

## 1.1 WEST SAYVILLE CHRISTIAN SCHOOL CONSTITUTION

### **PREAMBLE**

The Corporation of West Sayville Christian School is hereby established, and recognized by the Education department of the State of New York. The Corporation's mission is to teach children how to live a full and complete life to the glory of God and be a positive Christian influence in His world. This education shall take into consideration the physical, social, academic, and spiritual needs of the child. The foundation of this education lies in the creator-creature relationship as taught in the Scriptures. Therefore, all areas of learning must be taught from a Christian perspective, with full knowledge and truth, sustaining everything through His son Jesus Christ.

The whole intent of our educational process seeks to bring the child to understand that:

- 1) Man is a sinner by nature and choice and cannot glorify God in his natural state.
- 2) In addition to God's special revelation, He also reveals Himself in all of creation.
- 3) Man must be recreated in God's image by committing his life to Jesus Christ.

The Corporation of West Sayville Christian School seeks to complement a Christian education and training which are the primary responsibilities of the home and the church.

### **ARTICLE I – NAME**

The name of this corporation is the West Sayville Christian School. It is a not-for-profit organization.

### **ARTICLE II – BASIS**

The corporation, as well as all instruction given in its school or schools, is based on the doctrines revealed in the inspired, infallible, Word of God as expressed in the following STATEMENT OF FAITH:

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe that God, out of nothing, created all things, and that He continues to preserve and uphold His creation by His almighty providence.
3. We believe in the humanity and the deity of Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death on the cross; in the washing away of our sins by His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory at the last day.
4. We believe that the salvation of lost and sinful man can be realized only by a personal faith in Jesus Christ and by regeneration through the Holy Spirit.
5. We believe in the present work of the Holy Spirit by whose indwelling power the Christian is enabled to live a Godly life.
6. We believe in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life in God's Kingdom, and they that are lost unto eternal damnation.
7. We believe in the spiritual unity of all believers in the Lord Jesus Christ, the visible sign of which is His universal church.

(Article II cannot be amended)

### **ARTICLE III – PURPOSE**

1. The purpose of this corporation is to create and maintain a school for Christian instruction. Such instruction is to be in accordance with Article II, so that those taught may worthily occupy their places in the home, church and society.
2. To accomplish this purpose:
  - a. Private and public meetings are held to further the cause of Christian education. Meetings held shall include, but shall not be limited to, the following organizations: the Corporation, the Board, standing and special committees of the Board.
  - b. Moneys are collected through the corporation's designation and through tuition, donations, endowments, fund raising, or otherwise.

### **ARTICLE IV - MEMBERSHIP**

All persons eighteen years of age or older, regardless of sex, race, or national origin, who regularly attend an evangelical church, who are in agreement with Articles II and III, and who contribute to any fees established by the corporation, are eligible for membership in this corporation. All potential members of this corporation are to be interviewed by board designated individuals in order to determine whether they are in accord with this constitution. Based on these interviews, the board secretary shall make recommendations of nomination for membership to the Board. The board, upon receiving the corporate nominations, has the authority to approve the potential members at our regularly scheduled board meeting. The new members will be introduced at the next corporation meeting. Any corporation member who is 65 or older, or who is employed as a teacher at West Sayville Christian School shall not be required to pay corporation dues but shall have the privileges of a corporation member.

### **ARTICLE V – DATE OF ANNUAL MEETING**

The annual meeting of the corporation shall be held in June of each year at a place and on a date to be announced by the Board of Directors. The meetings of the corporation shall be under the direction of the Board of Directors and shall be conducted by the elected Board President. The corporation and board adopt Robert's Rules of Order for the transaction of business.

### **ARTICLE VI – ANNUAL MEETING**

- a. At the annual meeting the Board of Directors shall present to the corporation nominations consisting of at least twice the number of members to be elected to the board. When obtaining twice the number of candidates is not possible a motion shall be made at the annual meeting to accept the nominations as presented.
- b. The corporation shall have the privilege of additional nominations from the floor.
- c. At the annual meeting the Board of Directors shall submit a financial report which shall be acted on by the corporation. The report shall not reveal the individual salaries of the school employees.
- d. At the annual meeting the Board of Directors shall present committee reports, as appropriate, and shall present the proposed budget for adoption.

## ARTICLE VII – BOARD OF DIRECTORS

- a. Definition – The Board of Directors is the legally accountable body within the corporation with responsibility for the overall operation of the school. It is composed of nine members who serve as trustees of the corporation. The principal shall be an advisory member of the school board and its committees.
- b. Election – Board members are elected by the corporation at its annual meeting from a slate presented by members retiring and being replaced each year. Immediately following the annual meeting of the corporation, the newly constituted board shall meet for the sole purpose of electing its officers.
- c. Eligibility – any member of the corporation who is 25 years or older may serve on the Board of Directors. A board member may succeed himself once; however, following the second term, said member is ineligible for at least one year. A majority – one more than half – of the board members must also be members in full communion with a United Reformed or Christian Reformed Church. While it is preferable that no spouse of a currently-employed teacher or administrator serve on the board, any exception to this shall be done only with 100% board approval. The president shall have served on the board at least one year prior to his election to that office.
- d. Term – The term of office for board members is three years. The annual meeting of the corporation is three years. The annual meeting of the corporation constitutes the point at which terms begin and conclude.
- e. Officers – The officers of the board shall consist of: President, Vice-President, Secretary, and Financial Secretary.
- f. Meetings – The board meets monthly; however, the president may call a special meeting whenever he deems necessary. All official meetings require due notice or announcement. A quorum consists of any five members, and must exist for official action to take place.
- g. Responsibilities – As a part of its overall responsibility, the board is accountable for the following:
  1. Employment and supervision of administrative and teaching staff as well as all other paid personnel.
  2. Evaluation and approval of all school curriculums.
  3. Visitation of the school annually by each board member to assure familiarity with the school program. All visits shall be coordinated with the principal.
  4. To provide for the material and financial needs of the school, to pay the salaries of the school personnel, to purchase school supplies and to order such repairs and improvements as it may deem necessary.
  5. Collection of all fees required to sustain the school.
  6. Consultation with parents who are delinquent in their tuition payments, and where necessary the dismissal of their children.
  7. Supervision of student admission policies.
  8. Consultation with parents of delinquent children upon request of the principal and where necessary dismissal of their children.
  9. Consultation with parents who are negligent either in adhering to Article II, or in supporting the philosophy and objectives of the school and where necessary the dismissal of their children.
  10. Investigation of complaints regarding the performance of school personnel or board members – provided that the complainant shall have beforehand attempted

- to settle the matter with the person or persons concerned – when such complaints are submitted in writing to the board secretary.
11. Providing an annual audit of the school's books, either by an internal or an external audit.
  12. Preparation of an annual budget and determination of annual tuition, as well as designation of the manner in which tuition shall be paid.
  13. Appointment of such committees from the membership of the corporation as it may consider necessary to carry out its decisions and the decisions of the corporation.
  14. Approval of a school calendar such that vacation periods correspond as much as possible with those of the local public schools, and approval of hours during which school is in session.
  15. Maintenance and review of an official set of by-laws which shall include job descriptions – duties – for board personnel and the principal. These by-laws shall also include all other pertinent information necessary for the operation of the school and corporation, as decided by the corporation
- h. Dismissal of a board member – Board members are duly bound to upholding the mission and vision of the school as found in this constitution. Likewise, board members shall not advance either personal agendas or non-board-approved agendas in the conduct of school business. Board members shall maintain confidentiality on sensitive board issues. Willful actions contrary to those outlined herein are grounds for dismissal.
- i. Limitations – All actions of the Board of Directors shall be in accord with the constitution of the corporation of the West Sayville Christian School as well as with the laws of the State of New York and the United States of America. In addition:
1. The Board of Directors may incur no indebtedness in excess of 5% of the current year's budget.
  2. Real property may be disposed of only with corporation approval.

#### **ARTICLE VIII – THE STAFF**

The administrator(s) and teachers shall be appointed by the board only after careful consideration of their spiritual and academic qualifications. Term, salary and all other conditions shall be determined by the board.

Administrators and teachers shall be full members of, and regularly attend, an evangelical church. They shall subscribe to the statement of faith set forth in Article II, and shall subscribe to and be guided by all the principles outlined in the Preamble.

The board shall have the authority to dismiss an employee who proves to be unfit for the work of whose instruction or personal life conflicts with the basis and purpose of the organization. Such party shall have the recourse of a proper and full hearing before the board.

#### **ARTICLE IX – INSTRUCTION**

Instruction shall be based upon the infallible Word of God embodied in the statement of faith found in Article II. In addition, it shall be carried out according to the principles laid down in the Preamble of this constitution. This course of study shall govern the instruction of the entire school after it is approved by the board. Curriculum taught shall correspond with the essential requirements as prescribed by the State Board of Education, and in addition each

class shall receive a thorough course in Bible Study. Each teacher shall open and close every school day with prayer.

#### **ARTICLE X – PROPERTY DAMAGE**

Parents shall be held financially responsible for any loss or damage of school property by their respective children.

#### **ARTICLE XI – DISSOLUTION**

In case the corporation is dissolved, its net assets must be used for Christian instruction in the United States as recommended by the Board of Directors and as approved by the corporation. In the event of dissolution, the West Sayville Reformed Bible Church shall be given the first right of refusal to purchase the property of the West Sayville Christian School.

#### **ARTICLE XII – AMENDMENTS**

Amendments to this constitution may be proposed by the board or by any ten members of the corporation, providing that they have submitted their proposal to the board at least one month before the meeting of the corporation. All amendments must be ratified by a two-thirds majority of the corporation.

Article II may not be amended.