

Annapolis Christian Academy

By-Laws

AdoptedMarch 29, 2001
RevisedSeptember 13, 2004

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Article I Name of School

The name of the school shall be Annapolis Christian Academy.

Article II Objectives and Statement of Faith

Section 1 Objectives

Our Vision: Annapolis Christian Academy aims to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding and wisdom, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude toward God.

Our Mission at Annapolis Christian Academy is to assist parents in their biblical responsibility to educate their children through the proven combination of the Christ-centered curriculum and the classical approach to learning.

Section 2 Statement of Faith

We believe the Bible to be the only inerrant, authoritative Word of God.

We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. He is omnipotent, omniscient and omnipresent.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through 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.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone.

We believe faith without works is dead.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost--they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

As a matter of firm policy, it is mandatory that all board members and staff of Annapolis Christian Academy subscribe to the above statement of faith by written statement.

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Article III Offices

The principal office of the Academy in the State of Texas is located in Corpus Christi, Texas at the site of the school at 3346 Airline Street, in the county of Nueces. The offices may be maintained at this location but may, from time to time, be changed at the discretion of the board of directors.

Article IV School Board of Directors

Section 1 Election and Tenure

At any one time there shall be serving on the Annapolis School Board no fewer than five and no more than eight board members, to consist as follows: five founding members (with the possibility of one of these members on sabbatical status, for up to one year, at any given time, leaving the possibility of only four founding members actively serving at a time); and up to three appointed board members, thus filling a maximum of no more than eight seats.

The founding board members are those members who founded the school and/or are committed to continuing the vision of the school in the long term. If for any reason, a founding board member resigns from the board, the remaining founding board members may select a replacement, but only by unanimous vote of the founding members.

The appointed board members are selected by unanimous vote of all current board members and serve for a period of three years. Terms of the board (members) will run concurrent with the fiscal year. Appointed board members can serve additional terms, with a unanimous vote of the whole board after the first term.

Section 2 Qualifications for Board Membership

Prospective board members shall:

Provide a written testimony to their faith and growth in Christ.

Be a member of a local evangelical church.

Wholeheartedly support the school's statement of faith, vision, mission, and objectives without reservation.

Be committed to the classical model of education and be willing to attend conferences and obtain additional training concerning classical and Christian education.

Contribute financially to the school as the Lord directs.

Be prepared to commit to devoting time and interest to board meetings, as well as undertaking committee responsibilities in such areas as; finances, development, curriculum, public relations, personnel or building and maintenance.

Be a parent, or former parent, of student(s) at Annapolis with all school-aged children in their family enrolled at Annapolis. This stipulation may be waived in unusual circumstances due to physical or learning disabilities,

which might prohibit a child's ability to participate in the school.

Be prepared to promote the school in the community.

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Section 3 Vacancies

The board may fill a vacancy due to member and/or board action, death or resignation.

In all such circumstances, the board shall remain sensitive to the needs and desires of the parents and students, and to the spiritual mission of the school.

Any vacancy occurring in the board of directors may be filled by the unanimous affirmative vote of remaining directors.

Section 4 Ex-officio Board Members

The board of directors may designate non-voting, ex-officio members of the Annapolis School Board by a two-thirds majority vote of the full board. Their term of service will continue at the discretion of the board. At the direction of the board, non-voting ex-officio members may be designated as secretary of the board.

Section 5 School Administrator

The board by a two-thirds majority vote shall employ a chief administrator whose duties shall include, but not be limited to, prequalifying all staff, hiring support staff, developing budgets, preparing financial statements, maintaining the spiritual quality of the school, developing the curriculum, dismissing staff, and all day-to-day administrative duties. While matters of staff policy shall remain the primary duty of the school administrator, no permanent hiring or termination decision shall become final without the concurrence (by majority vote) of the board, or the board's designated committee.

Article V Officers of the Board

Section 1 Number

The board shall elect annually from its ranks a chairman, vice chairman, treasurer and a secretary. Such other officers and assistants as may be deemed necessary may be elected by the board. Any two or more offices may be held by the same person except the offices of chairman and secretary.

Section 2 Election

The officers of the board shall be elected annually by the board of directors at the first meeting held in July. Each director and officer shall hold office until his successor shall have been duly elected.

Section 3 Removal of Officers

Any elected officer or agent may be removed from office by the board of directors whenever in its judgment the best interests of the school will be served thereby. Three consecutive absences from regular board meetings constitute valid grounds for removal from office. A board officer may be removed from the board by a unanimous vote of the board members not under consideration.

Section 4 Removal of Board Members

Three or more sitting board members may petition the board for removal from the board of any board member they feel lacks a basic commitment to the school's statement of faith, goals of the school, or wisdom and diligence in matters brought before the board. A board member may be removed from the board by a unanimous vote of the board members not under consideration.

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Section 5 Chairman

The chairman shall, when present, preside at all meetings of the board. He may sign with the secretary, or any other full and proper officer there unto authorized by the board, any checks, deeds contracts or other instruments, which the board has authorized to be executed.

Section 6 Vice-Chairman

In the absence of the chairman, or in the event of the inability of the chairman to act, the vice chairman shall perform the duties of chairman.

Section 7 Secretary

The secretary or his designee shall (a) keep the minutes of the proceedings, (b) see that all notices are duly given in accordance with the provisions of these by laws or as required by law, (c) keep a current, valid post office address of each board member, (d) sign with the president of the board any legal instrument approved by the board, and (e) generally perform the duties of the office of secretary of the board including such other duties as from time to time may be assigned by the chairman or the board.

Section 8 Treasurer

The treasurer or his designee shall: (a) have charge of and be responsible for all reporting and accounting of funds of the school, (b) receive and give receipts for moneys due and payable to the school and deposit all such moneys in the name of the school in such banks or other depositories as shall be selected by the board, (c) in general perform all duties incidental to the office of treasurer as set out by the board and (d) any designee shall be selected by the chief administrator, and approved by the board.

Article VI Committees of the Board

Section 1 Executive Committee

An executive committee, comprised of the chairman, vice chairman, and treasurer (advised by school administrator), duly appointed by the chairman and the full board may, in the absence of the full board exercise all authority of the board to the extent of the full board authorization. The purpose of the executive committee is to address specific time sensitive issues that cannot wait for a regularly scheduled board meeting.

However, said authorization shall not enable the executive committee to incur indebtedness, sell or lease school property, revoke or amend the by-laws, hire staff, or establish policy.

Any executive committee action must be by unanimous vote or the matter must be taken to full board for review.

Section 2 Ad hoc Committees

The board of directors may, by resolution passed by a majority, designate such ad hoc committees as may be appropriate, consisting of one or more board members and others, as deemed necessary to carry out the activities and purposes of the board. All committees serve at the pleasure of the board and may be comprised of board members, regular and ex-officio, parents or any others who may be approved to serve.

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Section 3 Standing Committees

The board will maintain standing committees whose purpose is to assist in specific areas of school operation as defined in the policy manual.

Article VII Meetings

Section 1 Regular Meetings of the Board

Regular meetings of the board will be held at intervals of not less than once per month, at regularly designated places, and at pre-announced times.

Section 2 Special Meetings

Special meetings may be called as long as all board members are notified in advance.

Section 3 Decorum

All meetings of the board shall be conducted according to Roberts' Rules of Order using a printed, pre-published agenda. Minutes of all regular board meetings will be published and maintained in a permanent binder in the school office.

Section 4 Quorum(s)

Over fifty percent of the voting members of the full board shall constitute a quorum for full board action. Board proxies by phone (to chairman) may only be held for specific issues, exercised on behalf of the issue.

All of the members of the executive committee shall constitute a quorum for the transaction of day-to-day business.

Section 5 Executive Session

The board may, as circumstances dictate, adjourn to closed executive session from time to time as the need to address spiritual, personnel or disciplinary issues arise(s).

Section 6 Board Action

The board will be considered as having formally acted only when, in a duly-constituted meeting, a proposal is moved, seconded, discussed, and passed with a majority of total members unless otherwise noted in the bylaws, and entered in the minutes. Board discussion, consensus, debate, etc. does not constitute formal board action. For adopting or amending by-laws or policy, there must be two readings at separate meetings with appropriate board approval. In summary, board membership issues require unanimous approval, by-law changes require 2/3 approval, and policy and all other actions require a simple majority.

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Article VIII Fiscal Responsibility

Section 1 General Policy

The Board is responsible through the budgeting process to ensure that the day-to-day operations of the school, including facility maintenance, shall be fully funded.

Section 2 Budgets

The board will approve annual operating budgets. The operating budget for the following fiscal year shall be submitted to the board in April with final board action to approve the budget taken no later than July 30th.

Section 3 Financial Statements

It shall be the board's responsibility to ensure that detailed, balanced monthly financial statements are submitted to the board at each regularly scheduled board meeting. All financial statements are subject to final approval by the board.

Section 4 Financial Inspection

The books of Annapolis Christian Academy will be reviewed by an ad hoc committee comprised of qualified persons at no less than yearly intervals. Findings of this committee will be made available to interested individuals with a vested interest in the school.

Section 5 Fund Raising

It shall be the board's responsibility to set policy for the fund raising activities of the school staff and to be responsible for their effectiveness and thoroughness.

Article IX Contracts, Loans, Checks and Deposits

Section 1 Contracts

The board may authorize any officer, or designated agent of the board, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the school.

Section 2 Loans

No loans shall be contracted on behalf of the school without unanimous approval of the board of directors and a minimum of seven days advance written notice to the board members.

Section 3 Checks and Drafts

All checks or drafts issued by Annapolis Christian Academy shall be signed by such officers in such a manner as shall be determined by resolution of the board of directors.

Section 4 Deposits

All funds of the school shall be deposited in such depositories as the board may select.

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Article X Fiscal Year

The fiscal year of the school shall begin on the first day of July and end on the thirtieth day of June each year. Terms of the board [members] will run concurrent with the fiscal year.

Article XI Amendments to By-laws

These by-laws may be altered, amended, or repealed by a two thirds vote of the board at any regular or special meeting, provided a minimum of ten days written advance notice of the special meeting has been mailed to all board members of record at their last known address, specifically enumerating such proposed changes or amendments.