

## 10. SUPPLEMENTAL MATERIALS

### APPENDIX A: SAMPLE SCHOOL CONSTITUTION AND BYLAWS

#### ARTICLE 1 - OFFICE

**Section 1.1** The principal office of this school, for the transaction of business, is located at \_\_\_\_\_, \_\_\_\_\_, State/Province \_\_\_\_\_.

#### ARTICLE 2 - CONSTITUENCY SESSIONS

**Section 2.1 Annual Session.** The school shall hold at least one constituency meeting before the close of each school year. The school board shall designate the time and place for the meeting, and establish the agenda. The purpose of the session is to receive reports, determine church subsidy amounts, and transact any necessary business. The chairperson of the school board shall serve as chairperson of the constituency meeting. In the absence of that person the vice-chairperson of the school board or the Conference superintendent of education shall serve as chairperson.

**Section 2.2 Notice of sessions.** Notice of sessions of the constituency shall be published in the church bulletins of the constituent churches. Such notices giving the date, time, and place of said session shall be published in the constituent church bulletins no less than two (2) times prior to the date of each session.

**Section 2.3 Voting.** The voters of the constituency meeting shall be the following:

**2.3.1 Regular Members.** All members of the constituent churches.

**2.3.2 Members at large** as follows:

**2.3.2.1** Members of the school board.

**2.3.2.2** Officers of the \*\*\*\*\* Conference of Seventh-day Adventists.

**2.3.2.3** Officers of the \*\*\*\*\* Association of Seventh-day Adventists.

**2.3.2.4** Officers of the \*\*\*\*\* Union Conference of Seventh-day Adventists.

**2.3.2.5** The superintendent of schools of the \*\*\*\*\* Conference of Seventh-day Adventists and his/her associate(s).

**2.3.2.6** The director of education of the \*\*\*\*\* Union Conference of Seventh-day Adventists and his/her associate(s).

**Section 2.4 Quorum.** A quorum, which shall be established at the beginning of the session, shall consist of a majority of the members present being regular members. In the absence of a quorum, no business shall be transacted, and the only motion that the chair shall entertain is a motion to adjourn. However, by vote of a majority of delegates present, the meeting may be adjourned for brief periods of time. If adjourned for less than three weeks, no notice for the new meeting need be given.

### ARTICLE 3 – SCHOOL BOARD

**Section 3.1 Composition.** The members of the school board shall consist of ex-officio and regular members as follows:

**Regular Members:**

**3.1.1.** From each constituent church, two representatives.

**3.1.2.** One pastor of each constituent church.

**Ex-officio Members:**

**3.1.3.** The principal and vice principals of the school.

**3.1.4.** The leader of the Home and School organization

**3.1.5.** The superintendent of schools of the \*\*\*\*\* Conference of Seventh-day Adventists or his/her designate.

**3.1.6.** One representative from the \*\*\*\*\* Union Conference of Seventh-day Adventists Office of Education.

**3.1.7.** The officers of the \*\*\*\*\* Conference of Seventh-day Adventists.

**Section 3.2 Election and Term of Office.** Each constituent church shall elect one representative to the school board for a four-year term every two years coinciding with the school fiscal year, July 1 to June 30, each year, thereby creating staggered terms. Members may be elected by their church to consecutive terms. In case of a vacancy, it shall be the duty of the church to elect a new member to serve the remainder of the term. A voting member from a constituent church who fails to attend two thirds (2/3) of the regular meetings during a school year may be replaced by the school board and the constituent church involved shall elect another member to serve the remainder of the term.

**Section 3.3 Qualifications.** A person serving as a member of the school board shall be a regular member of a Seventh-day Adventist Church. Each church-elected member, the principal, and the leader of the Home and School Organization shall be a member of a constituent church. School employees other than the principal or vice principals are ineligible for membership on the school board where they are employed.

**Section 3.4 Authority.** The school board is responsible for the operation of the school within the guidelines and policies adopted by the Conference board of education and the school constituency as stated in the constitution and bylaws. The board has authority only when meeting in official session; individual members may not speak for the board unless directed by the board to do so. All actions of the board are implemented through its executive secretary (the principal). School board members are to comply with the Code of Ethics as stated in the \*\*\*\*\* Union Conference Education Code.

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**Section 3.5 Functions of the School Board.** The school board is responsible for the operation of the school . The functions shall include, but not limited to, the following:

**3.5.1** Establish policies and guidelines for the general operation of the school.

**3.5.2** Appoint the members of appropriate sub-committees of the school board. .

**3.5.3** Assume responsibility for the planning and funding of an annual operating budget.

**3.5.4** Cooperate with the Conference office of education and Conference board of education in all actions relating to the employment status of education personnel. The employment, assignment, transfer, termination, dismissal or retirement of personnel shall be recommended by the school board and submitted to the Conference board of education for final action.

**3.5.5** Cooperate with the \*\*\*\*\* Union Conference and the Conference offices of education in matters related to curriculum development and implementation.

**Section 3.6 Meetings.** The school board is to hold regular meetings a minimum of six (6) times during the fiscal school year.

**3.6.1 Notice.** Written notice of the date, time, and place of the regular meeting of the school board shall be mailed or otherwise delivered to each member no fewer than seven (7) days prior to the date of such meetings.

### **3.6.2 Special Meetings**

**3.6.2.1** Special meetings of the school board may be called at any time by the chairperson after giving written notice as specified in 3.6.1.

**3.6.2.2** The chairperson shall call a special meeting upon the written request of five (5) or more members of the school board.

**3.6.3 Waiver of Notice.** The transactions of any meeting of the school board, however called and noticed, shall be as valid as though taken at a meeting duly held after regular call and notice, if

**3.6.3.1** A quorum is present, and

**3.6.3.2** Either before or after the meeting, each of the members not present signs a written waiver of notice, a consent to hold the meeting, or an approval of the minutes.

**3.6.4 Quorum.** A majority of its members with at least two (2) officers present at a duly called regular or special board meeting shall constitute a quorum.

**3.6.5. Executive Session.** The school board shall meet in executive session when discussing personnel or personnel problems.

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**Section 3.7 Officers.** The officers of the school board shall be a chairperson, vice-chairperson, and executive secretary (the principal).

**3.7.1 Election.** The chairperson and vice-chairperson shall be elected by secret ballot at an appropriate regular meeting. Only members of the school board are eligible to serve as an officer. Election is for a one-year term, with officers being eligible for re-election.

### 3.7.2 Duties

#### 3.7.2.1 Chairperson

**3.7.2.1.1** Preside at meetings of the school board.

**3.7.2.1.2** Promote the interests of the school.

**3.7.2.1.3** Serve in an advisory role to the Principal.

**3.7.2.1.4** Assist in implementing actions of the school board.

**3.7.2.1.5** Serve as an ex-officio member of all committees.

**3.7.2.2 Vice-chairperson.** The duty of the vice-chairperson is to act in the place of the chairperson's absence.

#### 3.7.2.3 Secretary:

**3.7.2.3.1** Serve as the executive secretary of the school board.

**3.7.2.3.2** Administer the actions of the school board. (See [Education Code](#) for a detailed listing of responsibilities and functions.)

**3.7.2.3.3** Foster and promote an active Home and School Organization

**3.7.2.3.4** Prepare school board agendas in counsel with the Chair and distribute to board members no less than 72 hours before a board meeting.

**3.7.2.3.5** Distribute minutes of school board meetings to all members within thirty (30) days following each meeting.

**3.7.2.3.6** Serve as ex-officio members of all the committees.

**Section 3.8 Committees.** The school board may elect or appoint such committees as are deemed necessary to fulfill the functions of the school board. Such committees receive their authority and direction from the school board, and are responsible to the school board. The Personnel Committee shall be chaired by the superintendent of schools of the Hawaii Conference of Seventh-day Adventists.

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### ARTICLE 4 - CONSTITUENT CHURCHES

**Section 4.1 Duties.** It shall be the duty of each constituent church to support the school by:

**4.1.1** Electing its representatives to the school board.

**4.1.2** Assuming its financial responsibility as determined by the school board for the operation of the school.

**4.1.3** Assuming its financial responsibility as determined by the constituency for the capital improvement needs of the school.

### ARTICLE 5 - HOME AND SCHOOL ASSOCIATION

**Section 5.1 Constitution.** The constitution of the Home and School Association shall be in harmony with the guidelines as outlined by the North American Division of Seventh-day Adventists for the Home and School Association. It shall be approved by the school board.

**Section 5.2 Funds.** The funds of the organization will be deposited with the school for use as directed by the Home and School Association.

**Section 5.3 Authority.** The Home and School Association shall be responsible to, and operate under the authority granted to it by the school board.

### ARTICLE 6 - PARLIAMENTARY PROCEDURE

**Section 6.1 Rules.** The usual parliamentary rules as laid down in the current edition of Robert's Rules of Order shall govern all deliberations in constituency meetings and school board meetings when not in conflict with these bylaws.

### ARTICLE 7 - INDEMNIFICATION

**Section 7.1** The school shall indemnify any person who is serving or has served as a member of the school board or school administrators against all reasonable expenses (including, but not limited to, judgments, costs and legal fees) actually and necessarily incurred by him(her) in connection with the defense of any litigation, action, suit or proceeding, civil, criminal or administrative, to which he(she) may have been a party by reason of being or having been a member of the school board or school administrators, except he(she) shall have no right to reimbursement for matters in which he(she) has been adjudged liable to the school for gross negligence or willful misconduct in the performance of his(her) duties.

**Section 7.2** This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the school board or officer may be entitled.