

# CONSTITUTION OF THE SOUTH CHRISTIAN HIGH SCHOOL ASSOCIATION

Adopted October 2, 1967

Revised May, 1989

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Article I - The Name of this Association shall be known as the South Christian High School Association.

Article II - Basis, Purpose and Objective

- A. The basis of our Association shall be the inspired and infallible Word of God.
- B. The purpose of our Association shall be to establish and maintain educational facilities, dedicated to the proposition that all covenant children shall be instructed in the light of the Bible and the reformed standards. A Christian emphasis shall permeate the entire curriculum and all phases of school activity.
- C. The objective of our Association shall be to develop Christian citizens who will be spiritually mature and morally strong.

Article III - Education Beliefs in the light of Reformed Standards

We believe that all teaching and learning occurs within the context of fundamental views of life and society. Starting with the belief that God is the source of all truth, education becomes the exciting adventure of seeking to appropriate knowledge in all its various facets under the guidance of the Holy Spirit. Christian education at South Christian High School takes for its perspective the Biblical view of God, man and the universe in their relationships.

- A. From the Bible, we derive the following principles which provide the framework for education at South Christian High School
  - 1. GOD: That the triune God who has revealed himself in the Bible and in creation is sovereign as creator and sustainer of the universe and as redeemer and sanctifier of his people. All studies in school must acknowledge God, and he must be given primary allegiance in all of life.
  - 2. THE BIBLE: That the Bible is the infallible, authoritative, written Word of God, through which God enlightens our understanding of himself, of ourselves, of our fellow human beings, and of the world. Through his Word God also directs humanity in all relationships and activities and thus guides his people in the education of their children.
  - 3. CREATION: That God by the Word, that is, his Son, has created the heavens, the earth and all creatures, giving to every creature its being, shape, form and office, to serve its creator. God's children must come to learn that humanity and the entire world can be rightly understood only in relation to God who directs all things to the coming of his kingdom and

the glory of his name by his creation, restoration, and providence. We recognize that we are to be stewards of this creation, holding it in trust for our Lord.

4. HUMAN LIFE: That human beings are created in the image of God. All of life is in service to the God of the Scripture or to a god of human invention. For the Christian, life is an opportunity to bring praise and glory to God.
  5. SIN: That outside of Christ, human sin is radical and pervasive. Human sin distorts our view of the true meaning and purpose of life, and it misdirects human culture, thereby bringing God's curse on creation.
  6. REDEMPTION: That Christ, the only begotten Son of God, is the Word incarnate and Lord of creation. Christ, as redeemer, restores the relationship between God and his creation and renews human life through his Holy Spirit.
  7. THE GOSPEL: That the Gospel is the good news that salvation is the free gift of God, through faith, not by our own works. The Gospel is revealed as a single Covenant of Grace, which binds together the Old and New Testaments. Although the preaching of the gospel is primarily the task of the church, the Christian school must teach these truths as well.
  8. KNOWLEDGE: That true knowledge is made possible by knowledge of the true God, enlightened through the Word of God by the Holy Spirit. Thus knowledge of the true God plays a decisive role in the understanding of our everyday experience and of all educational activity.
  9. GOD'S KINGDOM: That the kingdom of God embraces all of creation, and thus it transcends all political and temporal boundaries. The ultimate purpose of our teaching and learning is to broaden and increase the depth of understanding of God's kingdom.
  10. CALLING: That God's people may be called to work in a broad spectrum of occupations in God's kingdom. The calling of believers is to know God's Word and his creation, to consecrate the whole of their lives to the establishment of God's kingdom, to love their fellow human beings, to be stewards of all that God entrusts to their care, and to transform culture, bringing it into subjection to Christ.
- B. Based on the above-mentioned principles from God's Word, we further affirm:
1. SCHOOLS: That the purpose of Christian schools is to educate God's children for lives of obedience in their calling in this world as image-bearers of God and thus to enable God's people to be effective servants and stewards in God's kingdom.
  2. PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and Christian parents should accept this responsibility in view of the covenantal relationship

which God has established with believers and their children. We believe that Christian schools staffed by Christian teachers provide one of the most effective ways for parents to carry out the responsibility for educating their children.

3. TEACHERS: That Christian teachers have a unique responsibility to educate the students under their care in obedience to God.
4. STUDENTS: That the Christian school must recognize that each student is created in the image of God, taking into account the variety of abilities, needs and responsibilities of young persons. The school must treat all students fairly, regardless of intelligence, athletic ability, race, sex, wealth, nationality, or any other human distinction.
5. COMMUNITY: That because God's covenant embraces the whole Christian community and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation of the Christian community to support Christian education, to pray for it, to work for it, and to give generously for its support.
6. RELATIONSHIP TO THE GOVERNMENT: That government is an instrument of God to promote righteousness and justice and to curb evil. As such it is to be obeyed insofar as its laws do not contradict the laws of God. Although we recognize the responsibility of the government to ensure that education is provided for our children, it is the responsibility of parents to determine the nature of that education. In view of the fact that the government has regulated education in an increasingly secular way, parents and the school must continually make sure that such regulation by the government does not interfere with the Christian education of the children.
7. RELATIONSHIP TO THE LARGER SOCIETY: The school exists in a larger society, or community, which consists of believers and unbelievers. The school owes to that society the duty of educating students to be responsible citizens of that society as well as of God's all-embracing kingdom.

#### Article IV - Membership - Status and Rights of Membership

##### A. Full Membership

Any persons 18 years of age or older are eligible for full membership if they:

1. Express sincere and firm commitment to Jesus Christ as Lord and Savior of their life; and
2. Affirm agreement with Articles II and III; and
3. Are:

- a. parents or guardians of students attending the Association's school, or
- b. parents or guardians of students attending one of the South Suburban Christian Schools, or
- c. persons who support the Association with an annual recorded contribution of not less than 1% of the tuition for that year.

Full membership includes the right to vote at the meetings of the Association and eligibility to serve on the Board of Directors (hereafter referred to as the Board) and its standing committees. Only full members in good standing are entitled to these rights. Any member may withdraw from membership in the Association by notifying the secretary of the Board.

B. Associate Membership

Any persons 18 years of age or older are eligible for associate membership if they:

- 1. Express sincere and firm commitment to Jesus Christ as Lord and Savior of their life; but
- 2. Cannot affirm agreement with Articles II and III; and
- 3. Are:
  - a. parents or guardians of students attending the Association's school, or
  - b. parents or guardians of students attending one of the South Suburban Christian Schools, or
  - c. persons who support the Association with an annual recorded contribution of not less than 1% of the tuition for that year.

Associate members may speak and shall have the privilege to vote at the meetings of the Association, but may not serve on the Board or on the standing committees of the Board.

C. Parents or Guardians who are not Full or Associate Members

Parents or Guardians who do not

- 1. Express sincere and firm commitment to Jesus Christ as Lord and Savior of their life; nor
- 2. Affirm agreement with Articles II and Article III nevertheless,

3. Agree to have their child taught according to the philosophy of South Christian High School and accept the conditions and requirements of all other official policies and procedures of the Association.

These parents or guardians will have no privilege of voting or serving on the Board or standing committees of the Board. Their children will be accepted in the school only with the approval of the Education Committee upon the recommendation of the administrator.

D. Procedures

1. Tuition fees paid by parents or guardians shall substitute for membership fees.
2. New membership fees must be paid 30 days prior to voting at any Association meeting.
3. Renewal membership fees must be paid 7 days prior to the annual Association meeting.

Article V - Association Meetings

- A. The annual school Association Meeting shall be held in May and shall be the principal business session of the year. Directors shall be elected and the budget for the ensuing year shall be adopted.
- B. Special Association Meetings may be called at any time by the Board.
- C. The Board shall call a special meeting of the Association whenever it is petitioned to do so by the membership. Signatures of 25% of the full membership must appear on the petition.
- D. Notice for all meetings shall be given by general written announcement to the Association's members not less than two weeks prior to the meeting at which time the Board, at its discretion, may confirm the voting membership. Those full members who appear at the time and place specified shall constitute a quorum.
- E. For the election of directors, voting shall be by ballot. All other decisions shall be made by oral vote unless otherwise requested at the meeting. The majority (one-half plus one) shall rule in all cases except where otherwise required by this Constitution.
- F. Absentee ballots will be mailed to all persons who request them from the school office and who qualify as members of the Association. Absentee ballots must be accepted on the first ballot subject to approval of those present at the meeting.
- G. The voting process for directors shall have two steps. In the first step, the two nominees with the highest number of votes shall be elected to the Board (any

tie votes shall be resolved by lot). In the second step, two additional directors (plus any additional director(s) necessary to fill any vacancy or to succeed a director appointed by the Board pursuant to Article VI.A) shall be chosen by lot from the remaining six nominees. The identity of directors elected versus chosen by lot will remain confidential.

- H. The Board shall prepare the agenda for each meeting, but matters not listed on the agenda may be brought up for discussion and referred to the Board for consideration.
- I. Members may present their proposals to the annual meeting provided a copy of the same has been filed with the Board thirty days prior to the annual meeting.
- J. All proposals referred to the Association for decision shall be published and distributed two weeks prior to the meeting at which action is to be taken.
- K. All Association meetings shall be ruled by *Robert's Rules of Order* when not in conflict with this Constitution.

#### Article VI - Board of Directors

##### A. Membership

- 1. The Board shall at all times be composed of twelve directors. Directors shall be chosen from nominees intended to provide diversity in geography, church representation, and gender, and to address the identified needs of the Board.
- 2. Four directors shall be elected to the Board each year. They shall serve a three year term and are not eligible for re-election until a lapse of two years has taken place. Directors elected in May shall begin their term in July.
- 3. Any vacancy in the Board occurring between the annual meetings may be filled by the Board. Such a director shall serve until a successor is elected at the next annual meeting.
- 4. Two candidates for each vacancy shall be nominated by the Board. These candidates shall be presented by a committee composed of four directors and, if needed, two Association members who are not directors. The names of the candidates shall be published not less than two weeks prior to the Association Meeting.

##### B. Qualifications of the Board of Directors

- 1. Only full members are eligible to be directors. They must affirm their agreement with Articles II and III.
- 2. All directors must manifest themselves to be dedicated to the ideals of

Christian elementary and secondary education and to the promotion of these ideals.

3. All directors shall normally be members in good and regular standing of a church that subscribes to the Reformed confessional standards. All such directors shall demonstrate an understanding of Christian education from that perspective.
4. Any person who affirms Articles II and III but who is not a member of a church that subscribes to the Reformed confessional standards may be considered to serve as a director if he or she is able to demonstrate an understanding of the Reformed faith and this perspective of Christian education.

C. Duties of the Board of Directors

The duties of the Board shall be to oversee the policies determining control, direction, supervision, and overall operation of South Christian High School in accordance with the Constitution as mandated by the Association. The policies of the Board shall be incorporated in a manual.

Support staff will be hired under the supervision of the Administrator. The Board will approve or disapprove the hiring of support staff following the administrator's recommendation.

D. Meetings of the Board of Directors

1. Regular meetings of the Board shall be held at least ten times per year. Directors shall be notified of the time and place of each meeting. Attendance at all called meetings is compulsory. Non-attendance could be grounds for dismissal or a request for the resignation of the non-attending director.
2. Eight directors shall constitute a quorum at any meeting of the Board.

E. Board Officers

The officers - president, vice-president, secretary, treasurer, and vicar - shall be elected annually by the Board from its membership. These officers shall constitute the Executive Committee.

1. It shall be the duty of the president to preside at all meetings of the Board and Association.
2. In the absence of the president or at the president's request, the vice president shall assume the duties of the president.
3. The secretary shall take care of the official documents of the Association; the secretary shall conduct all correspondence and enter into the records of the Association the minutes of all meetings of the Association and Board.

4. The treasurer shall oversee the Association funds as they pertain to the operational expenses of the school. The treasurer shall report regarding the Association finances at the monthly meetings of the Board and at regular meetings of the Association. The treasurer shall be a member of the Finance Committee.
5. The vicar shall substitute for the secretary in his/her absence.

F. Committees of the Board

1. Executive Committee

- a. This committee assures the effective organization of the Board to accomplish the purposes of the school.
- b. This committee appoints all members of the standing committees and the chairpersons of committees which are not appointed ex officio.
- c. This committee regularly evaluates the performance of the principal and makes recommendations to the Board regarding his/her contract for the following school year.
- d. This committee assures effective Association meetings and the orientation of Board members.

2. Building and Grounds Committee

This committee shall be responsible for the care and improvement of all facilities owned by the Association.

3. Education Committee

- a. This committee has the responsibility to keep the Board informed and to make recommendations regarding the Christian character of both instruction and curriculum.
- b. This committee shall carefully consider the character, training, and other qualifications of all professional employees. After such consideration they shall recommend to the Board the employment or termination of employment of all professional employees.
- c. This committee has the responsibility to review periodically all matters of policy pertaining to the educational program and is mandated to keep the Board informed of the educational program and to recommend changes to the Board.

d. An administrator of the school shall be a member of this committee and shall have voting privileges. The administrator shall, subject to the direction of the Education Committee in particular and the Board in general, have control and supervision over all matters pertaining to the educational program.

4. Finance Committee:

- a. This committee shall recommend to the Board a budget for the ensuing year.
- b. This committee shall make recommendations to the Board as to the manner in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources.
- c. This committee shall make plans for a system of income. This implies knowledge of the sources and supervision of methods or agents used to obtain funds.
- d. This committee shall review all Association accounts annually.

5. Nominations Committee

This committee shall be appointed by the Board and shall be composed of four directors and, if needed, two Association members who are not directors. This committee shall compile a list of potential director nominees for Board approval. Each potential nominee shall demonstrate to the Committee an understanding of the Reformed faith through a process the Board determines to be appropriate. The committee will then select the eight most qualified and consenting persons from that approved list. These final eight nominees and their written profiles are to be presented to the Board no later than the April Board meeting for approval. The names of the nominees shall be published not less than two weeks prior to the Association meeting.

G. Removal of Directors of the Board

The Board may remove an individual director, if the director no longer qualifies under Article VI.B. At a duly constituted Board meeting, a two-thirds majority of the entire Board is required to remove this director. The director so removed has a right to appeal his case to the Association. Under these circumstances, 25% of the association membership must sign a petition on behalf of the removed director.

Article VII - Employee Requirements

- A. All employees shall normally be members in good and regular standing of a church that subscribes to the Reformed confessional standards.

- B. All employees shall affirm, in writing, agreement with Articles II and III and thus declare their unconditional acceptance of the fundamentals and purposes of this Association.
- C. Any person who affirms Articles II and III but who is not a member of a church that subscribes to the Reformed confessional standards may be considered for employment if he or she is able to demonstrate an understanding of the Reformed faith and this perspective of Christian education.
- D. All employees shall manifest themselves to be Christians by their conduct, and must manifest themselves to be dedicated to the ideals of Christian education.
- E. All employees shall be appointed by the Board, upon recommendation of the Education Committee. The Board must strive for excellence in the qualifications of all employees.
- F. All professional educational personnel shall be employed under the terms set forth in the Staff Manual. All coaches are employed under the terms set forth in the *Coaches Handbook*.
- G. The principal shall be granted full knowledge and full voice in the employment and termination of employment of all personnel.
- H. All employees are expected to enroll their children in a CSI (Christian School International) school. Requests for exemptions to this policy must be communicated, in writing, to the Board.

#### Article VIII - Fiscal Policy:

- A. All parents or guardians shall be presented with a schedule of financial support as their share of the school's operating expenses. All parents or guardians who are two months behind in their schedule of financial support shall be so notified. They shall then be required to make acceptable financial arrangements or face the possibility of dismissal of their children from school.
- B. No committee of the Board shall, without the approval of the Board, expend funds in excess of its budgeted allotment.
- C. The fiscal year of the Association shall be from August 1 to July 31 of the following year.
- D. Power to borrow money - The Board, at its discretion, is empowered by the Association to borrow up to 5% of its current operating budget in instances of real need.

#### Article IX - Constitutional Changes

- A. The Basis, Purpose and Objective of the Association as expressed in Article II may not be changed.

- B. The remaining articles may be changed, modified, or amended by means of the following procedure:
1. The Board, by a simple majority, may propose a constitutional change.
  2. Members of the Association may request a change, modification, or amendment.
    - a. Such a request must be written and signed by 10% of the full membership referred to in Article IV.A. of this Constitution.
    - b. Copies of this request shall be presented to all directors two weeks before the next regular meeting of the Board.
    - c. The Board shall consider requests for change carefully and recommend the adoption or rejection of the change to the Association.
  3. Any proposed change shall be presented in written form to the Association members two weeks before a meeting of the Association is called to vote on the change.
  4. A two-thirds (2/3) majority of the Association members present shall be required to effect a change.

#### Article X - Dissolution

In case of dissolution of the Association, the property and monies belonging to the Association shall be donated after liquidation to such a Christian Educational cause as the Association may determine. A one year waiting period shall be in effect prior to liquidation of the property.

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