

**THE CONSTITUTION
of the
CLINTON CHRISTIAN SCHOOL ASSOCIATION, INC.**

Incorporated as a Non-profit Corporation in the State of Indiana, December 2nd, 1971

Preamble

Clinton Christian School Association Inc. is an organization owned by current and former local Conservative Mennonite Conference Churches. The purpose is to further the cause of Christ through Christian Education and, therefore, adopt the following By-Laws.

ARTICLE I

Name

The name of this association shall be the Clinton Christian School Association, Inc.

ARTICLE II

Purposes

The purposes of this Corporation are:

1. To plan for, finance, construct, manage and administer pre-school, elementary and high school. Assist parents and the church in calling young people to a Christian commitment and a corresponding lifestyle.
2. To provide Christian education that prepares youth to make worthwhile contributions to the cause of Christ in the home, church, community and the world, and that prepares them for service in vocations consistent with the Word of God. To accept the Bible as the final authority in faith and practice and give the Scriptures high esteem in the curriculum and all other aspects of the school program. To recognize God as the true source of knowledge, wisdom, and understanding, guarding against educational philosophies rooted in the wisdom of men and contrary to the Word of God.
3. To provide a pre-school, elementary and high school that meets the requirements for accreditation in the State of Indiana, insofar as these do not violate Biblical principles and the objectives of the school.

ARTICLE III

Membership/Supporting Churches

Current and former churches of the Michiana Conservative Conference (CMC) that are willing to support Mennonite Doctrinal beliefs including the 1991 CMC Statement of Theology and that are willing to share in the ownership and financial responsibilities of the school are eligible to become members of this association.

In addition to membership churches, we recognize other supporting churches or organizations. This distinction is given to churches and organizations which are willing to support Biblical orthodoxy. These supporting churches and organizations must accept the Bible as the final authority in faith and practice and share in the support and financial responsibilities of the school. The supporting church/organization will be provided with material related to school function, updates, goals, and annual financial statements. Supporting churches or organizations will be approved in advance by the Board of Directors.

ARTICLE IV

The Pastoral Advisor

The Pastoral Advisor shall be a senior pastor or designee from one of the member churches. The Pastoral Advisor will be appointed by the Board of Directors to serve a two-year term.

1. The Pastoral Advisor shall pray for the organization, board members and administration. He or she will receive and read monthly minutes from board meetings.
2. The Pastoral Advisor will be called upon as necessary for any of the matters listed below:
 - a. To discuss the overall direction and operation of the school.
 - b. To discuss long-range goals and objectives for the school.
 - c. To keep the constitution updated.
 - d. To establish doctrinal positions and basic interpretations where needed or called for by the Board.
 - e. To assist the Board in promoting the school and making it financially stable.
 - f. To approve the annual budget as prepared by the Board.
 - g. To approve the hiring and evaluating of the Head Administrator(s).
 - h. To annually reorganize the Board.

ARTICLE V

The Board of Directors

The Board of Directors shall be organized as follows:

1. The Board shall consist of up to nine members but not less than five. All board members must meet qualifications as outlined below.
2. Term of office for all board members shall be four years beginning July 1.
3. Terms shall be staggered so that not more than two members are selected annually.
4. A board member is eligible to serve two consecutive terms of four years and will be eligible for reelection after a minimum of one year off the board.
5. Slate of candidates for Board membership may come from public and/or Board nomination.
 - a. The Board of Directors will then approve nominees from the slate.
 - b. The Board of Directors will elect board members from the nominees that have been approved.

6. A board member may be terminated from the board upon a two-thirds majority vote of all board members.

Board Member Qualifications:

1. They shall be an active communicant in a local church that supports Biblical orthodoxy and accepts the Bible as the final authority in faith and practice.
2. Board members shall be selected for their spiritual maturity, dedication to Christian education, commitment to the school and reputation within and without the Christian school community.
3. Board Members shall be selected according to an exhibited gifting in the following area(s):
 - a. Business
 - b. Organization
 - c. Academia
 - d. Public Relations
 - e. Administration
 - f. Finance
 - g. Spiritual Leadership
 - h. Facility Management
 - i. Visionary Leadership (Long-Range Planning)

The Board of Directors shall reorganize the Board annually at the first Board Meeting after June 1. The positions to be reorganized are: Chairman, Vice-Chairman, Secretary, and Treasurer. Terms of office shall be one year. Newly elected board members shall have voting privileges for the reorganization of Board Officers, but not for other business conducted at the June meeting. The June meeting is to be attended by both newly elected and retiring board members.

The Board of Directors shall have the following powers and responsibilities:

1. They shall be responsible for the annual review and necessary updates of the Board Policy Manual.
2. They shall hire and evaluate the Head Administrator(s). In regard to hiring, rehiring or dismissing personnel, the Board of Directors shall review concerns about personnel qualifications and conduct.
3. They shall meet with the personnel at the request of the Head Administrator(s) or via determination by the Executive Committee of the Board.
4. They shall form any subcommittee deemed necessary to assist the Board in its responsibilities.
5. The Board appointed Finance Committee shall develop an annual budget and present it to the Board of Directors for approval.
6. They shall approve the admissions policies of the school.
7. Valid voting procedures will be outlined in the Board Policy Manual and votes recorded in Board minutes.

The officers of the Board of Directors shall carry out the following duties:

1. The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson is responsible to set the agenda, obtain minutes and attachments to the agenda and distribute it to board members at least four days preceding a Board meeting. The Chairperson shall be the Executive Officer of the Board of Directors and of the association and shall perform such duties as naturally fall to the Chairperson of an organization.
2. The Vice Chairperson shall serve as Chairperson in the absence, inability, disqualification, or at the request of the Chairperson.
3. The Secretary (or a designee) shall keep minutes of all meetings of the Board of Directors. Copies of Board minutes are to be distributed to each member of the Board and the Pastoral Advisor, promptly after each meeting. The Secretary shall be custodian of all records and official papers of the Board. These shall be turned over to the successor at the beginning of the term of office of the Secretary - Elect.
4. The Treasurer shall oversee the receipt and disbursement of all the funds of the association. The Treasurer shall submit periodic funds status reports as may be called for by the Board of Directors. The Board of Directors shall authorize disbursement of all funds in accordance with the approved budget. The Treasurer shall keep the Chairman and the Board informed as to the relationship of expenses as compared to the budget, keeping particularly alert to budgetary items exceeding planned limits. A funds status report shall be made annually. The Board of Directors shall appoint a qualified person to annually review the financial records.

ARTICLE VI

Personnel Requirements

1. Requirements of Personnel
 - a. Personnel shall conform to the qualifications and standards of conduct covered in the Personnel Handbook. They shall give evidence of being born again, and maintain a desire to live for the Lord. They shall exhibit a Bible-centered philosophy of life. They shall be an active communicant in a local church that supports Biblical orthodoxy and accepts the Bible as the final authority in faith and practice.
 - b. Personnel will respect the beliefs and practices outlined in the 1991 CMC Statement of Theology.
 - c. Personnel shall complete a doctrinal questionnaire..
2. Requirements of Faculty Positions
 - a. All teachers shall be qualified by education and/or experience. Teachers in core subjects of math, language arts, social studies and science are required to have at minimum a Bachelor's Degree in his/her subject area from an accredited college or university. Exceptions can be made by Board approval.
3. Requirements of Administrative Positions

- a. The Head Administrator(s) shall be responsible to the Board of Directors serving as the chief executive of the school for its operation, coordinating and supervising its teaching program, recruiting and hiring all personnel, and carrying out other functions as normally fall upon a Principal or as delegated by the Board of Directors.
- b. Assistant Administrator(s) shall be responsible to the Head Administrator(s) serving as part of the executive team and carrying out functions delegated by the Head Administrator(s).

ARTICLE VII
Quorum

At any Board of Directors meeting two-thirds of the members shall constitute a quorum to do business.

ARTICLE VIII
Finances

The fiscal year of the association shall be from July 1 to June 30, inclusive.

ARTICLE IX
Amendments

This constitution may be amended by a two-thirds majority of all the members of the Board of Directors. Previous notice of proposed amendments shall be made not less than ten (10) days prior to the special or regular meeting at which the amendment is to be presented. Amendments to the constitution will require a second reading prior to approval, no less than five (5) days after the first reading.

Revised 11/20/2018