

Kodiak Christian School Bylaws

Preamble

Kodiak Christian School is an organization developed in order to provide the local Christian community, by partnering with parents, a Christ-centered educational program of challenging academics and character development which cultivates the God-given potential of all students to be transforming influences in their world.

Article 1 – Name

The name of this non-profit corporation is *Kodiak Christian School*

Article 2 – Purposes

The purposes of this corporation are:

1. To plan for, finance, construct, manage, and administer a preschool through 8th grade school and any other schools that assist parents and the community in the sacred obligation of teaching their children; that deepen understanding of and appreciation for the Bible; that inspire commitment to Christ; and that promote
2. To provide a dynamic learning community that integrates faith development with academic excellence and to equip students for Christian discipleship in the church and around the world.
3. To strive to meet the standards of ACSI Accreditations

Article 3 – Statement of Faith

1. We believe the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth and 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 future personal return in power and glory. We believe that for the salvation for the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
4. We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
5. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life.

Article 4 – The Board

The Kodiak Christian School Board is a policy-making body which adopts policies in accordance with the limitations and provisions of the Articles of Incorporation. The Board is the governing body of the school, and as such, all facets of the school are under its responsibility and authority.

Section A: *Accountability*

The board shall be accountable to the Kodiak Christian School families through its leadership and actions.

Section B: *Board Members*

1. The Board of the Corporation shall consist of no more than twelve (12) persons who shall serve three year terms.
2. In order to carry out their responsibilities, a Board member must not be a novice Christian but must possess good spiritual maturity, and show good evidence in the control and conduct of his or her family. Board members should be those with leadership talents who will devote sufficient time to the task. Titus 3:17, Titus 1:7-9.
3. Board Members must subscribe to the school's vision.
4. The following shall be required of each board member:
 - a. Personal testimony of salvation;
 - b. Recommendation by church pastor;
 - c. Affirmation of the Corporation's Statement of Faith;
 - d. Membership in a local church; and
 - e. Child or children currently enrolled in the school who had been enrolled during the prior semester.
5. Qualifications 4(d) and 4(e) above may be waived, upon application and on an individual basis, by a two-thirds (2/3) majority vote of the Board.
6. Board Meeting Attendance. Board members will be annually evaluated on the basis of at least 75% expected attendance at board meetings. Any exception to the rule will require a waiver by Board action.


Section C: *Responsibilities*

The following is a general list of Board responsibilities:

1. To be the spiritual leaders of the school, to seek God's will and direction for the school, and to take responsibility for preservation and restoration of right relations, primarily our relations with God.
2. Establish the priorities of the school.
3. Hire one or more qualified administrator(s) as needed for the school
4. Set the salary schedule for the administration, faculty and staff.
5. Nominate candidates for the School Board.
6. Recommend and present the annual budget.
7. Monitor income and expenditures against the budget and take corrective action if needed.

8. Maintain open communication with the faculty, parents, alumni, and friends.
9. Maintain proper relationships with government authorities.
10. Monitor all school activities and make recommendations for improvement.
11. Know the KCS Mission Statement and Key Values, be familiar with the KCS Philosophy of Education, read *Serving God on the School Board*.
12. Be committed to Christian Education as shown by:
 - a. Reading books on the subject of Christian Education as chosen by Board action.
 - b. Attend Christian School Conferences at least once each Board term (3 years) if feasible.
13. Members who have children of school age should have them enrolled in the Kodiak Christian School or request a board waiver.
14. Exercise final authority in the school in all matters as directed by the Articles of Incorporation.

Section D: Elections

1. Board members are eligible to succeed themselves.
2. The Board, by a majority vote, may fill vacancies on the Board for the remainder of a term of an outgoing board member.
3. Each year, three Board seats shall be elected. Board members are elected by vote of the parent(s) of a child or children enrolled in the school(s) of the corporation. If the parent(s) are not of the same household, or non-adopted children are enrolled in the school(s) the custodial parent is eligible to vote.
4. On or before February 1st of each year the Board shall publish notice regarding the number of Board seats to be filled in the April election.
5. Persons wishing to be elected to the Board shall, prior to the second Monday of March, submit to the Board an application for candidacy affirming the qualifications outlined in Article 4 Section B.
6. On or before the April Board meeting of the Corporation, board candidate applications shall be approved and an election ballot created. Approval shall be by majority vote of the Board. Applications shall be disapproved only if the candidate fails to meet the qualifications of Article 4 Section B. The Board shall not endorse a candidate or a particular slate of candidates.
7. The parent(s) of a child or children enrolled in the school(s) shall have one vote for each of the available Board seats. Only one vote may be cast for each candidate.
8. Voting for Board members shall be by signed ballot  on or before April 20th to eligible parent(s). Ballots, to be counted, shall be postmarked no later than May 1. Ballots are confidential. They will be counted by the school secretary and affirmed by the school administrator.
9. The Board shall ratify the results of the annual Board election. The candidate with the most votes shall be given the first available seat, the candidate with the second highest

votes shall be given the second seat, etc. Newly elected Board members are encouraged to attend the May Board meeting of the Corporation for orientation. Newly elected Board members will be seated at the beginning of the June meeting of the Corporation.

Section E: *Meetings*

1. The board shall meet monthly during the academic year and as needed during the summer.
2. The Board shall meet at a location established at the beginning of each academic year.
3. Special meetings may be called by the chair or a majority of board members. Notice by e-mail, writing or telephone, stating the time, place, and purpose of such a meeting shall be given to board members at least five days before the meeting. The requirement of five-day days' notice can be waived by unanimous consent of all board members.
4. With consent of all board members, the board may conduct business according to these Bylaws in meetings other than those with all participants physically present – for example, meetings by email, teleconference, or video conference.
5. The Board shall have an annual meeting of the Corporation in March. The Chairman shall give a report of the actions taken by the Board and the activities and progress of the school or schools. The treasurer shall make a report of financial matters. Reports referred to in this section shall be filed with the Secretary.

Section F: *Quorum*

At least fifty percent of active members, not counting ex-officio members, shall constitute a quorum. At a meeting with a quorum, an action of the majority of the board members present shall be an action of the board unless the board had decided to require a higher level of support for a given action.

Section G: *Board Responsibilities*

1. To attend all board meetings
2. To pray for the school
3. To conduct themselves privately and publicly in a manner that is consistent with being a disciple of Christ.
4. Selecting, hiring, and evaluate the principal.
5. Approving the school's administrative organization.
6. Leading periodic reviews of the school's mission statement and adopting changes.
7. Setting policies that will assist the school in fulfilling its mission and facilitate effective management and operation of the school.
8. To approve the Family Handbook and the Faculty Handbook and to review them annually.
9. Establishing a policy framework to guide the administrator in hiring members of the faculty and staff and, when asked to do so, offering the principal counsel on hiring decisions.

10. Assessing the ever-changing environment and annually approving the school's strategy to respond.
11. Participating in institutional goal-setting and strategic planning and adopting plans when appropriate.
12. Evaluating administrative proposals for adding or discontinuing programs and authorizing any major program changes.
13. Approving annual budgets and non-budgetary expenditures, overseeing the school's financial affairs throughout the year, and supporting efforts to ensure that the school has adequate funding to carry out its mission.
14. Serving as KCS's advocates in the community.
15. Advising the principal on administrative issues.
16. Acting as a court of appeal, when necessary, within the institution.
17. Acquiring, holding and disposing of property and equipment and engaging in such other activities as may be necessary to operate.
18. Reviewing and approving or disapproving of Administrator's recommendations regarding, staff, curriculum, facilities, and programs.

Section H: *Conflict of Interest*

The board shall maintain a current policy related to conflicts of interest. Board members are expected to disclose any actual or potential conflicts of interest in a timely fashion and to avoid even the appearance of a conflict of interest that might cause harm to KCS.

Article 5 – Officers of the Board

Section A: *Terms of Office*

The board shall organize annually an Executive Committee of the Board by electing a chair, vice-chair, secretary, and treasurer from among the members of the board. The term of office shall be for one year or until successors are elected. These officers shall be the legal representatives of the Corporation.

Section B: *Duties of the Chairperson*

The chairperson shall preside at all meetings of the Board and perform the other duties generally incumbent upon his/her office. He/she shall be responsible for setting the agenda of meetings.

Section C: *Duties of the Vice Chairperson*

The assistant chairperson shall serve as chair in the absence of, or at the request of, the chair.

Section D: *Duties of the Secretary*

The board secretary is to maintain and distribute accurate minutes of the board's meetings, conduct official correspondence as directed by the board, ensure that a synopsis of significant

board actions is compiled at the end of each school year, and maintain an accurate set of bylaws regularly incorporating such changes as adopted by the board.

Section E: *Duties of the Treasurer*

The treasurer shall chair the Finance Committee. The treasurer is responsible for the school's financial records, prepares reports for the monthly board meeting, prepares projection of income and expenses to the end of the school year, makes recommendations of investment of various school funds, and prepares information for the budget planning sessions. With regard to tuition assistance, the treasurer and one other board member interview applicants as needed, make allocations according to principles established by the board, and keep all specific personal information confidential.

Section F: *Removal from Office*

Any officer of the board may be removed at any time, with or without cause, by a majority vote of the entire board.

Article 6 – Committees of the Board

Section A: *Standing Committees*

1. Standing Committees shall be Educational, Personnel, Finance, Public Relations, Facilities, Athletic, Technology, and Discipline. Additional committees as determined by the Board may be established.
2. The chairman of each committee shall be appointed from the Board by action of the Board.
 - a. Committee chairmen shall have liberty to appoint their own committees subject to approval of the Board.
3. The administrative head of the school shall be a non-voting member of all committees. S/he will supply information regarding school operations as requested and will evaluate operating implications.

Section B: *Duties of the Committees*

1. Educational Committee - Education Committee shall work with the administrator and teachers to review and make recommendations on specific issues dealing with instructional subjects and practices at KCS as well as keep the board informed on local, state and national issues dealing with education in public and private schools. Specific responsibilities shall, in cooperation with the administrator, include:
 - a. Review admissions, placement, and graduation policies

- b. Review course of study for each grade and textbooks/software to be used
 - c. Review policies on use of library, books, computers and facilities
 - d. Review discipline policies and their administration
 - e. Recommend annual school calendar vacations and in-service(s)
 - f. Project future academic needs of the school
 - g. Review policies regarding extra-curricular activities
2. The Personnel Committee is responsible for conducting interviews with prospective employees and makes recommendations to the board on such matters. Other duties include developing policies that directly relate to the selection, evaluation, retention, compensation, training, and benefits of employees.
3. Finance Committee shall be responsible for reviewing and recommending action on all matters that directly relate to financial and legal activity. The Board Treasurer shall be chairman of this committee. Responsibilities include:
- a. Assembling budget data and controlling expenditures within the annual budget
 - b. Recommending financial policies regarding tuition delinquencies and other matters relating to either accounts receivable or payable,
 - c. Guaranteeing that accurate financial records are maintained of all monies for whatever purpose.
 - d. Maintaining records of all fundraising, corporate grants, wills, annuities and student funds.
 - e. Establishing scholarship guidelines and administering a program to award available scholarship funds.
 - f. Maintaining proper insurance policies and reviewing them annually.
 - g. Conducting an annual review of faculty salaries and the applicable salary schedules.
 - h. Filing all payroll tax forms and income tax returns.
4. The Public Relations Committee shall communicate Christian principles and philosophy of education to the various organizations that are affected by the school operation and publicize the purpose and program of the school as widely as possible. Specific responsibilities:
- a. Preparing promotional materials for general and specific distribution, i.e. annual brochures, regular press releases, announcements of changes in school policies, enrollment publicity, spelling and geography bee contest winners, etc.
 - b. Providing speakers and other representatives of the school for meetings with churches and other civic groups.
5. The Facilities Committee shall be responsible for the maintenance of the buildings and

grounds of the school. Duties include:

- a. Developing a regular maintenance schedule for the upkeep of all facilities.
 - b. Preparing a capital improvement budget to be considered with the annual operating budget.
 - c. Scheduling and supervising all parent work activity on the grounds and in the buildings.
 - d. Installation, maintenance, and repair of school property including vehicles, classroom equipment and playground equipment.
 - e. Coordinating with appropriate people in host churches to maintain the buildings in which the school is located.
 - f. Participating in safety and fire inspections with appropriate state and/or local personnel.
6. The Athletic Committee is responsible for oversight of the athletic programs of KCS including making recommendations to the board of any policy changes dealing with sports teams which represent the school.
7. The Technology Committee duties include maintaining the network and computers, providing proposals for technology updates, and providing recommendations for the budget line-item.
8. The Discipline Committee shall consist of three board members including the Board chairman and is responsible investigation of appeals to the board by a parent or guardian concerning disciplinary action either taken or proposed against a student. The committee will report its findings to the full board.
9. The Beneficence Committee: The purpose of this committee is to evaluate and anonymously distribute contributions to the Beneficence Fund to meet the needs of school families and staff. This committee consists of the Chairman, Vice-Chairman, Treasurer, and Administrator.

Article 7 – Amendments

These Bylaws may be amended at any regular or special meeting of the board, without previous notice, by unanimous consent of those present; or by two-thirds majority of the board members present, provided that notice describing the proposed amendment(s) has been sent to each board member at least ten days before the vote on adoption. No amendment shall take effect until approved.

Article 8– Definitions and Understandings

1. The Fiscal Year shall begin July 1 and end June 30 of the following year.
2. Rules of Order. Where not in conflict with other provisions of these bylaws, Robert's Rules of Order, latest edition, shall be established procedure for all meetings of the Board.

