****

**CONSTITUTION OF SCHOOL NAME
an Institution of the South Atlantic Conference Association of Seventh-day Adventists**

**ARTICLE I: NAME**

This organization shall be known as SCHOOL NAME (SCHOOL ACROYNM).

**ARTICLE II: PURPOSE**

The purpose of this organization shall be defined by its Mission and Philosophy:

1. Mission Statement

The SCHOOL ACROYNM family exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

1. Our Philosophy

SCHOOL ACROYNM is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

1. Develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39.
2. Master the basic academic skills.
3. Value labor, physical and mental, as the blessing God intended.
4. Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.
5. SCHOOL ACROYNM will operate in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church and its subsidiary offices of education at the Southern Union Conference of Seventh-day Adventists and the South Atlantic Conference Association of Seventh-day Adventists.

**ARTICLE III: ORGANIZATION**

The constituency of the school shall consist of:

1. Members in good and regular standing of the CONSTITUENT CHURCH(ES) NAMES Seventh-day Adventist Church, and other churches as may be organized and accepted into constituency membership as provided below:

Any Seventh-day Adventist Church which desires to become a member of this constituency shall make formal written application to the School Board.  Acceptance into membership shall be only by majority vote of any regularly or specially called constituency meeting and as stipulated by agreement for remuneration of the constituency fee (subsidy).

**ARTICLE IV: DUTIES OF THE CHURCH**

It shall be the duty of each constituent church to support the school by the following:

A.    Appointing ~~its~~ representatives to the School Board and the Home and School Association.

B.   Provide financial support for the school operations, including student aid.   Funds so raised for basic operations as well as student aid will be administered by the SCHOOL ACROYNM Administrative Secretary/Treasurer, under the guidance of the combined CONSTITUENT CHURCH(ES) NAMES Seventh-day Adventist Church and SCHOOL ACROYNM finance committee, to distribute church subsidy and student aid funds that come from the church and all other sources.

1. The duties of the SCHOOL ACROYNM Administrative Secretary/Treasurer are to:
2. No later than early September, recommend to the church board the budget required for tuition assistance.
3. No later than early October the church is to establish and communicate its budget to the SCHOOL ACROYNM administration.
4. Make decisions in conjunction with the SCHOOL ACROYNM administrator and finance committee, regarding disbursement of tuition assistance/student aid.
5. Review and approve/reject applications for tuition assistance.
6. Authorize the distribution of tuition assistance funds from the church and all other sources as per approved budgets.

C.              Participate in all meetings. Constituent churches will participate in regularly scheduled SCHOOL ACROYNM Board and Constituency meetings as noted in Article IX, and assume their financial responsibilities to SCHOOL ACROYNM.

**ARTICLE V: CONSTITUENCY MEETING**

Duties of the School Board to the church constituency shall be as follows:

1. An annual constituency meeting shall be called each year in June as the final board meeting, and announced by the SCHOOL ACROYNM administrator. This annual constituency meeting shall be conducted as a year in review.
2. A quorum shall consist of a minimum of not less than 50% of school board representatives.

C.     Emergency or special meetings of the constituency shall only be called by the SCHOOL ACROYNM administrator on behalf of the School Board.

D. Notification of Meetings:

1.    Notice of the annual constituency meetings or special meetings shall be given to the church in time for an announcement to be made on two successive Sabbaths.

2.  Emergency meetings may be called provided notice is given to the church in time for an announcement on at least one Sabbath.

E. Constituency meetings shall be presided over by the Conference Superintendent of Education or his designee.

F.    Constituency agenda items shall be submitted in writing to the chairperson or Secretary of the School Board (the SCHOOL ACROYNM administrator) at least one week prior to the duly called meeting.  Only agenda items approved by the School Board Chair and SCHOOL ACROYNM administrator may be considered for action.  The agenda will be available at the school upon request after approval by the principal and School Board chairperson.

G.   The Secretary of the School Board shall be responsible for minutes of all constituency meetings and for keeping them on file.

**ARTICLE VI: SCHOOL BOARD**

Section I: The School Board shall consist of the following:

1. The Superintendent of Schools (and/or his designee, the Associate Superintendent of Schools who is selected as the school nurturer), ex-officio.
2. The school principal, ex-officio.
3. The CONSTITUENT CHURCH(ES) NAMES Seventh-day Adventist Church head pastor, ex-officio.
4. The school treasurer, ex-officio.
5. The Board Chair.
6. The Home and School Association leader.

1. The Church Board will select the Home and School Leader, based on recommendation by the SCHOOL ACROYNM administrator and School Board Chair.  Following that person’s acceptance, the Home and School leader will work with the church and SCHOOL ACROYNM boards to nominate two (2) Home and School members.  The Home and School Leader and members so nominated will be ratified by a vote of the SCHOOL ACROYNM board.  The Home and School group will assume responsibilities beginning July 1 of the fiscal year.

G. Three (3) additional members who are not ex-officio.

Section II: Appointments to the School Board.

1. Membership Requirements.

Per the *School Board Manual for Seventh-day Adventist Schools* (Ref. 1135-A, 1135-B, 1135-C, and 1136):

1. Members of the School Board shall not have a conflict of interest and will sign a yearly statement stating such.
2. Members of the same family (parents, children, siblings, spouses, in-laws) of full-time staff members shall not be elected to the school board, with the exception of a husband-wife teaching and/or office team. Any exception to this must be approved by the local conference office of education.
3. Members must have a commitment to Seventh-day Adventist education as evidenced by:

	1. Having his or her own children enrolled at SCHOOL ACROYNM, or
	2. Support SCHOOL ACROYNM through various contributions even though s/he may not have children enrolled in the school.
	3. They are faithful tithe payers.
	4. They are committed to following all denominational education polices
	5. They are committed to following the *School Board Manual for Seventh-day Adventist Schools* and the *Southern Union Education Code PreK-12*.
	6. They are Seventh-day Adventist Church members in good and regular standing in the constituent church.
4. Appointments of school board members:
5. It is desirable that not more than half of the School Board members are elected each year to maintain continuity. Those school board members that are not ex-officio (a total of five) who are needed to be appointed, the church nominating committee shall appoint constituency church representatives to the School Board in consultation with the school principal.  These representatives shall be elected to a two-year term of office.  Members of the School Board shall take office July 1, and shall serve for two school years.  The total number of School Board members, including ex-officio members, is not to exceed nine (9).

2.        Elected members shall serve no more than two (2) consecutive 2-year terms.

3.      Whenever a vacancy occurs, it shall be the duty of the constituent church board to appoint a new representative to serve the remainder of the term. This is to be done as indicated in paragraph 1 immediately above.

4. Any elected board member missing three (3) consecutive, regularly scheduled, meetings of the school board will be automatically removed from the board.  The vacant board position will then be filled by the constituent church board. This is to be done as indicated in paragraph one (1) immediately above.

Section III: Employment

A.        Employment of Instructional Personnel (*School Board Manual for Seventh-day
Adventist Schools* Ref. Code 4113, 4125).

Employment of instructional personnel at SCHOOL ACROYNM is by the authority of the South Atlantic Conference Association of Seventh-day Adventists PreK-12 Board of Education (Ref. Code 4113, 4125). Teachers are conference employees. The congenial working relationship between the school administration, teachers, pastor, board members, and constituency fosters a healthy climate for Adventist Education.

1. In employing individuals for work for the school, the School Board should select other than members of their families to avoid the appearance of conflict of interest.

Section IV:            School Board Quorum (*School Board Manual for Seventh-day Adventist
 Schools* Ref. Code 1142.113).

A.    A quorum to transact business shall consist of a simple majority of the elected board members (three) and at least two ex-officio members.

**ARTICLE VII: OFFICERS AND COMMITTEES**

Section I:            School Board Officers.

1. The Superintendent of Schools (and/or his designee, the Associate Superintendent of Schools who is selected as the school nurturer), ex-officio.
2. Chairperson, who should not be related to any other member of the school board.
3. The school principal, ex-officio.
4. The constituent church’s head pastor, ex-officio.
5. The school treasurer, ex-officio, unless related to the principal then the school treasurer will act as a non-voting school board member.
6. The Home and School Association leader, unless related to the principal then home and school leader will act as a non-voting school board member.
7. Three additional members selected as indicated in Article VI, Section II.

Section II: Committees

The School Board shall appoint the following committees to act in its behalf for the administration of the school:

A.  Executive Committee

* 1. School Board Chairperson – Chair
	2. Principal
	3. Head Pastor
	4. SCHOOL ACROYNM Treasurer, unless a conflict of interest is present with another member of the executive committee
	5. Home and School Leader, , unless a conflict of interest is present with another member of the executive committee

B. Personnel Committee

1. Superintendent of Education or his designee (when hiring a Conference funded employee)
2. School Board Chairperson
3. Principal—Chair
4. Constituent Church’s Head Pastor
5. Ex-Officio members of any other committee designated by the School Board:
6. SCHOOL ACROYNM Board Chairperson
7. Principal
8. Home and School Leader

 **ARTICLE VIII: DUTIES OF THE OFFICERS**

All officers shall hold office until their successors are duly elected and assume their responsibilities, unless the officer is being removed from office. Their duties to the Board shall be as follows:

A. Chairperson (*School Board Manual for Seventh-day Adventist Schools* Ref. Code
 1146.120):

* 1. To call and preside over board meetings.
	2. To serve as a consultant to the principal in preparing an agenda for board meetings.
	3. To become acquainted with and follow parliamentary procedures at board meetings.
	4. To encourage discussion that is relevant to agenda items.
	5. To become acquainted with the school program and confer with the principal on items pertaining to the operation of the school.
	6. To support the principal in his administration of the school.
	7. To act as the liaison with individual churches to ensure communication, and in the presentation of school items pertinent to the SCHOOL ACROYNM constituency.
	8. To inform the Superintendent of Education or his designee of the progress of the school program and special problems and needs, especially dealing with finances and personnel.
	9. To be able to sign school checks in the absence of the school treasurer or principal.
1. Principal (*School Board Manual for Seventh-day Adventist Schools* Ref. Code 1146.122):

The SCHOOL ACROYNM principal serves as the secretary to the local Board of Education.

1. To call board meetings and act in the place of the chairman's absence (i.e. vice chair of the School Board).
2. To perform such other duties as the School Board shall direct.
3. To keep the minutes and other records of the School Board and of the constituency meetings.
4. The Board Secretary shall submit copies of the minutes to the School Board members and the South Atlantic Conference Association of Seventh-day Adventists Office of Education.
5. When School Board action requires constituent churches' approval, the secretary shall supply the local church clerk with written minutes of the School Board's action at least one day before the scheduled church business meeting.
6. To carry on the necessary correspondence of the School Board.
7. To implement School Board actions.
8. Treasurer (*School Board Manual for Seventh-day Adventist Schools* Ref. Code
 1146.124):
9. Keep all financial records.
10. To collect and deposit all school monies.
11. To disburse funds as counseled by the finance committee.
12. To present a monthly financial statement to the SCHOOL ACROYNM School Board.
13. To send, or cause to be sent, school charges and invoices to parents or guardians.
14. Paying bills related to the operation of SCHOOL ACROYNM.

**ARTICLE IX: DUTIES OF THE SCHOOL BOARD**

It shall be the duty of the School Board (*School Board Manual for Seventh-day Adventist Schools* Ref. 1133.104, 1147.116):

1. To organize itself by July 1 by electing its officers and supporting the standing committees. The Superintendent of Schools of the South Atlantic Conference or the designated representative, or, in their absence, the principal shall preside as chairperson of the school board until the new chairperson has been elected.
2. To work in cooperation with the school principal.
3. To hold regular board meetings monthly, except the months of July and December.
4. To notify the constituent church board(s) when officer vacancies occur.
5. To counsel with Conference officials, during regularly scheduled board meetings, in procuring and maintaining an adequate teaching staff. This will be done in part by  periodic checks which will be made by the principal of the teaching staff and final recommendations for the coming year be rendered to the School Board not later than February of each year.
6. To operate the school in harmony with the principles and policies of this constitution and the policies of the South Atlantic Conference, Southern Union Conference of Seventh-day Adventists, and the State of South Atlantic.
7. To provide the equipment and conditions essential for the general welfare and efficient operation of the school at a high scholastic level.
8. To call annual and special constituency meetings.
9. To prepare and submit a financial budget as and when it is required by the Conference.
10. To attend to any and all other matters which would naturally come under the responsibility and jurisdiction of the local School Board.
11. Major disciplinary problems are to be brought to the attention of the School Board for appropriate action as outlined by the school handbook.

**ARTICLE X: DUTIES OF THE PRINCIPAL**

The principal is to be a faithful member of the Seventh-day Adventist Church. He is the chief administrator of the school, with the responsibilities and functions as designated by the South Atlantic Conference PreK-12 Board of Education and school operating board policies (*School Board Manual for Seventh-day Adventist Schools* Ref. Code 4162). The principal’s role is more than administrator, teacher, coach and mentor. The Adventist principal is a commissioned minister. Inasmuch as the pastor is the spiritual leader of the church, the principal is the spiritual leader of the school, promoting a personal Christian commitment on the part of each student.

The principal of SCHOOL ACROYNM is the person designated as the administrator of the school since the school has four or more full time teaching budgets, including the principal. Responsibilities of the principal include (*School Board Manual for Seventh-day Adventist Schools* Ref. Code 4162.136):

1. Implement the administrative policies of the Conference Board of Education and the operational policies of the school in conjunction with the staff.
2. Serve as the agent of the local school board.
3. Provide leadership and supervision in the implementation of curriculum.
4. Provide supervision and evaluation of teachers and support staff.
5. Work with staff to develop a daily/weekly schedule.
6. To be responsible for developing and maintaining an accurate record-keeping system in compliance with conference board of education, and federal and state record-keeping standards to ensure the security of the school including:

	1. Student scholastic, health, attendance, and behavioral records.
	2. Minutes of faculty meetings.
	3. Minutes of school board meetings.
	4. Evaluation of the School Improvement Plan and progress.
	5. Accident records and copies of incident reports.
	6. To keep suspected child abuse records and make necessary reports to appropriate agencies.
	7. To accept the responsibility of being the spiritual leader of the school.
	8. To represent the school as the spokesperson.
7. Maintain student conduct consistent with the guidelines of the Conference Board of Education and specific policies adopted by the local board of education.
8. Develop an adequate budget to operate the school, and operate within the approved budget.
9. Supply all reports to necessary agencies.
10. Develop and maintain positive community relationships, and communicate to the board and the constituency the programs and plans of the school.
11. Arrange orientation programs for prospective students.
12. Maintain discipline in accordance with Christian principles.
13. To serve as secretary/vice chair to the school’s board of education.
14. To maintain effective working relationship with local public school officials and civic leaders.
15. To acquaint parents and other patrons with policies and procedures of the school.
16. To be involved in the employment practices of the Conference Board of Education.
17. To arrange for the preparation of the annual school handbook.
18. To supervise the maintenance of the school plant, grounds, equipment, supplies, and all school property.
19. Overseeing the facilities usage of the school and grounds.
20. To provide for planning adequate recreational supervision.
21. Oversee a sound recruiting program.
22. Develop an emergency disaster and evacuation plan including regular activities for practicing these plans.
23. Be responsible for the school safety program.

**ARTICLE XI: AMENDMENTS**

Amendments shall be made as follows:

A.        Written notice must be published at least two weeks in advance of the constituency meeting.  This written notice shall be published by the School Board in the constituent church(es) bulletin(s) and shall state that new amendments or revision to standing amendments to the school constitution are being considered.  This notice will indicate where constituents can go to see or request a copy of the proposed amendments (e. g. posted in the foyer, available from the school office, or posted on a website).

B.        Amendments must be approved by a majority of the qualified members in good standing in attendance at an officially called constituency meeting.

 **ARTICLE XII: NON-DISCRIMINATION POLICY**

It is the policy of the Seventh-day Adventist Church in all its church operated schools on elementary, secondary, and higher educational levels in the United States, to admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination on the basis of race, gender, or ethnic origin in administration of educational policies, applications for admission, scholarship programs, and athletic or extra-curricu1ar programs.