the proper operation and financial viability of the School program as voted by the School Board and approved by the Constituency.

Section C. Annual and Special Constituency Meetings

1. An Annual Constituency Meeting shall be called by the Officers of the Constituency no later than one month prior to the end of the School year. The date is to be established by the School Board.

2. Calling a Special Constituency Meeting

A Special Constituency Meeting may be called by a majority vote of the full membership of the School Board, at the request of any Full Constituent Member Church or by the President of the _____ Conference of Seventh-day Adventists.

3. Method of calling a Constituency Meeting

Written notice of the date, time, location and purpose of the Constituency Meeting shall be delivered to both the Senior Pastor and the Church business office of each Constituent Member Church in sufficient time to publish the notice in the Church bulletin and read the notice in Church at least two Sabbaths prior to the Constituency Meeting. Failure of a Constituent Member Church to read or publish the notice does not prevent convening the Constituency Meeting or taking action on any issue by the Constituency.

4. Delegates

When a Constituency Meeting is called, the Constituent Member Churches shall be entitle to appoint and send delegates as follows:

- a. One (1) delegate for each twenty five (25) Church members or major fraction thereof of a Full Constituent Member Church.
- b. One (1) delegate for each fifty (50) Church members or major fraction thereof of an Associate Constituent Member Church.

- c. One (1) delegate for each two hundred (200) Church members or major fraction thereof of an Working Relationship Constituent Member Church.
- d. Each Academy Constituent Member Church shall elect the number of delegates to a Constituency Meeting according to the following formula (rounded to the nearest whole number): the quotient of the enrollment in grades 9 through 12 of the School as of the most recent September 1 divided by the total enrollment in the School as of the same date, multiplied by the number of delegates to which such Member would be entitled under the formula set forth in Number 4.a. of this Section C.
- e. Each Constituent Member Church shall have the right to appoint and send no less than three (3) delegates.
- f. All School Board Members shall be ex-officio delegates unless appointed by the Church as a delegate.
- g. Holders of the following offices in all Full, Associate and Academy Constituent Member Churches shall be ex-officio delegates unless appointed by the Church as a delegate or otherwise serving as an ex-officio delegate: Pastor(s), Head Elder, Associate Head Elder, Church Finance Committee Chair, and Church Treasurer.
- h. The President, Secretary, Treasurer, Superintendent of Education, and Associate Superintendent of Education of the _____ Conference of Seventh-day Adventists and all full time faculty members of Your School shall be ex-officio delegates.

5. Officers of the Constituency

The Officers of the Constituency shall be:

- a. The Chairperson who shall be the Chairperson of the School Board.
- b. The Vice-Chairperson who shall be the Vice-Chairperson of the School Board.

- c. The Secretary who shall be the Secretary of the School Board.

6. Quorum

A quorum shall be required to carry on the business at any session of a Constituency Meeting. A quorum shall be twenty five percent (25%) of the delegates entitled to vote.

7. Voting

- a. Only appointed and ex-officio delegates may vote.
- b. Each delegate shall have one vote.

Section D. Admission of a Full Constituent Member Church

A Seventh-day Adventist Church may obtain Full Constituent Member Church status as follows:

1. The Church shall submit a written application to become a Full Constituent Member Church to the Your School School Board.
2. The application shall include a detailed plan and commitment to become financially responsible for a full share of the cost burden for the School in accordance with the formula established in Article II of these By-Laws as of the effective date of that Church's admission as a Full Constituent Member Church.
3. The application must be approved by a two-thirds (2/3) majority vote of the full voting membership of the School Board.
4. Any application so approved by the School Board shall be sent to all Full Constituent and Associate Constituent Member Churches for their approval or disapproval at a promptly called business meeting of the Church.
5. The Church Clerk shall send written notice of the action taken by the Church in business meeting to the Your School School Board Secretary.
6. If fifty per cent (50%) or more of the Full Constituent and the

Associate Constituent Member Churches as well as the School Board vote to admit the applicant as a Full Constituent Member Church, then the application shall be submitted to the _____ Conference of Seventh-day Adventists for its approval.

7. Upon approval of the application by the _____ Conference of Seventh-day Adventists, the applicant shall become a Full Constituent Member Church as of the Effective Date.
8. Unless otherwise agreed, the Effective Date shall be the first day of July following the date of final approval of that Church as a Full Constituent Member Church.

Section E. Admission of Associate Constituent Member Church

A Seventh-day Adventist Church may obtain Associate Constituent Member Church status as follows:

1. The Church shall submit a written application to become an Associate Constituent Member Church to the Your School School Board.
2. The application shall include a detailed plan and commitment to become financially responsible for a full share of the cost burden for the School in accordance with the formula established in Article II of these By-Laws to be phased-in over an initial period not to exceed three years commencing on the first day of July following the date of final approval of that Church as an Associate Constituent Member Church.
3. The application must be approved by a two-thirds (2/3) majority vote of the full voting membership of the School Board.
4. Any application approved by the School Board shall be sent to all Full Constituent and Associate Constituent Member Churches for their approval or disapproval at a promptly called business meeting of the Church.
5. The Church Clerk shall send written notice of the action taken by the Church in business meeting to the Your School School Board Secretary.

6. If a fifty per cent (50%) or more of the Full Constituent and the Associate Constituent Member Churches as well as the School Board vote to admit the applicant as an Associate Constituent Member Church, then the application shall be submitted to the _____ Conference of Seventh-day Adventists for its approval.
7. Upon approval of the application by the _____ Conference of Seventh-day Adventists, the Applicant shall become an Associate Constituent Member Church as of the Effective Date.
8. Unless otherwise agreed, the Effective Date shall be the first of July following Conference approval.

Section F. Admission of a Working Relationship Constituent Member Church

A Seventh-day Adventist Church may obtain Working Relationship Constituent Member Church status in accordance with the procedures outline in Article I Section A.2.c. of these By-Laws

Section G. Admission of an Academy Constituent Member Church

A Seventh-day Adventist Church may obtain Academy Constituent Member Church status as follows:

1. The Church shall submit a written application to become an Academy Constituent Member Church to the Your School School Board.
2. The application shall include a detailed plan and commitment to become financially responsible for its full share of the cost burden for grades 9 through 12 in accordance with the formula established in Article II of these Bylaws as of the effective date of that Church's admission as an Academy Constituent Member Church.
3. The application must be approved by a two-thirds (2/3) majority vote of the full voting membership of the School Board.
4. Any application so approved by the School Board shall be sent to

all Full Constituent, Associate Constituent and Academy Constituent Member Churches for their approval or disapproval at a promptly called business meeting of such Church.

5. The Church Clerk shall send written notice of the action taken by the Church in business meeting to the Your School School Board Secretary.
6. If fifty per cent (50%) or more of the Full Constituent, Associate Constituent and Academy Constituent Member Churches as well as the School Board vote to admit the applicant as an Academy Constituent Member Church, then the application shall be submitted to the _____ Conference of Seventh-day Adventists and, where different, the Conference in which such Church is located, for their approval.
7. Upon approval of the application by the _____ Conference of Seventh-day Adventists and, where different, the Conference in which such Church is located, the applicant shall become an Academy Constituent Member Church as of the Effective Date.
8. Unless otherwise agreed, the Effective Date shall be the first day of July following the date of final approval of that Church as an Academy Constituent Member Church.

Section H. School Board Membership Privileges of Constituent Member Churches

1. The Senior Pastor, the Youth Pastor and the Children's Ministries Pastor of each Full Constituent Member Church, the Senior Pastor of each Associate and Working Relationship Member Church and the Senior Pastor of each Academy Constituent Member Church (or such other Pastor as is designated by the Church Board of such Church) shall become ex-officio Members of the School Board.
2. Each Full Constituent Member Church shall elect one (1) Member to the School Board for each one hundred (100) Church members or major fraction thereof.
3. Each Associate Constituent Member Church shall elect:

- a. One (1) Member to the School Board for each two hundred (200) Church members or major fraction thereof during the first year of Associate Constituent Membership.
 - b. One (1) Member to the School Board for each one hundred fifty(150) Church members or major fraction thereof during the second year of Associate Constituent Membership.
 - c. One (1) Member to the School Board for each one hundred (100) Church members or major fraction thereof during the third year of Associate Constituent Membership.
- 4. Each Working Relationship Constituent Member Church shall elect one (1) Member to the School Board for each two hundred fifty (250) Church members or major fraction thereof.
 - 5. Each Academy Constituent Member Church shall elect the number of Members to the School Board determined according to the following formula (rounded to the nearest whole number): the quotient of the enrollment in grades 9 through 12 of the School as of the most recent September 1 divided by the total enrollment in the School as of the same date, multiplied by the number of School Board members to which such Member would be entitled under the formula set forth in Number 2 of this Section G.
 - 6. Members from any Constituent Member Church may be appointed to and serve on Standing committees or Special committees of the School Board.

Section I. Withdrawal of a Constituent Member Church

- 1. A Full Constituent, Associate Constituent or Academy Constituent Member Church may withdraw as a Constituent Member Church as follows:
 - a. The Church shall write a Letter of Intent to Withdraw as a Constituent Member Church to the School Board setting forth the terms and date by which it wishes to sever its relationship with the School, thereby terminating all obligations, rights and privileges accruing through its Constituency relationship. The Letter of Intent to

Withdraw must include a certified copy of the action of the Church in business session authorizing the Letter of Intent to Withdraw.

- b. A request for withdrawal from the Constituency will be granted if it is approved by:
 - i. A two-thirds (2/3) majority vote of the full voting membership of the School Board; and,
 - ii. A two-thirds (2/3) majority vote of a duly called Constituency Meeting; and,
 - iii. Appropriate action by the _____ Conference of Seventh-day Adventists.
 - c. The withdrawal from a Constituent Member Church relationship shall not be effective for one complete school year after the Letter of Intent to Withdraw is received by the School Board. No part of the school year in which the notification is received shall constitute any of the one year period.
 - d. The withdrawing Constituent Member Church shall not be entitled to any refunds or credits for any funds it has already paid or contributed to the School for any purpose or reason whatsoever.
 - e. The withdrawing Constituent Member Church shall receive no part the assets of the School.
2. A Working Relationship Constituent Member Church may withdraw as a Constituent Member Church as follows:
- a. The Church shall write a Letter of Intent to Withdraw as a Constituent Member Church to the School Board setting forth the terms and date by which it wishes to sever its relationship with the School, thereby terminating all obligations, rights and privileges accruing through its Constituency relationship. The Letter of Intent to Withdraw must include a certified copy of the action of the Church in business session authorizing the Letter of Intent to Withdraw.

- b. A request for withdrawal as a Working Relationship Constituent Member Church will be granted if it is approved by a majority vote of the full voting membership of the School Board.
 - c. The withdrawal as a Working Relationship Constituent Member Church shall be effective on the later of:
 - i. the withdrawal date set forth in the Letter of Intent to Withdraw, or
 - ii. six months from the date that the Letter of Intent to Withdraw is received by the School Board, or
 - iii. the first day of July following the date that the Letter of Intent to Withdraw is received by the School Board
 - d. The withdrawing Working Relationship Constituent Member Church shall not be entitled to any refunds or credits for any funds it has already paid or contributed to the School for any purpose or reason whatsoever.
 - e. The withdrawing Working Relationship Constituent Member Church shall receive to part the assets of the School.
3. Upon receipt by the School Board of a Notice of Intent to Withdraw from a Constituent Member Church, no School Board Member (whether ex-officio or Regular) of the withdrawing Constituent Member Church may participate in any votes that effect the withdrawal of that Church as a Constituent Member Church.

Section I. Request for Change of Constituent Member Church Category

A Constituent Member Church may, at any time, request a change of Constituent Member Church category as follows:

- 1. The Constituent Member Church shall submit a written Request for Change of Constituent Member Church Category to the School Board setting forth the reasons for and terms of its

request.

2. A change of category of the Constituent Member Church will be granted if it is approved by:
 - a. A two-thirds (2/3) majority vote of the full voting membership of the School Board; and,
 - b. A two-thirds (2/3) majority vote of a duly called Constituency Meeting; and,
 - c. Appropriate action by the _____ Conference of Seventh-day Adventists and, where different, the conference in which such Church is located.
3. Unless agreed otherwise, a change of Constituent Member Church category will be effective on the first day of July following twelve months after the date that the School Board receives the written Request for Change of Constituent Member Church Category.
4. Upon receipt by the School Board of a Request for Change of Constituent Member Church Category, no School Board Member (whether ex-officio or Regular) of the requesting Constituent Member Church may participate in any votes that effect the Request for Change of Constituent Member Church Category.

Section J. Termination of Constituent Member Church Relationship for Default

Upon the affirmative vote by a two-thirds (2/3) majority of the School Board, the relationship between a Constituent Member Church in default of its obligations and responsibilities and the School may be dissolved by action of the Constituency at a duly called Constituency Meeting if the defaulting Constituent Member Church:

1. Fails to pay its Operating Subsidy for a period of three (3) months or more, or
2. Demonstrates no interest in participating in the operation and management of, and the decision making process for the School by:

- i. Its failure to elect or send School Board Members to which it is entitled, or
- ii. The habitual non-attendance of its School Board Members at duly called School Board meetings, or
- iii. The lack of participation by its Constituency Delegates in a duly called Constituency Meeting.

Article II Financial Support

A properly operating School of necessity must have a solid financial foundation. It is incumbent upon the Churches that form the Constituent Base, to provide that stable source of Operating Subsidy for the School program so that parents can both afford a Christian Education, and be assured of a strong and effective educational program.

Section A. Sources of Financial Support

The financial support of the School shall be derived from, but not limited to the following:

1. Operating subsidy from the Constituent Member Churches.
2. _____ Conference Operating subsidy.
3. Tuition and Registration and Special Activities Fees from the students.
4. School and Home and School Association fund raising projects and efforts.
5. Student scholarships from the Constituent Member Churches.
6. Miscellaneous income and fees.
7. Gifts and donations for individuals and entities.
8. Bequests and distributions from estates and trusts.

9. Capital improvement funds from the Constituent Member Churches.
10. _____ Christian Daycare Center Revenue.

Section B. Budget

1. The school shall operate under a balanced operating budget which has been approved by the School Board and made available to the Church Boards of each Full Constituent and Associate Constituent Member Church.
2. The budget shall be prepared by the Finance Committee of the School Board for each Fiscal Year starting July 1 through June 30. The Finance Committee may seek the assistance or the input of the Finance Committees or the Chairpersons of the Finance Committees of the Full Constituent, Associate Constituent and Academy Constituent Member Churches, the Principal, the School Board Chairperson and the School Treasurer. The budget for the following Fiscal Year shall be submitted to the School Board for consideration at the March meeting of the School Board.

Section C. Tuition

1. Given the fact that the operating expenses of Your School shall be underwritten and subsidized both by its Constituent Member Churches and by the _____ Conference of Seventh-day Adventists, the School Board shall have the latitude to more equally apportion net educational costs among its students. This may be accomplished by establishing dissimilar registration and tuition fee levels for the different grades, and for students whose immediate families are members of:
 - a. One of the Constituent Member Churches, or
 - b. A non-Constituent Member Adventist Church within the _____ Conference of Seventh-day Adventists, or
 - c. A non-Constituent Member Adventist Church outside the _____ Conference of Seventh-day Adventists, or
 - d. none of the above.

2. The School Board shall set the tuition rate and any prepayment or family discounts.
3. The School Board shall be authorized to establish fees which shall include (but shall not be limited to) registration, music, computer lab, special activities and non-participation fees payable at the time of registration or other times which may be non-refundable if it becomes necessary for the pupil to withdraw from registration or school.
4. Parents are to apply to their respective Constituent Member Churches in cases of needed financial assistance.

Section D. Operating Subsidies from Full Constituent and Associate Constituent Member Churches

The Operating Subsidies paid to the School from its Constituent Member Churches shall be divided between the portion attributable to grades Kindergarten through 8th grade (such grades are hereinafter referred to in this Section D as, the “Elementary School”, and the portion of the Operating Subsidy attributable to such grades is hereinafter referred to as, the “Elementary Operating Subsidy”) and grades 9 through 12 (such grades are hereinafter referred to in this Section D as, the “Academy”, and the portion of the Operating Subsidy attributable to such grades is hereinafter referred to as, the “Academy Operating Subsidy”) and shall be calculated as follows:

1. When the Finance Committee submits the annual budget, it will credit as income all direct monies collected by the School such as the income and funds mentioned in Section A. 3. through Section A.9. of this Article, the _____ Conference of Seventh-day Adventists subsidies and all payments and/or commitments from any Working Relationship Constituent Member Church. The remaining amount to be raised will be determined as a percentage of the School’s total costs included in that budget and approved by the School Board as the Subsidy Percentage for that budget.
2. The total Elementary Operating Subsidy shall be calculated by multiplying the Subsidy Percentage by the Net Allocable Elementary Costs (determined as set forth below). The total Elementary Operating Subsidy will then be multiplied by the

Elementary Allocation Factor (determined as set forth below) to determine the allocation among the Full Constituent and Associate Constituent Member Churches.

3. The total Academy Operating Subsidy shall be calculated by multiplying the Subsidy Percentage by the by the Net Allocable Academy Costs (determined as set forth below). The total Academy Operating Subsidy will then be multiplied by the Academy Allocation Factor (determined as set forth below) to determine the allocation among the Full Constituent, Associate Constituent and Academy Constituent Member Churches.
4. The Finance Committee will compute the Net Allocable Elementary Costs by making an approximation of operating costs for the Elementary School. In making this approximation, the Finance Committee may take into account an allocated portion of the following items (in addition to any other items the Finance Committee determines should reasonably be taken into account in making such approximation): (i) teacher payroll, (ii) identifiable educational/program expenses, (iii) unidentifiable education/program expenses, (iv) administrative expenses, (v) plant costs, and (vi) a factor that approximates the fair market value of the School's use of its plant for that budget year (hereinafter referred to as the "Rent Factor").
5. The Finance Committee will compute the Net Allocable Academy Costs by making an approximation of operating costs for the Academy. In making this approximation, the Finance Committee may take into account an allocated portion of the following items (in addition to any other items the Finance Committee determines should reasonably be taken into account in making such approximation): (i) teacher payroll, (ii) identifiable educational/program expenses, (iii) unidentifiable education/program expenses, (iv) administrative expenses, (v) plant costs, and (vi) the Rent Factor.
6. The Elementary Allocation Factor used in allocating the Elementary Operating Subsidy among the Full Constituent, and Associate Constituent Member Churches shall be determined by taking into account the following three factors:
 - a. Each such Member's average membership over the immediate past two calendar years.

- b. Each such Member's average tithe payment over the immediate past two fiscal years, and
 - c. Each such Member's average student enrollment in the Elementary School over the immediate past two school years.
- 7. The Academy Allocation Factor used in allocating the Academy Operating Subsidy among the Full Constituent, Associate Constituent and Academy Constituent Member Churches shall be determined by taking into account the following three factors:
 - a. Its average membership over the immediate past two calendar years.
 - b. Its average tithe payment over the immediate past two fiscal years, and
 - c. Its average student enrollment in the Academy over the immediate past two school years.
- 8. The Finance Committee will compute the Elementary Allocation Percentages of each Full Constituent and Associate Constituent Member Church early in each calendar year on the following basis:
 - a. The average membership for each Full Constituent and Associate Constituent Member Church will be taken from the list that the _____ Conference of Seventh-day Adventists compiles near the beginning of each calendar year. This is based on the average of members for the first three quarters of the previous year, and fourth quarter of the prior year. The average membership for the two years for each Full Constituent and Associate Constituent Member Church is then calculated and that figure will be used to determine what percentage of the average total membership of all Full Constituent and Associate Constituent Members Churches for the two years belongs to each Full Constituent and Associate Constituent Member Church.
 - b. Tithe will be the amount turned in by each Full

Constituent and Associate Constituent Member Church during the previous two fiscal years. The average annual tithe paid for the two years for each Full Constituent and Associate Constituent Member Church is then calculated and that figure will be used to determine what percentage of the average annual tithe of all Full Constituent and Associate Constituent Member Churches for the two years belongs to each Full Constituent and Associate Constituent Member Church. This percentage will then be multiplied by two.

- c. Student enrollment in the Elementary School will be taken from the figures as of November 30 of the current school year and May 1 of the past school year. The average yearly enrollment will be calculated and that figure will be used to determine what percentage of the average annual enrollment of all Full Constituent and Associate Constituent Member Churches belongs to each Full Constituent and Associate Constituent Member Church. This percentage will then be multiplied by two.
 - d. Each Full Constituent and Associate Constituent Member Church's three percentages will then be added together and that total shall constitute the numerator of that Member's Elementary Allocation Percentage. The denominator shall be the aggregate total of all of the percentages for all Full Constituent and Associate Constituent Member Churches as calculated in a., b. and c. above. Each Full Constituent and Associate Constituent Member Church's Elementary Operating Subsidy can then be calculated.
9. The Finance Committee will compute the Academy Allocation Percentages of each Full Constituent, Associate Constituent and Academy Constituent Member Church early in each calendar year on the following basis:
- a. The average membership for each Full Constituent, Associate Constituent and Academy Constituent Member Church will be taken from the list that the _____ Conference of Seventh-day Adventists or, where different, the Conference in which such church is located, compiles near the beginning of each calendar

year. This is based on the average of members for the first three quarters of the previous year, and fourth quarter of the prior year. The average membership for the two years for each Full Constituent, Associate Constituent and Academy Constituent Member Church is then calculated and that figure will be used to determine what percentage of the average total membership of all Full Constituent, Associate Constituent and Academy Constituent Members Churches for the two years belongs to each Full Constituent, Associate Constituent and Academy Constituent Member Church.

- b. Tithe will be the amount turned in by each Full Constituent, Associate Constituent and Academy Constituent Member Church during the previous two fiscal years. The average annual tithe paid for the two years for each Full Constituent, Associate Constituent and Academy Constituent Member Church is then calculated and that figure will be used to determine what percentage of the average annual tithe of all Full Constituent, Associate Constituent and Academy Constituent Member Churches for the two years belongs to each Full Constituent, Associate Constituent and Academy Constituent Member Church. This percentage will then be multiplied by two.
- c. Student enrollment in the Academy will be taken from the figures as of November 30 of the current school year and May 1 of the past school year. The average yearly enrollment will be calculated and that figure will be used to determine what percentage of the average annual enrollment of all Full Constituent, Associate Constituent and Academy Constituent Member Churches belongs to each Full Constituent, Associate Constituent and Academy Constituent Member Church. This percentage will then be multiplied by two.
- d. Each Full Constituent, Associate Constituent and Academy Constituent Member Church's three percentages will then be added together and that total shall constitute the numerator of that Member's Academy Allocation Percentage. The denominator shall be the aggregate total of all of the percentages for all Full

Constituent, Associate Constituent and Academy Constituent Member Churches as calculated in a., b. and c. above. Each Full Constituent, Associate Constituent and Academy Constituent Member Church's Academy Operating Subsidy can then be calculated.

10. The Operating Subsidy for any Full Constituent and Associate Constituent Member will be the sum of its allocated portion of the Elementary Operating Subsidy and the Academy Operating Subsidy less the applicable Rent Credit (determined as set forth below).
11. The Operating Subsidy for any Academy Constituent Member will be its allocated portion of the Academy Operating Subsidy less the applicable Rent Credit (determined as set forth below).
12. The Rent Credit applicable to any Constituent Member shall equal the total Rent Factor multiplied by the quotient of that Member's contribution to the original cost of the School's current plant divided by the total original cost of such plant.
13. The Operating Subsidies determined pursuant to this Section D shall be paid in ten (10) equal monthly payments.
14. All Full Constituent, Associate Constituent, Working Relationship Constituent and Academy Constituent Member Churches must remain current in their payment of Operating Subsidies. Delinquency of a Constituent Member Church must be dealt with by the School Board at its next meeting following any thirty (30) day delinquency and addressed until a resolution is reached.

Section E. Unbudgeted Emergency Expenditures

These are defined as unforeseen but necessary expenditures which exceed operating, maintenance and repair funds provided for within the school's annual operating budget. An Emergency Reserve Fund of the greater of one-half of one per cent (.5%) of the annual operating budget but no less than Three Thousand Dollars (\$3,000.00) will be established to provide funds needed from the annual operating budget. Funds not utilized during a school year will be transferred to the Long Term Sinking Fund or Depreciation Fund, however designated.

Article III Operational Structure

Section A. Statement of Operating Philosophy

In order to achieve the goals and objectives of Your School, the governance of the School shall be exercised by a School Board whose responsibilities will include the assurance for an environment for learning opportunity, the expectation of personal growth, responsibility among students and parents, and the support for and accountability of the staff and the School Board.

Decision-making will be done in an orderly, fair and open way. Once decisions are made, the School Board through the Principal will see that they are implemented. The School Board has the ultimate responsibility within the applicable law, regulation and policy guidelines for the governance of Your School.

Section B. The School Board

1. Election of School Board Members
 - a. The Full Constituent, Associate Constituent, Working Relationship and Academy Constituent Member Churches, in accordance with their adopted procedures (Nominating Committee, Executive Committee, Church in Business Session, etc.), shall elect their respective School Board Member(s) as authorized in Article I Section G of the By-Laws.
 - b. School Board Members may be elected for terms varying from one to three years according to a schedule arranged by the electing Constituent Member Church. New appointments are made each succeeding year for terms of three years. School Board Member may be elected for successive terms. The purpose of this plan is to assure continuity of educational practices and policies and retain knowledgeable and experienced Board Members.
 - c. School Board Members may be replaced if they have three (3) or more absences with a School year or no longer meet the qualifications for elected School Board Membership.

- d. School Board vacancies are filled by the Constituency Member Church that made the original appointment. The person filling the vacancy serves only for the remainder of the unexpired term.

2. Election of the Chairperson and Vice Chairperson

The School Board shall elect the Chairperson (when required) and Vice Chairperson from among the current elected membership (excluding Ex-Officio Members) of the School Board at the regularly scheduled May meeting of the [last] School Board [Meeting of the School Year]. The Chairperson and the Vice Chairperson may be members of any Full Constituent or Associate Constituent Member Church. The Chairperson shall be elected for a two (2) year term. The Vice Chairperson shall be elected for a one (1) year term. The Vice Chairperson should be elected recognizing the possibility that he/she may be asked to succeed to the position of the Chairperson.

3. Ex-Officio Members of the School Board

- a. Ex-Officio Members of the School Board include:
 - i. The Senior Pastor of each Full Constituent Member Church.
 - ii. The Youth Pastor of each Full Constituent Member Church.
 - iii. The Children's Ministries Pastor of each Full Constituent Member Church.
 - iv. The Senior Pastor from each Associate Constituent Member Church.
 - v. The Senior Pastor from each Working Relationship Constituent Member Church.
 - vi. The Senior Pastor from each Academy Constituent Member Church (or such other Pastor as is designated by the Church Board of such Church).

- vii. The Principal of the Your School.
 - viii. The Vice-Principal(s) of Your School.
 - ix. The Superintendent of Schools for _____
Conference of Seventh-day Adventists.
 - x. The Associate Superintendent of Schools for
_____ Conference of Seventh-day
Adventists.
 - xi. The President of the Home and School Association.
 - xii. The Church treasurer or a representative of the
Church Finance Committee of each Full
Constituent and Associate Constituent Member
Church if so designated by their respective Boards.
 - xiii. The Development Director of Your School.
 - xiv. The Chairperson of the Board of Directors of the
_____ Christian Daycare Center.
 - xv. A representative of the _____ Union
Conference of Seventh-day Adventists.
 - xvi. The Building & Grounds Coordinator of Your
School.
 - xvii. The Business Manager of Your School.
- b. School Board Members serving in ex-officio capacities shall be voting Members and shall attend and fully participate and vote on all matters coming before the Board except that ex-officio Members who are faculty, staff members or employees of Your School [except the Principal] may not participate in deliberations or vote on matters consider by the School Board in Executive Session.

4. Qualifications for Elected School Board Members

Qualifications for elected School Board Members are as follows:

- a. Shall be a member of the Seventh-day Adventist Church in good standing.
- b. Should be a member of a Constituent Member Church sponsoring the School.
- c. If he/she has school-age children, they must be enrolled in Your School. An exception would be allowed if the school has determined that the child's special learning needs are best met in another setting.
- d. Shall not be a School staff member.
- e. Should not be a spouse, parent or sibling or immediate relative of a staff member at Your School.
- f. More than one member from the same immediate family should not be elected to the School Board.

5. School Board Member Code of Ethics

School Board Members shall agree to abide by the following Code of Ethics:

- a. I will uphold and help enforce denominational policies pertaining to Seventh-day Adventist Christian education. I recognize desired changes are brought about only through appropriate and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and seek to develop and maintain Seventh-day Adventist schools that meet the individual needs of all children regardless of their ability, race, sex or social standing.
- c. I will confine my School Board behaviors to policy making, planning and appraisal. I will help to frame policies and plans only after consideration has been given to their affect.
- d. I will carry out my responsibility which is to support the

administration and staff while not interfering in the administration of the School.

- e. I will recognize that authority rests with the School Board and will make no personal promises nor take any private action that may compromise the integrity of the School Board.
- f. I will refuse to use my position as a School Board Member for personal gain or for the gain of family or friends.
- g. I will hold confidential all matters pertaining to the School which, if disclosed, would needlessly injure individuals or the School.
- h. I will refer all complaints to the Principal and will follow the established grievance procedures in major disputes as outlined in the Education Code for _____ Union Conference K-12 Schools.
- i. I will support the School program by regularly attending duly-called School Board Meetings, Home and School functions and other School related activities.
- j. I will make the well-being of students and teachers the fundamental value of decision-making and actions.
- k. I will fulfill my responsibilities as a School Board Member with honesty, integrity and confidentiality.
- l. I recognize the value of quality education as a determining factor in the future welfare of the church.
- m. I recognize the parameters of the decision-making authority of a member of the School Board and limit myself to that, declining to interfere with the legitimate functions of the school faculty and administration.

6. Meetings of the School Board

- a. The School Board should meet at a regular time and place at least eight (8) times during the school as often as needed during the summer months.

- b. If the School Board creates an Executive Committee, then an Executive Committee can act pursuant to the authority granted by the School Board between School Board Meetings.
- c. Any newly elected School Board Members should meet with the current School Board at its last meeting of the year.
- d. The newly elected School Board Members will begin serving with the beginning of the School Board Year (Currently July 1).

7. Quorum

A quorum of the School Board shall be a majority of the full voting membership of the School Board.

8. Functions of the School Board

The School Board shall:

- a. Develop through counsel with the school faculty and its various publics a lucid, practical statement of philosophy and objectives that are in harmony with the general Seventh-day Adventist philosophy of education.
- b. Comply with personnel procedures as outlined in the "Employment Policies" section of the Education Code for _____ Union Conference K-12.
- c. Ensure the implementation of policies and plans of the _____ Conference and _____ Union Offices of Education.
- d. Develop policies in areas of local concern such as:
 - i. Use of school property.
 - ii. Transportation schedule and routes.
 - iii. Purchasing procedures.
 - iv. Tuition or other methods of support.

- v. Admission requirements in accordance with State and _____ Conference guidelines.
 - vi. Equipment and maintenance of School plant.
 - vii. Textbook purchases (pupil or school-owned).
 - viii. Master planning.
 - ix. Curriculum development unique to local needs.
 - x. Other policies as mandated by the State of Maryland Departments of Education.
 - xi. Accountability for and safeguarding of all assets, property and funds paid to or received by the School or any of its organizations (such as classrooms, music and athletic programs, Home and School Association, _____ Christian Daycare Center, etc.).
- e. Support the principal in administration of the school program including the following:
- i. Implementation of School Board policies.
 - ii. Teacher load.
 - iii. Daily schedule.
 - iv. Development and enforcement of a code for student conduct.
- f. Serve as ultimate authority in the recommendations of the school administration in disciplinary cases and in the dismissal of students from the School.
- g. Promote and support the activities and monitor and require an accounting of the finances of the Home and School Association.
- h. Ensure that official minutes of each meeting of the School Board or committees of the School Board are kept and one

copy is filed with the _____ Conference Office of Education.

- i. Consider appeals and answer questions regarding the operation of the School.
- j. Participate in the process of School evaluation.
- k. Provide resources enabling the School to have an active in-service education and teacher conventions.
- l. Consider and approve in counsel with the Superintendent of Schools a proposed plan of School organization, including a Constitution and By-Laws, the administrative organization and a basic curriculum plan for the School.
- m. Adopt the recommended conference-wide school calendar and to secure permission for modifications from the _____ Conference Office of Education.
- n. Adopt a dress code policy and a code of social behavior.
- o. Authorize the preparation of a school bulletin that shall include such items as:
 - i. Financial information.
 - ii. School regulations.
 - iii. School calendar.
 - iv. Course offerings.
 - v. Graduation requirements.
- p. Assume responsibility for planning and funding an annual operating budget including but not limited to the following items:
 - i. Administrative expenses.
 - ii. Teacher/staff salaries.

- iii. Teacher/staff professional growth costs.
 - iv. Curriculum materials.
 - v. Playground and physical education supplies.
 - vi. Media center materials.
 - vii. School supplies.
 - viii. Insurance.
 - ix. Indebtedness.
 - x. Other operating expenses.
-
- q. Work with Constituent Member Church Boards or Church Finance Committees on the amount of Constituent Member Church Operating Subsidies to be given the school.
 - r. Work with the Constituent Member Churches in fulfilling the goals of those Constituent Member Churches.
 - s. Assume responsibility and work with appropriate Constituent Member Church entities for planning and funding a capital budget including improvements.
 - t. Cooperate with the _____ Conference and _____ Union Offices of Education in matters of curriculum development and innovations.
 - u. Develop long-range plans for the School taking into account projected enrollment figures, class size, financial needs and staffing requirements.
 - v. Provide a professional development program for teachers.
 - w. Establish Standing committees and Special committees and appoint members to same as permitted [needed] or desirable.
 - x. Employ classified personnel as needed.

- y. Participate in a self-evaluation program for accreditation.
- z. Help the Principal actively recruit new students to the School.
- aa. Make recommendation to the Superintendent of Education for the _____ Conference regarding the selection, hiring and termination of staff of the School.
- bb. Formulate, recommend and authorize the budget necessary for the operation of the School on at least an annual basis.
- cc. Call meetings of the Constituency of the School.
- dd. Fill any vacancies occurring among the Officers of the School Board and among Standing Committees or other committees and advisors.
- ee. Develop and implement a policy for the collection of tuition and fees including, but not limited to, late fee, prepayment credits, late payment and dunning notices, collection and bad debt procedures, counseling and other assistance for delinquent accounts.

9. Officers of the School Board

The officers of the School Board shall include the following:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary

The Principal shall be the Secretary.

- d. Treasurer

If the School Board has duly appointed a Business Manager of Your School, that person shall be the Treasurer. If not, the Chairperson of the Finance

Committee or a person appointed by the Full Constituent Member Churches shall be the Treasurer.

10. Duties of the School Board Chairperson

The duties of the School Board Chairperson shall include:

- a. Call and preside over School Board Meetings.
- b. Become acquainted with parliamentary procedures.
- c. Serve as consultant to the Secretary on preparing an agenda for School Board Meetings.
- d. Encourage discussion that is relevant to agenda items.
- e. Become acquainted with the school program and confer with the Principal on items pertaining to the operation of the School.
- f. Support the Principal in administering the School.
- g. Act as liaison with Constituent Member Churches to ensure communication and presentation of school items pertinent to each Church Constituency.
- h. Serve as ex-officio Member of all Standing committees and Special committees of the board except the Nominating Committee.

11. Duties of the Vice Chairperson

The duties of the School Board Vice Chairperson shall include:

- a. Act in the absence of the School Board Chairperson.
- b. Other duties as determined by the School Board and Constitution and By-Laws.
- c. Serve as Chairperson of the Personnel Committee.

12. Duties of the Board Secretary

- a. Keep a written record of each meeting in a permanent file.
- b. Send typed copies of School Board minutes and actions to the Superintendent of Schools after each meeting.
- c. Carry on the necessary correspondence of the School Board.
- d. File with the Superintendent of Schools the dates for the regular School Board Meeting.
- e. Provide advance written notice of a School Board Meeting to each School Board Member, except in case of emergency School Board Meetings when telephonic notice may be substituted.

13. Duties of the School Board Treasurer

- a. The School Board Treasurer may or may not be an elected Member of the School Board. If the treasurer is not a duly elected Member, that person becomes an ex-officio Member of the School Board.
- b. The Treasurer shall work under the direction of and be responsible to the Principal and the Finance Committee of the School Board.
- c. The duties of the School Board Treasurer shall include:
 - i. Be accountable for all School and Trust funds and accounts. All School and Trust funds shall be deposited promptly in an F.D.I.C. insured account or accounts, properly identified and title as School accounts, Trust accounts, Home and School Association accounts, etc.
 - ii. Keep an accurate account of all financial transactions related to the School, School organizations, or student activities.
 - iii. Submit financial statements to the Finance Committee and the School Board at each regularly

scheduled meeting, accurately showing the financial situation of the School and all trust funds.

- iv. Send out tuition statements to the parents or guardians of School children and collect any past due accounts in accordance with School policy.
 - v. See that funds are disbursed in a timely manner in harmony with the budget or at the direction of the School Board.
 - vi. In conjunction with the Principal and the Finance Committee, submit a proposed yearly budget in a timely manner as required by the _____ Conference and there By-Laws and update the budget for approval in September to reflect the School's actual income and needs after registration.
- d. The School Board may direct that some or all of the duties of the School Treasurer be performed by the Principal or by the School's Bookkeeper or Accountant under the supervision of the Principal or the Finance Committee.

14. Duties of the School Board Member

The duties of the School Board Member shall include:

- a. Become personally acquainted with the School, its work and its needs
- b. Participate in the functions of the School Board
- c. Abide by the School Board Member Code of Ethics

15. Standing Committees of the School Board

- a. The Standing Committees of the School Board shall be:
 - i. Finance Committee
 - ii. Personnel Committee

- iii. Building and Grounds Committee
 - iv. Development Committee
 - v. Long Range Planning Committee
 - vi. Technology Committee
 - vii. Nominating Committee
- b. Composition of the Standing Committees of the School Board
- i. It is not necessary that every Member of each Standing Committee of the School Board be a Member of the School Board, but the Chairperson and a majority of each Standing Committee of the School Board shall be School Board Members.
 - ii. The exception to the above rule is the Personnel Committee which shall consist of School Board Members only with the Vice Chairperson of the School Board serving as Chairperson and the Principal as Secretary.
- c. Duties of the Standing Committees:
- The Standing Committees shall study and advise the School Board on matters within their areas of responsibility.
- d. Composition and Duties of the Nominating Committee
- i. The Nominating Committee shall consist of: (1) the Senior Pastor of each Full Constituent Member Church and each Associate Constituent Member Church; (2) four members elected by the School Board; and (3) two members appointed by the Chairperson of the School Board. All members of the Nominating Committee must be current members of the School Board. The Nominating Committee shall elect its own Chairperson. The current Chairperson and Vice Chairperson of the

School Board are ineligible to serve as members of the Nominating Committee as deemed appropriate by the organizing committee.

- ii. It shall be the function of the Nominating Committee to nominate the Chairperson and Vice Chairperson of the School Board for the coming year.
- iii. Only the nominations of this committee shall be recognized by the Chairperson of the School Board for a vote by the School Board. Only one name shall be presented to the School Board by the Nominating Committee for each office to be filled.
- iv. Members of the Nominating Committee may be considered for nomination to the office(s) to be filled.
- v. All sessions and proceedings of the Nominating Committee shall be closed. However, the nominating committee may invite knowledgeable advisors to be present during its deliberations.
- vi. The members of the Nominating Committee and other persons who may be present during its deliberations shall endeavor to preserve the confidentiality of all matters discussed by this committee and shall take the necessary precautions to protect the privacy of individuals who become subjects of their deliberations.

Section C. The duties of the Principal

The duties of the Principal shall include the following:

- 1. To serve as Secretary of the School Board.
- 2. To implement and interpret _____ Conference and School Board policies.
- 3. To supervise the instructional program of the School by using the following:

- a. Classroom visitation
 - b. Personal conferences and written teacher evaluations
 - c. Group study for curriculum planning
 - d. Assistance in classroom management
 - e. Assistance in developing course objectives and teaching plans
4. To serve as or designate a Chairperson for each of the following committees, if constituted by the School:
- a. Staff and faculty meetings
 - b. Administrative council
 - c. Admissions committee
 - d. Government committee
 - e. Curriculum committee
 - f. Discipline Committee
 - g. Others as needed
5. To assume responsibility for religious activities and a positive religious program.
6. To be responsible for organizing the school program including the following:
- a. Implementing the requirements of the annual school calendar and daily schedule, permitting no variations regarding holidays, length of school year, minimum day sessions, etc., without approval from the School Board and the _____ Conference Office of Education
 - b. Planning regularly scheduled staff meetings

- c. Assigning teaching responsibilities and other duties to the members of the school staff
- 7. To serve as fiscal manager and to operate the School on a sound financial basis within the approved budget. The Principal, as fiscal manager, is responsible to the School Board for the control, monitoring and/or supervision of all of the School's general and special accounts and funds (including Classroom, Music, Athletic and Home and School funds and accounts) and he is responsible for the preparation of a monthly financial statement that is to be submitted to the School Board, unless these duties have been assigned by the School Board to the School Treasurer.
- 8. To serve in recruiting personnel as defined in the Education Code For _____ Union Conference K-12.
- 9. To inspect and ensure the maintenance and readiness of buildings, grounds and equipment for operating efficiently and to provide for safety of operation throughout the School plant for each school year.
- 10. To be responsible for developing and maintaining an adequate record-keeping system to ensure the security of all School and School Board records including the following:
 - a. Student scholastic, health and attendance records
 - b. Minutes of faculty meetings and faculty committees
 - c. Minutes of the school board and board committee meetings
- 11. To prepare and forward copies of School Board Meeting minutes, monthly financial statements and scholastic and statistical reports as requested by the _____ Conference, _____ Union and General Conference Offices of Education.
- 12. To promote the professional growth of educational personnel.
- 13. To develop and maintain positive community relations.

14. To represent the School as its official spokesperson to the patrons of the School, the School Board and to the public in general.
15. To articulate and communicate to the School Board and to the Constituency the educational plans and programs of the School.
16. To maintain attendance records in accordance with Maryland State regulations as required by law and to report to the Attendance Officer of the public school system for Montgomery County and/or the State of Maryland the names of students who discontinue attendance.

Section D. Subsidiaries and Auxiliaries

1. _____ Christian Daycare Center
 - a. The purpose of this organization shall be to extend our community outreach by offering a day care service at reasonable cost to parents of infants through preschool children, recovering through fees sufficient funds to cover all staff, supply, capital, and other costs incurred thereby.
 - b. It shall be governed by its own Constitution and By-Laws which shall be submitted to and approved by the School Board.
 - c. The operations of this entity shall conform in all respects to the applicable provisions of the Constitution and By-Laws of Your School. This organization shall be subject to the general supervision and control of the School Board.
 - d. The Treasurer of _____ Christian Daycare Center may, if authorized by the School Board, maintain a separate financial account, properly identified and insured, but it shall be operated and maintained under the same supervision, control and accountability as other School accounts.
2. Your School Home and School Association
 - a. Membership of the Your School Home and School

Association shall consist of all members of the Constituent Member Churches, teachers, school staff members and the parents or legal guardians of every student enrolled at Your School.

b. Organization of this Association shall be as follows:

- i. The Association shall adopt its own Constitution and By-Laws which must be submitted to and approved by the School Board. Any Amendments to its Constitution and By-Laws must be submitted to and approved by the School Board.
- ii. It shall be governed by a Board of Directors elected by its members and known as the Home and School Board. The names of the Members of the Board of Directors and the Officers of the Association shall be submitted to the School Board for approval.
- iii. Each year, the Association shall convene a Business Meeting prior to the regular May meeting of the School Board to nominate and elect its Board of Directors and Officers to serve for the ensuing year beginning July 1, ensuring timely and full representation on the School Board. The President of the Association shall serve as a Member of the School Board.

. c. Objectives of this Association shall be:

- i. to organize and unify its members into a cohesive, cooperative unit, and to serve as a liaison between its several groups.
- ii. to encourage its members and area families to enroll their children in Your School.
- iii. to foster positive public relations.
- iv. to support the objectives of Your School, and to initiate and conduct such remunerative projects as would strengthen the School's commitment to

excellence.

- v. to assist Your School and its staff by cooperatively arranging for donated labor, materials, and classroom assistants as needed.

d. Duties of this Association shall include:

- i. to conduct Home and School meetings, and to advertise them in advance to all its members.
- ii. to keep minutes of all its meetings.
- iii. to maintain a separate financial account if authorized by the Your School School Board.
- iv. to present quarterly financial reports at Association meetings, and to the School Board when requested.
- v. to handle all funds and records with discretion and in a fiduciary manner in accordance with _____ Conference Policies and the Constitution and By-Laws of Your School. All funds shall be maintained in separate Trust Account authorized by the School Board and insured by the F.D.I.C. All financial records and transactions shall be subject to review and audit by the Finance Committee of the Your School School Board or the _____ Conference Association of Seventh-day Adventists.

Article IV Amendments

These By-Laws may be amended by vote of the Constituency.

Section A. Amendments to these By-Laws must be approved by a two-thirds (2\3) majority vote of the delegates present at a duly called Constituency Meeting.

Section B. The School Board may recommend amendments to these By-Laws to the Constituency in the following manner:

1. A School Board meeting must be called for amending these By-Laws.
2. All Members of the School Board must receive or be mailed written notice that the School Board will consider By-Law amendments at this meeting.
3. The written notice must include a copy of each amendment to be considered.
4. All proposed amendments must be approved by a two-thirds (2\3) majority vote of the full voting membership of the School Board.

Article V Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern Constituency School Board meetings in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of Your School.

Article VI Ratification

Ratification of these By-Laws shall be accomplished by the procedure set forth in ARTICLE IV of these By-Laws.

Adopted by the Your School School Board at a meeting held on the **23rd** day of **September, 1998**.

Chairperson of the School Board Secretary of the School Board

Subject to editing for format, style, punctuation, capitalization, paragraphing, spelling & typographical errors