

**CONSTITUTION  
OF THE  
“ASSOCIATION FOR CHRISTIAN INSTRUCTION”  
*at Highland, Indiana***

**ARTICLE I**

The organization shall be known as the ASSOCIATION FOR CHRISTIAN INSTRUCTION at Highland, Indiana.

**ARTICLE II**

**Basis**

This society is founded on the Holy Scripture as interpreted in the Confessional Standards of the Reformed churches.

**Purpose**

The purpose of this society is to train children in cooperation with the parents, in such a way that they, as fellow-workers with God, can perform their duties in this world to the glory of God, to their own well-being and to the welfare of others.

**ARTICLE III**

**Statement in Support of Basis and Purpose**

In order to carry out the purpose of the society in accordance with its basis, this society shall maintain and conduct a private school in which to train the children of the parents or guardians who are members of this society and such other children who may be enrolled as hereinafter provided for in this article. All enrollment in the school of this society shall be made without discrimination as to race, color, sex or national origin.

All instruction given in the school of this society shall proceed from a wholehearted commitment to the confessional standards of the Reformed churches, specifically the Heidelberg Catechism, the Belgic Confession, and the Canons of Dordt, in order that the instruction may be distinctively Reformed in emphasis and character.

The primary responsibility and authority for educating children resides with their parents or legal guardians (Deut. 6:6, Eph. 6:1-4). The authority of the Board of Trustees, the Administration, and the teacher in discipline and character training is derived from the fact that they stand in the place of the parents or legal guardians. The authority of the teacher in subject matter is derived from faithfulness to the laws of God as revealed in Special and General Revelation.

Children whose parents or legal guardians are not members of this school society as

hereinafter provided for, may be enrolled in the school, provided that one or both of the parents or legal guardians are:

1. In full agreement with the basis and purpose of this society.
2. Members in good standing of an evangelical Christian church which confesses salvation by faith in Jesus Christ, the authority of the Holy Scripture as the rule of faith and life, and the Lordship of Jesus Christ in all areas of life and in all disciplines of education.
3. Willing to support the work of this society actively by their prayers, and by their intellectual, spiritual and financial commitment.
4. Desirous of providing their children with an educational training which is distinctively Reformed in character and emphasis.

Children are regarded, first of all, as spiritual-physical creatures who are created in the image of God. Although they are, by nature, totally depraved, we believe that they are capable, through the work of the Holy Spirit in their lives, of coming to know God and to obey Him and His laws, as revealed in His Work and in His created order. Secondly, children are regarded as social creatures who stand in relationship to God and to their fellow man, and who can only truly know themselves and their moral, intellectual, social and emotional needs in terms of their relationship to God.

Biblical and religious instruction is not merely a separate curricular subject, but also an all-pervasive force in the total educational program of the school of this society. The Christian faith, as interpreted in the confessional standards of the Reformed churches, underlies and permeates all subjects in the curriculum.

## **ARTICLE IV**

### **Membership**

All persons eighteen (18) years of age or over, who subscribe to Articles II and III of this Constitution, and who are members of a Reformed church and who accept the historic creeds of the Reformed churches, namely, the Heidelberg Catechism, the Belgic Confession, and the Canons of Dordt, and who have made an annual contribution to any fund of the Association for Christian Instruction in the preceding year, from a date sixty (60) days prior to each annual meeting of this organization, in an amount fixed from time to time by the Board of Directors, and if not so fixed in the minimum amount of Ten Dollars (\$10) for each said above-described year.

The President of the Board of Trustees and/or a majority of the Board of Trustees present may, as a condition to voting at any meeting of the Association, require any or all persons present to subscribe, in writing, to the requirements of Membership as herein provided, and failure of any person present to sign such a statement shall make said person ineligible to vote at such a meeting. Appeal may be made from the decision of the President of the Board of Trustees of the majority of the Board of Trustees present on the question of such Membership and a majority vote of those present entitled to vote shall be final and binding.

As of a period between forty-five (45) days and sixty (60) days before each annual meeting of members, the Secretary of the Association, at the direction of the Board of Trustees, shall prepare or cause to be prepared a list of all members in good standing of the Association called the "membership list." Such members shall be the members entitled to notice of and to vote at the annual meeting, and such last-compiled list shall be used for any special meeting called, as herein provided.

## ARTICLE V

### Meetings

1. All meetings of the Association shall be held at the main site of the school, or at such other place as the Board of Trustees may designate within the County of Lake, State of Indiana.

2. The annual meeting of the Association shall be held in April of each year, for the purpose of considering and approving the annual budget of the Association, and for the transaction of such other business as may properly come before the meeting.

3. Ten percent (10%) of the members shall constitute a quorum at any meeting of the members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.

4. Special meetings of the Association may be called by a majority vote of the Board of Trustees.

5. At the direction of the Board of Trustees, written or printed notice setting forth the agenda, the place, day and hour of any meeting of members shall be announced in the *School Bell*, supporting church bulletins, parental school notes, or by mail to each member of the Association, not less than fourteen (14) days prior to the meeting. Such period of notice shall include two (2) Sundays.

6. Each member entitled to vote shall be entitled to one vote upon each matter, submitted to a vote, at a meeting of the members. For the annual meeting, absentee ballots will be given or mailed, upon request, to all persons entitled to vote. Absentee ballots must be accepted on the first ballot for election of officers only, subject to approval of those present at the meeting, providing same are duly signed and presented to the secretary prior to the time of vote for Board of Trustees.

7. The Board of Trustees shall prepare the agenda for each annual meeting, but matters not listed on the agenda may be brought up for discussion and referred to the Board of Trustees for consideration. To that end, the agenda shall contain an item called "Comments From the Membership." All Association meetings shall be ruled by *Robert's Rules of Order* when not in conflict with this Constitution.

8. The Board of Trustees shall call a special meeting of the Association, when such a meeting is requested in a petition signed by at least thirty (30) Members of the Association, duly addressed to the Board of Trustees, which petition shall contain, in addition to the signed and typed signatures of each petitioner, a concise statement of the reason(s) for the calling of such meeting and containing those items which the petitioners desire to appear on

the agenda. If said petition is in proper order, as herein required, said meeting shall take place within forty-five (45) days after receipt thereof by the Board of Trustees, provided that no such special meeting shall be held pursuant to such a request which is postmarked or delivered to the President or Secretary of the Board of Trustees after January 30 of any year and prior to the April annual meeting of the Association of any year.

## ARTICLE VI

### Board of Trustees

1. The property and affairs of the Association shall be managed by its Board of Trustees.
2. The Board of Trustees shall consist of nine (9) members who are Members of the Association as herein defined.
3. The members of the Board of Trustees shall be elected for a term of three (3) years. Members who have served a term are not eligible for re-election for one (1) year. Retiring Board members, however, by a majority vote of the Board, may be asked to serve in an advisory capacity for one (1) additional year, without vote. Members receiving appointments to the Board, to fill an unexpired term, will consider such term a full term for election purposes, if the duration thereof exceeds eighteen (18) months.
4. All Board members shall be communicant (full) members in a Reformed church, as hereinabove defined. No person shall be eligible to hold an executive or administrative office, or to be a member of the Board of Trustees, who is not a member, in good standing, of the society and meets all requirements of this Constitution.
5. Vacancies, by death or resignation, in the Board of Trustees, shall be filled by the affirmative vote of the majority of the remaining Trustees, no less than a quorum. A Trustee, elected to fill a vacancy, shall serve for the unexpired term of his predecessor in office. Such vacancy shall be filled within sixty (60) days after receipt, by the Board of Trustees, of notice of death or resignation.
6. The Board of Trustees shall submit nominations for the election of Board members at the annual meeting of the society; such nominations, with a brief resume of each nominee, shall be included in the notice of the annual meeting herein provided for. *At least two candidates for each vacancy shall be nominated by the Board.* **Amended, May 4, 2015 – A Slate of names consisting of one nominee for each vacancy will be submitted by the Board.**
7. Members of the Board of Trustees shall hold office until their terms of office expire, or by death or resignation, or until removed for a good cause by a three-fourths (3/4) vote of the entire Board of Trustees, which action shall only be taken after due and proper written statement of charges has been given at least ten (10) days prior to the hearing to said member of a fair and impartial hearing, if requested by said member, before the Board of Trustees. Such decision shall be given, in writing, within five (5) days after the hearing and may be appealed to the next annual Association meeting, which notice of appeal shall be given, in writing, by the appellant to the Board of Trustees within two (2) weeks after written notification of the decision of the Board.

8. If the office of an elected officer or Board member of this Association becomes vacant, by reason of action of the Board pursuant to this Article VI, a successor shall be appointed by the Board of Trustees for the balance of the unexpired term, provided, however, that no such appointment shall be made until after two weeks have expired from date of notice to a member removed for cause and only then, if no written notice has been filed with the Board as provided in paragraph 7 of this Article VI, and if such a written notice of appeal is timely received by the Board within said period, then such vacancy shall be filled within sixty (60) days after said next annual Association meeting, and then only in the event appellant is not successful in his appeal to the Association.

9. Regular meetings of the Board of Trustees shall be held once a month, if at all possible, and in no event shall there be less than eleven (11) meetings a year. Board members shall be notified of the time and place of each meeting at least seven (7) days prior thereto, unless set by appropriate Board resolution. Board members are expected to attend Board meetings absent justifiable cause. Continued non-attendance at Board meetings may become grounds for asking for the resignation of and/or the dismissal of the Board member.

10. Special meetings of the Board of Trustees may be called by the president or any three (3) Trustees. Notice thereof shall be given at least three (3) days before such meeting and delivered personally or sent by mail or telegram, to each Trustee at the address shown on the Association's records. The purpose or purposes of any special meeting of the Board need not be specified in any notice, unless required by law. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting.

11. The Board of Trustees shall supervise all administrative work. The institutional director (principal) shall report directly to the Board and shall be responsible to the Board for implementing the educational, financial and other policies established by the Board.

12. The Board of Trustees shall provide for at least one (1) audit during each fiscal year of all books and records by a qualified accountant.

## **ARTICLE VII**

### **Officers**

1. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer. They shall be elected for a term on one (1) year by the Board. These officers shall constitute the Executive Committee. The Board of Trustees may, by resolution passed by a majority of the whole Board, designate the Executive Committee to act, to the extent provided in such resolution, for and on behalf of the whole Board and thereby exercise such delegated authority of the Board between meetings of the Board.

2. The President shall preside at all the meetings of the Board and of the Association. He shall, with the advice and consent of a majority of the other members of the Executive Committee, appoint all committees. He shall be an ex-officio member of all standing committees, but shall not have the right to vote, except on those committees of which he is a regular member.

3. The Vice President shall assist the President in the discharge of his duties whenever



possible, and in the absence of the President shall assume his duties.

4. The Secretary shall be responsible for all the official correspondence of the Board and shall keep accurate minutes of all meetings of the Board and of the society. He shall have the care and custody of the official documents of the society.

5. The Treasurer shall be entrusted with the Association's funds. All monies received shall be deposited by him in financial institutions approved by the Board. No disbursements shall be made without the authority of the Board, and all payments shall be made by check. He shall give a written financial report at each regular meeting of the Board, and a report at the annual meeting of the society, copies of which shall be filed with the Secretary.

## **ARTICLE VIII**

### **Committees**

The President shall, with the advice and consent of a majority of the Executive Committee, appoint the following committees:

1. EDUCATION COMMITTEE: This committee shall:

a. Consider all matters relative to the educational program and policies of the school and make recommendations concerning same to the Board;

b. Investigate the qualifications of candidates for administrative and teaching positions and make recommendations to the Board concerning the appointment of such candidates and concerning salaries for such candidates;

c. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the courses of study, discipline, equipment, etc., and make recommendations concerning these and allied matters to the Board.

2. FINANCE COMMITTEE: This committee shall:

a. Recommend to the Board a budget for the ensuing year;

b. Make suggestions to the Board as to the matter in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources;

c. Consider and make recommendations concerning the financial feasibility and possible execution of any matters referred to it by the Board of Trustees.

3. BUILDING AND GROUNDS COMMITTEE: This committee shall:

a. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school and make recommendations to the Board concerning these matters;

b. Make recommendations to the Board concerning the appointment, work and salary of the custodians.

4. BUS COMMITTEE: This committee shall:
  - a. Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school buses and make recommendations to the Board concerning these matters;
  - b. Make recommendations to the Board concerning the appointment, work and salary of the bus drivers;
  - c. Concern itself with all phases of bus replacement, users' fees and route schedules of the buses and make recommendations to the Board concerning these matters.
5. The President, with the advice and consent of a majority of the Executive Committee, shall appoint various ad hoc committees, as deemed necessary from time to time, said committees to report to the Board of Trustees.

## **ARTICLE IX**

### **Order of Procedure at Board of Trustees' Meetings**

The order of procedure at Board of Trustees' meetings shall include the following:

1. Scripture reading and prayer;
2. Roll call;
3. Reading of minutes of previous meeting(s);
4. Consideration of unfinished business;
5. Reading of papers and correspondence;
6. Report of the Treasurer;
7. Report of the administrator(s);
8. Report of standing committees;
9. Report of special committees;
10. Consideration of new business;
11. Any matter, by a Trustee, for the good of the Association;
12. Adjournment and closing prayer.

## **ARTICLE X**

### **Teaching Staff**

1. The principal and teachers (full-time and part-time) shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine. All members of the teaching staff:
  - a. must declare their unconditional agreement with Articles II and III of this Constitution;
  - b. must be full members, in good standing, of a Reformed church.
2. The staff members are required to sign a contract each year on a form prescribed by the Board of Trustees, consistent with this Constitution.

3. The Board shall have the power to discharge or suspend a staff member, and such discharge or suspension may be based upon unfitness for work, instruction which conflicts with the fundamentals and the purposes of the society and/or failure to lead a Christian life. Any such discharge or suspension shall be made only after a due and proper statement of charges has been given to the staff member, and if said staff member requests a hearing before the Board of Trustees, said hearing shall not take place until ten (10) days have elapsed after the date of the statement of discharge or suspension. The Board of Trustees shall give a decision, in writing, to said staff member within five (5) days after the hearing.
4. Instruction given the children shall be in accordance with the educational laws of the State of Indiana, as they apply to private, society-controlled schools, insofar as said educational requirements do not conflict with the principles and purposes of this organization. The Board of Trustees and the principal shall determine the program of studies for each teacher and class.

## **ARTICLE XI**

### **Society Documents**

All legal documents of the society executed by and for the Board shall be properly signed by the President and the Secretary, or as otherwise designated by the Board of Trustees by an appropriate resolution.

## **ARTICLE XII**

### **Dissolution**

In case of dissolution of the society, the property and monies belonging to the society as a body, shall be donated, after liquidation, to the Christian Reformed Churches of Highland, Indiana.

## **ARTICLE XIII**

### **Tuition**

A tuition schedule shall be presented annually by the Board of Trustees, and if adopted by the membership entitled to vote at the annual meeting of said organization, then said tuition shall be paid by the parents and/or guardians of the children as required by the Board of Trustees.

## **ARTICLE XIV**

### **Amendments**

Changes in the Articles of this Constitution require a majority of at least two-thirds (2/3) of the votes polled. Every member has the right to move a modification, a revision, or an amendment of the Constitution, providing he notifies the Board, in writing, at least one (1) month before the next



meeting of the society, and providing his motion is approved by the Board.

Articles I, II, XII and XIV may not be changed.

This Constitution was revised and adopted at the annual meeting of the Association held April 30, 1984, and supercedes the Constitution dated April 25, 1943 and revised April 18, 1955.