

# By-Laws of Parkview Christian Academy

Adopted \_\_\_\_\_

## Preamble

We the Board of Trustees of Parkview Christian Academy are responding to God’s command to *train up a child in the way he should go*, (Proverbs 22:6) and trusting Him when He says, *the promise is to you and to your children, and to those afar off, as many as the Lord shall call* (Acts 2:39). We strive to make Parkview Christian Academy a place where children of believers, and others called by God to fellowship at Parkview Christian Academy, will grow academically, spiritually, and physically, prepared to take a place in the world God created.

## Article I: Name

Parkview Christian Academy will continuously maintain incorporation as a 501 (c) (3) of the Internal Revenue Code, in the State of Illinois.

## Article II: Transition Plan

Board members serving at the time these By-Laws are adopted will initiate a transition plan as follows to provide for continuity and stability, regardless of the number of prior years served. A new member will be appointed at the start of Year 1 (June 2015 - May 2016). Rollouts of current members would begin at the end of Year 2 (June 2016 - May 2017). The following chart shows the rolling progression.

15 / 16	16 / 17	17 / 18	18 / 19	19 / 20	20 / 21	22 / 23	24 / 25	26 / 27
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Current 1	Current 1	New C	C2	C3	C4	New J	J2	J3
Current 2	Current 2	Current 2	New E	E2	E3	E4	New L	L1
Current 3	Current 3	Current 3	Current 3	New F	F2	F3	F4	New M
Current 4	Current 4	Current 4	Current 4	Current 4	New H	H2	H3	H4
New A	A2	A3	A4	New G	G2	G3	G4	New N
	New B	B2	B3	B4	New I	I2	I3	I4
		New D	D2	D3	D4	New K	K2	K3

## Article III: Fiscal Year

Fiscal year will be from June 1 to May 31 with tuition and fees to be paid between June 1 and May 31.

## **Article IV: Board Members**

### **Qualifications:**

Board members will be born-again believers; over 25 years of age; and in full agreement with the **Statement of Faith** and the **Statement of Lifestyle** attached to these By-Laws as Exhibit A and Exhibit B respectively. In addition, board members must actively worship and serve in a local, evangelical church whose teaching aligns with the above mentioned **Statement of Faith** and **Statement of Lifestyle**. Candidates for the Board of Trustees will be known as Christian role models, agreeing to the following Scriptural principles of leadership:

- Leadership authority is given and ordained by God (Romans 13).
- Our speech and writing should not cause us to sin (Ecclesiastes 5:6, Proverbs 4:24).
- The tongue or pen has power to encourage or destroy (Proverbs 18:21, Isaiah 50:4).
- Words from a wise man are gracious (Ecclesiastes 10:12, 1 Peter 3:10-11).
- Leaders must be servants (Luke 22:25-26, John 13:13-16).
- Leaders must have a teachable spirit (Proverbs 19:20,27).
- Leaders must model right behavior (Titus 2:7-8).
- Leaders must evaluate themselves (2 Corinthians 13:5, Galatians 6:4).
- Leaders are responsible to correct, rebuke, and encourage with instruction, while also demonstrating great patience and kindness (2 Timothy 4:2, 1 Corinthians 13:4, Hebrews 3:13, Ephesians 4:1-3).
- Leaders regularly examine thoughts and motives (2 Corinthians 13:5, Psalms 139:23-24).
- Leaders use authority to nurture and serve (Ephesians 4:12, Romans 13:4).

### **Responsibilities:**

1. The Board of Trustees sets the spiritual tone for Parkview Christian Academy. The Board of Trustees will be inclined to private and corporate prayer, always aware of dependence on God for His grace and wisdom to be made known in their leadership.
2. The Board of Trustees sets the overall direction of Parkview Christian Academy through innovation, investigation, and implementation of strategic plans and board policies.
3. The Board of Trustees' authority is corporate. Board members do not have authority to act individually. There is one (1) line of authority which flows from the Board through the President, to the Superintendent, to the faculty, staff, students, and parents as appropriate.
4. The Board of Trustees will approve the procurement and overall management of the facilities of Parkview Christian Academy.
5. The Board of Trustees will approve an annual budget, including the development of all budget elements and the approval of tuition and fees.
6. The Board of Trustees will approve a yearly calendar.
7. The Board of Trustees will have the authority to acquire and dispose of assets – real, personal, tangible, and intangible – and to borrow money in the name of the Parkview Christian Academy.

8. The Board of Trustees will exercise care to ensure that the Parkview Christian Academy operates according to accepted legal principles, which includes when necessary, obtaining legal advice.
9. The Board of Trustees will select the Superintendent. The Superintendent will implement board policies and manage the day-to-day operations of Parkview Christian Academy. The annual evaluation of the Superintendent is the responsibility of the Board of Trustees.
10. The Board of Trustees will contract with the Superintendent. Said contract will further define responsibilities and terms of the working relationship.
11. The Board of Trustees will oversee the creation and maintenance of a Board Policy Manual, Employee Procedural Manual, and Parent/Student Handbook. These documents should be reviewed and updated by the Superintendent and approved by the Board of Trustees annually. These documents should also be made available as appropriate to school constituents.
12. The Board of Trustees will oversee the educational programs and academic standards through a Curriculum Committee consisting of qualified educators under the leadership of the Superintendent. A board member or members will sit on this committee at all times. The Board of Trustees will have the absolute and final decision making authority on all textbooks considered, implemented, and used at Parkview Christian Academy. In addition, the Board of Trustees may veto the use of any supplemental curricular materials being used.
13. The Board of Trustees will evaluate itself annually during the month of June. Each board member will evaluate his or her own willingness and ability to continue as a board member. Each board member also annually sign the **Leadership Commitment** form. This document is attached to these By-Laws as Exhibit C.
14. When approached by other parents or staff members, board members must understand and follow the dispute resolution model found in Matthew 18.
15. If the Superintendent position is vacant, the Board of Trustees will appoint an interim.

#### **Board Member Number and Tenure**

1. The Board of Trustees will be comprised of seven (7) board members.
2. Board members are to demonstrate freedom from conflicts of interest by filing a **Board of Trustees Conflict of Interest Disclosure Agreement** with the board secretary. This documents is attached to these By-Laws as Exhibit D. Current board members at the time of adoption of these By-Laws are exempt from this statement.
3. No full-time, salaried employee or spouse of any full-time, salaried employee will be eligible to serve on the Board of Trustees. Current board members at the time of adoption of these By-Laws are exempt from this statement.
4. The Superintendent will serve as a non-voting board member of the Board of Trustees and will not be included in the count of seven (7) board members.

5. Each board member will serve for a term four (4) years, unless service is terminated by resignation or dismissal. Any board member may, if he or she chooses, serve a second successive four (4) year term including current board members at the time of adoption of these By-Laws. After a second successive term on the Board of Trustees, the board member must step down from service for at least one (1) year before being eligible again as a board member.
6. A term year is June 1 through May 31.
7. Board members will be elected at the May meeting and take office in the June meeting. Candidates for the Board of Trustees will be nominated by board members, recommended by school constituents, or by indicating interest. Candidates will first complete and submit a **PCA Board Member Application Form** for consideration and review by the Board of Trustees. Before proceeding to the following step, said application must be approved by a two-thirds vote of the Board of Trustees. There is no obligation by the Board of Trustees to approve said application and candidates will have no further recourse if said application is not approved. This application is attached to these By-Laws as Exhibit E and may be modified from time to time by the Board of Trustees by a two-thirds vote.
8. Terms will be staggered in such a manner that no more than two (2) board members will complete their terms in any given year.
9. No more than one-half of the Board of Trustees may come from any one (1) congregation.

#### **New Board Members**

1. Vacancies will be deemed to exist in the case of a board member's expiration of term, resignation before expiration of term, death or incapacity, or removal from the Board of Trustees.
2. Candidates for the Board of Trustees will be nominated by board members, recommended by school constituents, or by indicating interest.
3. Again, candidates will first complete and submit a **PCA Board Member Application Form** for considerations and review by the Board of Trustees . Before proceeding to the following step, said application must be approved by a two-thirds vote of the Board of Trustees. There is no obligation by the Board of Trustees to approve said application and candidates will have no further recourse if said application is not approved. This application is attached to these By-Laws as Exhibit E and may be modified from time to time by the Board of Trustees by a two-thirds vote.
4. All candidates meeting the qualifications for board member must be interviewed by the Board of Trustees, or an ad hoc committee of the Board of Trustees, prior to appointment to determine interest, suitability, and eligibility. Consideration is also given to the skills of candidates in relationship to the needs of strategic plans.
5. Vacancies will be filled by two-thirds vote of the remaining board members. Board members appointed to an unexpired term will fill the remainder of the term.

## **Resignation or Dismissal from Board of Trustees**

1. After prayerful consideration, any board member may resign from office, by letter, to the Board of Trustees.
2. Any board member may be removed from the Board of Trustees for:
  - a. Failure to meet the qualifications as defined in these By-Laws.
  - b. Excessive absence from meetings which is defined as missing four (4) monthly/regular meetings in any given twelve (12) month period.
  - c. Or when it is deemed by the Board of Trustees to be in the best interest of Parkview Christian Academy.
  - d. Removal will require a two-thirds vote of the Board of Trustees and will be preceded by written notice from the Board of Trustees mailed to all board members at least seven (7) days in advance of the meeting where said removal will be on the agenda.
3. Involuntary removal is serious and every effort will be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote repentance and restoration will be applied. Dismissal will be a matter of last resort.
4. In the event of resignation or dismissal of a board member that is serving as an officer of the Board of Trustees, another board member will be designated by majority resolution of the full Board of Trustees to serve the remainder of the vacated term.