

**BYLAWS**  
of the  
**ONEONTA COMMUNITY CHRISTIAN SCHOOL**  
Effective February 24, 2003  
Amended February 13, 2006

**ARTICLE I – NAME**

The name of this organization shall be the Oneonta Community Christian School, hereafter called the School.

**ARTICLE II – BASIS AND PURPOSE**

Section 1. Basis: The basis of the School shall be the Word of God as stated in the School's Statement of Faith, as follows:

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

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious 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 all men are, by nature and by choice, sinners destitute of all power to save themselves. We believe, therefore, that the only means of salvation is in the regenerating work of the Holy Spirit on the basis of the atoning work of and through personal faith in Jesus Christ.

We believe in the present work of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

We believe in the Church, the spiritual body of which Jesus Christ is the head, and of which all regenerated persons are members. We believe that the visible Church is the company of believers in Jesus Christ, associated in worship, work, and fellowship.

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

Section 2. Purpose: The School is dedicated to preparing students for Godly productive lives through academic excellence and spiritual development.

**ARTICLE III – BOARD OF DIRECTORS**

Section 1. Governing Body: The governing body of the School shall be the Board of Directors.

Section 2. Policies: The Board of Directors of the School shall adopt the policies and procedures of the School consistent with these by-laws.

### Section 3. Composition:

- A. All members of the Board of Directors must subscribe in writing each year and adhere without mental reservation to the Statement of Faith contained in Article II, Section 1 above. In addition, all members of the Board shall meet the standard set forth in the Word of God in I Timothy Chapter 3.
- B. The Board of Directors shall consist of 7 to 12 persons elected as directors, plus, in addition, the appointed member listed in Article III, Section 3-D below.
- C. The Administrator shall be present at all Board meetings, as a non-voting member.
- D. The full-time teaching School staff shall be requested annually to provide a staff member as a non-voting representative at each of the regularly scheduled meetings.
- E. A quorum of the Board of directors shall consist of a simple majority of the total Board.
- F. All directors shall serve until successors are named or a vacancy is declared as provided in Article III, Section 6.
- G. Directors shall be elected by a two-thirds (2/3) majority vote of the Board of Directors.
- H. A person is not eligible to serve on the Board of Directors if:
  - 1. The following relationships hold with a Board member or any school staff: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household.
  - 2. They currently are employed by the School. [deleted 12 month period]
- I. Members of the Board of Directors shall abstain from voting on any issue in which such action could be construed as a conflict of interest.

### Section 4. Duties:

- A. The Board of Directors shall establish the organizational structure and policies, consistent with the by-laws, to conduct the work of the School.
- B. The Board of Directors shall secure the resources necessary to conduct, manage and administer the School's program.
- C. The Board of Directors shall employ an Administrator to conduct the work of the School.

Section 5. Term of Office: The term of office for directors is three (3) years or until a successor is named, and shall not exceed a period of two consecutive elected terms plus the portion of an unexpired term to which they may have been appointed. After a lapse of three (3) years, they are eligible for re-election or appointment to the Board of Directors. Terms of directors shall be staggered so that one-third (1/3) shall be elected annually.

Section 6. Declaring a Vacancy: A position on the Board of Directors may be declared vacant by the president when the elected member:

- A. has resigned,
- B. has an unexcused absence at three (3) regular meetings in one calendar year, or
- C. has been removed by a two-thirds (2/3) majority vote of the Board.

Section 7. Filling Vacancies on the Board of Directors: The president may, within sixty (60) days after declaring a vacancy under Article II, Section 6 above, nominate a person to fill a vacancy on the Board of Directors. The nominee shall be elected to serve for the duration of the unexpired term by a two-thirds (2/3) majority vote of the Board of Directors.

#### **ARTICLE IV – OFFICERS OF THE SCHOOL**

Section 1. Election: After the annual meeting of the School as set forth in Article VI below and at least prior to February 1, the Board of Directors shall hold an organizational meeting for the next year. A nominating committee of the Board of Directors shall prepare a slate of officers. At the organizational meeting, the following officers shall be elected from among the members of the Board by majority vote of the continuing and new members of the Board of Directors:

- A. President.
- B. Vice President.
- C. Secretary. An assistant secretary may be appointed from the School staff by the president and shall not serve as an officer nor be eligible to vote.
- D. Treasurer. An assistant treasurer may be appointed from the School staff by the president and shall not serve as an officer nor be eligible to vote.

Section 2. Term: The terms of office of the president, vice-president, secretary and the treasurer of the School shall be for one year or until their respective replacements are elected. An officer shall not serve in the same office for more than three (3) consecutive terms.

Section 3. Duties:

- A. The president of the Board, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president shall be an ex-officio member of all standing committees, excluding the nominating committee. (An ex-officio member is a member by virtue of his or her office and has all the privileges of membership). The president may call meetings of the School's Board of Directors or of any of the committees; or, on the written application of ten (10) staff and/or parents of the School, shall call special Board meetings provided the objects of such meetings are set forth in the application.
- B. The vice-president of the School shall perform the duties of the president in case of the president's absence or disability.

- C. The secretary of the School shall be responsible for keeping in permanent form complete and accurate records of all meetings of the Board of Directors, receive and present to the Board of Directors all communications and other matters relating specifically to the School and prepare correspondence on behalf of the Board of Directors.
- D. The treasurer of the School, in addition to the powers and duties conferred upon the position by law, shall act as custodian of all funds and property, real and personal, of the School. The treasurer shall be responsible for disbursements of all School funds for expenses of the School only upon written order of the Administrator or designee. The treasurer shall present financial statements to the Board of the School at its regular monthly meetings, and at the annual meeting, which verify the financial situation of the School.
- E. The assistant secretary of the School, under the direction of the secretary, shall aid the secretary in his or her duties.
- F. The assistant treasurer of the School, under the direction of the treasurer, shall aid the treasurer in his or her duties. He or she may be responsible for disbursements of School funds for the expenses of the School only upon written order of the Administrator or designee.

Section 4. Filling Vacancies – Officers of the School:

- A. In the event a vacancy occurs in the position of the president, the vice-president will complete the unexpired term.
- B. In the event of a vacancy in the position of vice-president, secretary or treasurer, the Board of Directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the Board of Directors present at the meeting.
- C. In the event of a vacancy in the position of an appointed office; the president shall appoint a qualified replacement to fill the unexpired appointment.

**ARTICLE V – COMMITTEES OF THE BOARD OF DIRECTORS**

Section 1. Standing Committees: Standing committees shall consist of the following committees:

- A. Resource Development and Campaign Committee: fundraising, grants and gifts;
- B. Budget and Finance Committee: budget development, enrollment management and investments;
- C. Spiritual Development Committee: programs and activities that contribute to the spiritual health of the School;
- D. Academic Excellence Committee: curriculum development, teaching and resources;

- E. Admissions Committee: admissions planning and publications;
- F. Beautification Committee: maintenance and repair of the School's facilities and property; and
- G. Any others deemed by the Board as necessary to carry out the work of the School.

The president shall appoint all members to the standing committees annually and designate a chairperson for each. The Board shall establish a committee charge for each committee which sets forth the committee's duties, responsibilities and accountabilities. The committee charge shall be filed with the minutes of the Board.

Section 2. Special Committees: Special committees may be established by the vote of a simple majority of the Board of Directors.

Section 3. Executive Committee: An executive committee of the Board of Directors, composed of the president, vice-president, treasurer, secretary and Administrator (as a non-voting member) will conduct the business of the School in the interim between regularly scheduled Board meetings.

Section 4. Nominating Committee: The president of the School shall annually appoint a nominating committee of at least three (3) people who represent the broad interests of the School, at least one of whom is not a current board member. The president shall designate the chairperson of the nominating committee. The nominating committee shall prepare a list of nominees for all vacant elected positions.

## **ARTICLE VI – MEETINGS OF THE BOARD OF DIRECTORS**

Section 1. General: Meetings of the Board of Directors shall be open to the public unless and until the Board declares by majority vote to enter into executive session. Written notice of all meetings shall be delivered to members of the Board of Directors at least seven (7) and no more than thirty (30) days prior to the meeting, and shall be posted on the School's community bulletin board at least seven (7) days prior to the meeting. The meeting notice shall include the date, time and location of the meeting.

Section 2. Annual Meeting: The annual meeting of the School's Board of Directors shall take place in January of each year. The agenda shall include the following items, plus other business as appropriate:

- A. Strategic planning meeting.
- B. The election of officers of the Board of Directors.
- C. Appointment of Board members to standing committees.

Section 3. Annual Financial report: The annual financial and program report shall take place in July.

Section 4. Regular Meetings: The School's Board of Directors shall meet monthly at the School.

Section 5. Special Meetings: A special meeting of the School's Board of Directors may be called by the Board of Directors, and shall be called by the president upon written application of ten (10) staff and/or parents of the School, provided the objects of such meetings are set forth in the application. Only such business may be conducted as is set forth in the call of the meeting.

### **ARTICLE VII – PARLIAMENTARY AUTHORITY**

The rules contained in the most current "Roberts' Rules of Order" shall govern the School in all cases to which they are applicable and where they are consistent with the by-laws or the special rules of the School.

### **ARTICLE VIII – AMENDMENTS**

The by-laws of the School may be amended by an affirmative vote of at least two-thirds (2/3) of the Board of Directors present at any meeting of the Board of Directors. The proposed amendment must be included in the notice of the meeting at which such vote will be taken.

### **ARTICLE IX – REPEAL OF PREVIOUS DOCUMENTS**

These by-laws shall take effect when approved by the Board of Directors and all previous documents of the School entitled "Constitution" or "By-laws" are hereby repealed.

(Revision typed 3/8/2006 by NLMeyers)