

# Constitution of Westlake Christian Academy

## Preamble

Understanding that parents are responsible to rear their children in the nurture and admonition of the Lord, and being mindful of God's will that children be taught the content and practical applications of His Word in every aspect of learning and every activity of life (Deuteronomy 6:4-9) and firmly believing that Christian schools are a vital instrument for the fulfillment of the Divine command, the undersigned herewith establish the Westlake Christian Academy and adopt this constitution for its organization and operation.

## Article I: Name

The name by which this school shall be known and incorporated is Westlake Christian Academy.

## Article II: Purpose

The primary purpose of the Academy is to minister to the Christian community.

The Academy is charitable in its nature, and its purpose is to recognize and operate, without profit, one or more private schools, which will give the students instruction in academic subjects usually taught in public and private schools; such instruction is to be given in accordance with the tenets of biblical Christian faith and of the Constitution of the United States, to the end that the students may grow in grace and in the knowledge of God through our Lord and Savior Jesus Christ, and become worthy citizens of the Kingdom and our great nation.

Consistent with the truth that the grace and love of God in Jesus Christ extend without partiality to all mankind, Westlake Christian Academy accepts students for admission regardless of race, sex, or ethnic background.

## Article III: Statement of Faith

- A. We believe the Bible to be the inspired and only infallible, authoritative, written word of God. (II Timothy 3:16, 17)
- B. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (Matthew 28:19, II Corinthians 13:14)
- C. We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. (Genesis 1:1, John 1:1-3)
- D. We believe in the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory. (Colossians 1:13-20)
- E. We believe that the Lord Jesus Christ is the only mediator between God and man. (I Timothy 2:5)
- F. We believe that all men are lost and sinful, and that salvation is received through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit of God. (Romans 3:23-26; Titus 3:5)
- G. We believe that the by present indwelling ministry of the Holy Spirit, the Christian is enabled to live a godly life, and that every believer should practice the holiness which God requires.

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- H. 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. (John 5:24-25, 28-29)
- I. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:20-23; I Corinthians 12:12-13)
- J. We believe the support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ. (Matthew 28: 19-20)
- K. We recognize that there are other doctrines held by various Christian believers which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by the school.

## Article IV: Organization

- A. To handle the business of Westlake Christian Academy effectively, this constitution establishes the following three bodies to which various individuals report and in which the administrative and legislative powers reside.
  - 1. The Board of Trustees.
  - 2. The Faculty and Staff Assembly.
  - 3. The Parents Association.
- B. The Bylaws shall describe and explain the overall powers and duties of these three bodies. Operational Handbooks shall discuss policies and procedures not covered within the Constitution and Bylaws.

## Article V: Amendments

- A. **Passage.**
  - 1. Any amendment to the constitution must be passed by a 75% majority of the full complement of the Board of Trustees, and
  - 2. Ratified by 75% of the full complement of the Faculty/Staff, and
  - 3. Ratified by 75% of the full complement of the Parent's Association. In the event that less than 75% of the Parents Association votes on a proposed amendment that has been passed by the Board of Trustees and ratified by the Faculty/Staff Assembly, then the Board and the Assembly may override the non-ratification of the Parents Association by a 100% vote of the full complement of the Board and 90% of the Faculty/Staff Assembly.
- B. **Operation of New Amendments.** Ratified amendments to the constitution will go into effect at the end of the school year in which they were passed.
- C. **The Statement of Faith** in this constitution shall not be amended or added to.

## Article VI: Irrevocable Dedication

In the event of the dissolution of the Academy, and after the payment of all debts of the Academy, all of the property and assets then held by the Academy shall be distributed to an organization with similar beliefs and purposes as specified in Articles II and III, None shall be distributed to any private individual or to any business corporation, nor for the personal or private benefit of any person.

# Bylaws of Westlake Christian Academy

## Article I: Board of Trustees

**A. Purpose:** The purpose of the Board of Trustees (Board) is to provide strategic and long-range planning, secure facilities and personnel, set operational policies, and provide general oversight of the Academy.

**B. Membership:** Ordinarily, the Board of Trustees shall consist of nine (9) members (full complement), chosen in accordance with the provisions of these Bylaws. In matters requiring a vote, each member shall have one vote. No absentee ballots shall be allowed.

No one employed by the school, or spouse of any employee shall be eligible to serve on the Board. No husband and wife shall serve simultaneously on the Board.

The administrative head shall serve in an advisory capacity to the Board, and shall have no vote.

**C. Qualifications:** Board members shall be born-again Christians, be members in good standing of a local church (whose own statement of faith is not found to be contrary to the statement of faith found in the constitution of Westlake Christian Academy), annually subscribe to the same statement of faith, have or have had at least one child, grandchild or parishioner enrolled in Westlake Christian Academy, and show a definite interest in Christian education. Board members should also meet the following Biblical qualifications (I Timothy 3:1-13): above reproach, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money, manages his own family well, obedient children, not recently converted, must have a good reputation with outsiders and sincere.

**D. Term of Office:** The term of service for a Board member shall be three years. When there are six or more Board members the Board shall consist of three classes, one of which shall be elected each year, such that their terms are staggered. In the event of a mid-term vacancy, a Board member may be elected (or appointed) for a partial term.

A Board member may serve up to three consecutive terms. After not serving for one year a former Board member may be elected (or appointed) to serve again on the Board. In no case shall a Board member serve more than nine (9) consecutive years.

### **E. Election to the Board of Trustees**

1. Interested candidates must submit their completed applications to the current Nominating Committee (see Parent Association) no later than March 1. The interested candidates must have had at least one child, grandchild, or parishioner enrolled in Westlake since at least the September prior to submitting the completed application; or have a child, grandchild or parishioner who has graduated from Westlake.

Candidates must meet the qualifications outlined in these Bylaws, and must submit the following documentation as part of their completed application (applications received without all of the necessary documentation will not be considered and will be returned to the applicant):

- a. A completed and signed School Ministry Leadership Application
- b. A brief resume of job history and educational background
- c. A brief essay concerning their desire to participate on the board, and addressing their commitment for a minimum of three or more years
- d. Letters of recommendation from at least two other current Westlake families
- e. A letter of recommendation from the current Westlake Faculty and Staff Assembly

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- f. A letter from the governing body of their local church attesting to the candidate's faithfulness in service to God and spiritual life

Applications received without all of the necessary documentation will be returned to the applicant.

2. The current Board shall have the opportunity to review the interested candidates and approve those meeting the qualifications for Board members. A final slate of all qualified candidates shall be approved no later than April 1.
3. The Board shall then provide a written communication announcing the final approved slate of candidates to the entire Westlake family. This communication would occur no later than the end of the first full week of April. A vote by the Parents Assembly shall be set for the second week of May at an all school meeting.
4. The candidates shall be elected by paper ballot; the candidates receiving the most votes shall fill the open positions on the board. One vote per family. No absentee ballots.
5. The elected candidates shall begin their term at the end of the school year.
6. Any candidates not elected by popular vote shall fill any vacancies that occur during the school year. Each vacancy, as it occurs, shall be filled by the candidate receiving the next highest vote. If there are no remaining qualified candidates forthcoming from the Nominating Committee with which to fill an announced vacancy, then after a period of three months the Board shall have the ability to appoint an individual of their choosing that meets the qualifications listed in the Bylaws Article I.C. and Article I.E.1.

Members of the Board may be removed for departure from the statement of faith found in the Constitution of Westlake Christian Academy, for conduct unbecoming of a Christian, for conduct unbecoming of their position, or for excessive absence from school board meetings. Removal shall require at least a 66% vote of the full complement of the Board.

**F. Responsibilities:** The Board shall have at a minimum the following responsibilities:

- pray diligently for Westlake Christian Academy
- secure adequate facilities for the school
- hire and evaluate on an annual basis an administrative head
- share in the responsibility of setting policies and conditions under which faculty and staff are hired, evaluated and retained
- set an operating budget and oversee the compliance
- oversee school certification
- oversee compliance with all Federal, State and local laws and regulations
- initiate the recall of a Board member(s) for dereliction of duty
- share in developing and complying with due process procedures
- financially support Westlake Christian Academy.

(Note: The corresponding responsibilities and execution for the above mentioned are covered in the appropriate administrative job descriptions.)

**G. Officers:** At its annual meeting in June, the school board shall elect by ballot from among its members a chairman, a vice-chairman, a secretary and a treasurer. The term of office shall be one year. These officers comprise the executive committee.

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## H. Duties of Officers:

The chairman shall set the agenda and preside at all meetings of the Board and perform other duties generally incumbent upon the office. The chairman shall be directly responsible for supervising and counseling the administrative head(s) of the Academy.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the Board, conduct the correspondence, and perform other duties associated with the office. The secretary shall be responsible for the preparation of an Annual Secretary's Report, containing a roster of all employees, enrollment by grades, policies adopted during the year, and any significant events in the life of the Academy.

The treasurer shall receive all funds from the Board members or from any other sources contributing to the school; all such funds shall be deposited to the credit of the school in a bank designated by the Board. The treasurer shall disburse such funds as designated in the annual budget or on written order, either by the chairman of the Board (or in his absence the vice-chairman) and countersigned by one member of the Board; and shall submit a complete report of receipts and expenditures at each regular meeting of the Board. The financial books and records of the treasurer shall be reviewed annually in June, after which an Annual Financial Report shall be prepared showing the schedule of charges, all licenses, expenses and significant additions of capital assets. The treasurer will share in the oversight of the Business Manager.

## I. Meetings of the Board:

The Board shall be required to hold at least four (4) meetings in each calendar year.

The Board shall hold an annual meeting in June of each year. The agenda for this meeting shall include a review of the previous year's activities, a report on the status of the Academy, identification of major problems and issues, and projections for the coming years.

The Board shall hold an annual meeting with the parents at a time determined by the board at the beginning of the school year in September. At this meeting the chairman shall give a report of the actions taken by the Board and the activities and progress of the Academy. The treasurer shall make a report of financial matters and distribute copies of the most recent review.

All reports shall be filed with the secretary.

At least 50% of the Board members shall constitute a quorum.

Special meetings may be called by the chairman, or at the written request of no less than three members of the Board. At least seven (7) days notice must be given prior to any special meeting held by the Board, unless all Board members agree to a shorter notice for that special meeting.

In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

The fiscal year of the Board shall begin July 1, and end June 30 of the following year.

## J. Committees of the Board of Trustees

**1. Standing Committees:** The following committees shall be permanent and standing committees: Human Resources, Finance, and Development. Ordinarily the chairman shall appoint board members, who are serving at least in their second year of office, to serve as the chairman of these standing committees.

Committee chairmen shall appoint their own committee members, as specified within these Bylaws, and subject to the approval of the Board.

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The administrative head of the Academy shall be an ex-officio member of all standing committees. The administrative head shall be responsible to supply necessary information regarding school operations as requested and will evaluate all proposed actions recommended by the committees.

- 2. Human Resources Committee:** The Human Resources Committee shall be responsible to research and present to the Board proposals for the conditions and policies of employment at the Academy. The Committee shall furthermore have the primary responsibility for ensuring that these conditions and policies are observed by the Administration, including but not limited to those situations when, in the judgment of the Administration, employees should be disciplined, suspended, or dismissed.

Specific responsibilities of oversight shall include:

- Establishing Human Resource policies and processes
- Benchmarking and establishing annual salary guidelines
- Conducting annual review of faculty salaries and fringe benefits

The membership of the Human Resources Committee shall be comprised of at least one Board member, the administrative head, two members of the Faculty and Staff Assembly and one member of the Parents Association.

The Committee shall be required to hold at least four (4) meetings in each calendar year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

- 3. Finance Committee:** The Finance Committee shall be responsible for reviewing and recommending action on all matters that directly relate to financial and legal activity. The Board treasurer shall chair this committee.

Specific responsibilities of oversight shall include:

- Assembling budget data and controlling expenditures within the annual budget
- Establishing tuition and fee schedule, including discounts, scholarships and financial aid
- Establishing financial policies regarding accounts receivable and accounts payable
- Oversee receipts and disbursement of all monies for legitimate purposes
- Establishing and maintaining tax-exempt status and securing all licenses and permits required by law
- Reviewing all insurance policies and maintaining necessary records for insurance coverage
- Overseeing the annual review of the treasurer's books
- Investigating the need for special funds and/or special fund raising activities.

The membership of the Finance Committee shall be comprised of at least one additional Board member, one member of the administration, one member of the Faculty and Staff Assembly and one member of the Parents Association.

The Committee shall be required to hold at least four (4) meetings in each calendar year.

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All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

- 4. Development Committee:** The Development Committee shall communicate the principles and philosophy of Christian education to the various publics that are affected by the school operation, publicize the purpose and progress of the Academy, secure and maintain appropriate facilities for the Academy.

Specific responsibilities shall include:

- Preparing promotional materials for general and specific distribution (i.e. annual brochures, regular press releases, announcements of changes in school policies, etc.)
- Providing speakers and other representatives of the school for outside meetings
- Securing appropriate facilities for the Academy
- Preparing a capital improvements budget to be considered with the annual operating budget

The membership of the Development Committee shall be comprised of at least one Board member, one member of the administration, one member of the Faculty and Staff Assembly and two members of the Parents Association.

The Committee shall be required to hold at least four (4) meetings in each calendar year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

- 5. Temporary Committees:** The Board may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service.

## Article II: Administrative Head

The Board shall designate one employee of the paid staff as the administrative head of the Academy.

The administrative head of the Academy shall be responsible for the operation of the Academy according to the policies established and/or adopted by the Board.

Questions regarding the administration of the Academy shall be referred to the administrative head by the chairman of the Board or by the staff. If policies are to be reviewed or changed, this shall be done in Board meetings when the administrative head can be available for advice.

## Article III: Faculty and Staff Assembly

**A. Purpose:** The purpose of the Faculty and Staff Assembly is to set educational policies and standards, and to share in the implementation of all school policies.

**B. Membership:** The Faculty and Staff Body shall consist of all full-time employees, faculty, staff and administration of Westlake Christian Academy. In matters requiring a vote, each member shall have one vote. No absentee ballots shall be allowed.

The administration, faculty, staff, and other employed personnel shall be appointed by the administrative head and hired by the Board. Ordinarily all administrative and full-time faculty contracts which are renewable on an annual basis shall be acted upon by the Board no later than April 1. The administrative head shall present the names of the faculty members whose contracts are to be renewed as a slate, and a vote of approval by 2/3 of the full complement of the Board

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shall confirm renewal of contracts for those included in the slate. All employees shall be hired for such time, and under such conditions, and upon such salary as the Board may determine from time to time.

- C. Qualifications:** All members of the Faculty and Staff Assembly shall be born-again Christians, be members in good standing of a local church (whose own statement of faith is not found to be contrary to the statement of faith found in the constitution of Westlake Christian Academy) and annually subscribe to the same statement of faith.

All appointments shall be based on testimony, personal life, standards, academic merit, and experience as deemed necessary for the position by the administrative head and the Board.

The Board does not discriminate in the hiring of faculty, staff or other employed personnel on the basis of sex, race, color, or national or ethnic origin for any appointment.

Responsibilities:

- pray diligently for Westlake Christian Academy
- share in the approval of amendments to the Constitution and Bylaws
- share in maintaining certification of the Academy and of the Faculty
- provide letters of recommendation for interested candidates for the Board
- share in the development of educational policies
- share in developing and complying with due process procedures
- elect members annually to serve on the standing committees maintained by the Board, Faculty and Staff Assembly or the Parents Association (Human Resources – 2, Curriculum and Educational Strategies – 3, Finance – 1, and Development – 1)
- nominate members to serve on temporary committees erected by the Board.

(Note: Due Process procedures must be approved by both the Faculty and Staff Assembly and the Board.)

- D. Officers:** The administrative head of the Academy will serve as the chairman of the Faculty and Staff Assembly. At its annual meeting, the Faculty and Staff Assembly shall elect by ballot from among its members a vice-chairman and a secretary. The term of office shall be one year. These officers comprise the executive committee.

- E. Duties of Officers:** The chairman shall set the agenda for, and preside at all meetings of the Faculty and Staff Assembly and perform other duties generally incumbent upon the office.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the Faculty and Staff Assembly, conduct the correspondence, and perform other duties associated with the office.

- F. Meetings of the Faculty and Staff Assembly**

The Faculty and Staff Assembly shall be required to hold at least four (4) meetings in each school year.

At least 75% of the members of the Faculty and Staff Assembly shall constitute a quorum.

In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

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## G. Committees of the Faculty and Staff Assembly

1. **Standing Committees:** The following committee shall be a permanent and standing committee: Curriculum and Educational Strategies Committee. The administrative head shall appoint a member of the Faculty and Staff Assembly to serve as the chairman of this standing committee.

The committee chairman shall appoint his own committee members, as specified within these Bylaws.

An appointee of the Board of Trustees may be an ex-officio member of all standing committees. This Board member shall be responsible to supply necessary information regarding school operations as requested and will evaluate all proposed actions recommended by the committees.

2. **Curriculum and Educational Strategies Committee:** The Curriculum and Educational Strategies Committee shall have the responsibility to research and propose to the Board strategies, curriculum and policies that directly relate to the academic effectiveness of the Academy.

Specific responsibilities of oversight shall include:

- Approval of curriculum and course of study for each grade and subject
- Development and use of library, books and facilities
- Development of disciplinary policies and reviewing their administration
- Evaluating the total Academy program to establish policies regarding extra-curricular activities

The minimum educational standards of the Academy shall be the state's requirements for academic courses as long as those requirements are not opposed to sound Biblical doctrine. All courses shall be developed in harmony with the Christian philosophy of education and the Statement of Faith of the Academy.

All teachers shall be responsible to the administrative head for adherence to the curriculum approved by this committee.

The membership of the Curriculum and Educational Strategies Committee shall be comprised of at least one Board member, one member of the administration, three members of the Faculty and Staff Assembly and one member of the Parents Association.

The Committee shall be required to hold at least four (4) meetings in each calendar year.

All curriculum and policies presented to the Board must be approved by no less than 66% of the full complement of the committee.

3. **Temporary Committees:** The Faculty and Staff Assembly may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service, but only as they specifically relate to the functional duties of the Faculty and Staff Assembly.

## Article IV: Parents Association

- A. **Purpose:** The purpose of the Parents Association is to share in both the nominations and elections of the Board.

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**B. Membership:** The Parents Association shall consist of all of the parents and/or legal guardians of current Westlake students. In matters requiring a vote, each member family shall have one vote (regardless of the number of students enrolled in the Academy). No absentee ballots shall be allowed.

**C. Responsibilities:**

- pray diligently for Westlake Christian Academy
- share in the approval of amendments to the Constitution and Bylaw
- volunteer for committees and projects as needed
- nominate members for the Board
- initiate the recall of a Board member for violation of the Constitution and/or Bylaws (The Board of Trustees will make the final decision on any removal.)
- elect members annually to serve on the standing committees maintained by the Board, Faculty and Staff Assembly or the Parents Association (Human Resources – 1, Curriculum and Educational Strategies – 1, Finance – 1, and Development – 2)
- nominate members to serve on temporary committees erected by the Board.
- financially support Westlake Christian Academy

Note: A recall of a Board member may be initiated only after Biblical procedures for correcting an erring brother have been followed (e.g. Matthew 18 principle). Any recall initiation must be confirmed by at least two-thirds (2/3) of all of the voting members. In voting on the potential recall of a Board member, the two-thirds number is established from the full complement of families that make up the membership of the Parents Association.

**D. Officers:** At its annual meeting in September, the Parents Association shall elect by ballot from among its members a chairman, a vice-chairman and a secretary. The term of office shall be one year. These officers comprise the executive committee.

**E. Qualification of Officers, Committee Chairs and Committee Members:** All officers, committee chairs and committee members of the Parents Association shall be born-again Christians, be members in good standing of a local church (whose own statement of faith is not found to be contrary to the statement of faith found in the constitution of Westlake Christian Academy), annually subscribe to the same statement of faith, and be in good standing with the Academy.

**F. Duties of Officers:** The chairman shall set the agenda for, and preside at all meetings of the Parents Association and perform other duties generally incumbent upon the office.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the Parents Association, conduct the correspondence, and perform other duties associated with the office.

**G. Meetings of the Parents Association**

The Parents Assembly shall be required to hold at least four (4) meetings in each school year.

At least 50% of the members of the Parents Association shall constitute a quorum, except in the election of Board members.

In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

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## H. Committees of the Parents Association

1. **Standing Committees:** The following committee shall be a permanent and standing committee: Nominating Committee. The chairman shall appoint a member of the Association to serve as the chairman of this standing committee.

The committee chairman shall appoint his own committee members, as specified within these Bylaws.

An appointee of the Board of Trustees shall be an ex-officio member of all standing committees. This Board member shall be responsible to supply necessary information regarding school operations as requested and will evaluate all proposed actions recommended by the committees.

2. **Nominating Committee:** The Nominating Committee shall seek out individuals who are qualified and willing to serve on the Board of Trustees. These qualified and willing individuals must then following the process outlined in Article I, Election to the Board of Trustees of these Bylaws.

The membership of the Nominating Committee shall be comprised of at least, one member of the administration, one member of the Faculty and Staff Assembly and two members of the Parents Association.

The Committee shall be required to hold at least four (4) meetings in each calendar year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

3. **Temporary Committees:** The Parents Association may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service, but only as they specifically relate to the functional duties of the Parents Association.

## Article V: Amendments

### A. Passage.

1. Any amendment to the Bylaws must be passed by a 66% majority of the full compliment of the Board of Trustees, and
2. Ratified by 66% of the full compliment of the Faculty/Staff Assembly, and
3. Ratified by 66% of the full compliment of the Parent's Association. In the event that less than 66% of the Parents Association votes on a proposed amendment that has been passed by the Board of Trustees and ratified by the Faculty/Staff Assembly, then the Board and the Assembly may override the non-ratification of the Parents Association by a 100% vote of the full complement of the Board and 90% of the Faculty/Staff Assembly.

- B. **Operation of New Amendments.** Ratified amendments to the Bylaws will go into effect at the end of the school year in which they were passed.

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