

The Frankfort Christian Academy
Educating For Eternity



CONSTITUTION AND BYLAWS

**This Constitution and Bylaws issued by the
Board of Directors
of The Frankfort Christian Academy
(Revised June 2015)**

**The Frankfort Christian Academy
1349 U.S. Highway 421 South
Frankfort, Kentucky 40601
Phone: (502) 695-0744
FAX#: (502) 695-8725
E-mail: tfcaoffice@frankfortchristian.org
Website: frankfortchristian.org**

I. MISSION STATEMENT

The Frankfort Christian Academy partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servanthood in homes, churches and communities.

II. VISION STATEMENT

The vision of The Frankfort Christian Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called by God.

In an environment of quality academics and strong, loving discipline, students will demonstrate the ability to:

- Minister to others through faith and love
- Apply the Word of God throughout their daily lives
- Delight in the God-given gift of learning
- Think and act with the mind of Christ

III. CORE VALUES

1. Centrality of The Bible
2. Biblical worldview
3. Christian parents
4. Christ-likeness
5. Quality education
6. Church
7. Stewardship

1. Core Value #1 – Centrality of The Bible

The Bible, God's written Word, is pre-eminent in the life of the Christian. Divinely inspired and inerrant, it is authoritative for all life including the life of the Christian school.

(Proverbs 3:1-5, Psalm 119, John 17:13-19, Colossians 3:16, Joshua 1:8, II Timothy 3:16)

- a. TFCA will govern itself according to Biblical principles.
- b. TFCA will integrate the Bible into every aspect of the school's life.
- c. TFCA will use our financial resources in conformance with Biblical principles.
- d. TFCA will utilize a Bible curriculum which teaches sound doctrine and equips students to defend their faith.

2. Core Value #2 – Biblical Worldview

Education is never neutral. God's Word is the foundation for all knowledge. Christian education must ensure that students learn about the world and their place and tasks in it from the perspective of a Biblical worldview. *(Acts 17:16-34, Colossians 2:8-10, Hebrews 1:1-2, John 1:1-5, Romans 12:1-2)*

- a. TFCA will develop an educational platform based on the truths of God's Word and the preeminence of Jesus Christ.

- b. TFCA will assist parents in providing a Christ-centered environment so that students will not be conformed to modern philosophies but transformed by the renewing of the mind to God's Word.
- c. TFCA will challenge students to develop a Biblical worldview so they will be able to intellectually engage the culture for Christ.

3. Core Value #3 – Christian Parents

God has given parents the primary responsibility for bringing up their children in fear and admonition of the Lord.

(Deuteronomy 6:6-9, Ephesians 6:1-4, Proverbs 22:6)

- a. TFCA will partner with parents of children enrolled at the Academy to help meet their parental responsibilities.
- b. TFCA will communicate to parents, students, and staff the importance of parental involvement in quality education.
- c. TFCA will provide training and resources to help parents establish and **maintain** a Christ-honoring home.
- d. TFCA will set policies and procedures that will establish a partnership between the Academy and parents as a means of helping reach Kingdom education goals.

4. Core Value #4 – Christ-likeness

He who says he abides in Him ought himself also to walk just as He walked. (1 John 2:6)

- a. TFCA will employ and/or appoint, develop, and retain board members, administrators, faculty and staff whose actions and attitudes model Christ.
- b. TFCA will train and encourage students to apply the qualities of Christ in their own lives.
- c. TFCA will equip students to communicate their faith to others.
- d. TFCA will develop discipline procedures based on Biblical principles that lead to Christ-like behavior.

5. Core Value #5 – Quality Education

Each student is a uniquely wonderful and marvelous creation of God and will be accorded dignity, worth, and nurturing by TFCA staff. We will strive to instill an excitement for learning within all students, as well as the desire to recognize and develop their God-given talents.

- a. TFCA will develop an educational program that is based on God's Word with Jesus Christ at the center of the curriculum.
- b. TFCA will employ, develop and retain Godly teachers who model Christ in their everyday lives and set Christian examples for the students at TFCA.
- c. TFCA will use curriculum and methods in the classroom that reflect God's truth and prepare students to go into their homes and communities as servants of Christ.
- d. TFCA will provide a nurturing environment with quality instruction that will challenge students and foster an eagerness for learning.
- e. TFCA will provide a variety of sports and extra-curricular activities where students will be taught to compete, while setting Christian examples for those around them.

6. Core Value # 6 – Church

The church has been and always will be the instrument of God to fulfill God's purposes on earth. The church is the expression of God's Kingdom to the world. (*Acts 2:42-47, 20:28, Ephesians 1:23*)

- a. TFCA will strive to strengthen the church.
- b. TFCA will require its board members, administration, faculty, and staff to be active members of Bible-believing churches.
- c. TFCA parents and their families will be active members of Bible-believing churches.
- d. TFCA will promote partnerships with Bible-believing churches within the communities it serves.
- e. TFCA will demonstrate honoring Bible-believing churches through its policies, procedures, and practices.
- f. TFCA will offer training to students to assist them in serving their churches.

7. Core Value #7 – Stewardship

Every aspect of Christian education must be considered a stewardship responsibility from God.

- a. TFCA will develop and operate within a budget that reflects Biblical principles of stewardship.
- b. TFCA will provide students with an education that will develop the whole child – spiritually, mentally, physically, and socially.
- c. TFCA will provide, develop, and maintain facilities in a way that will honor the Lord and meet the needs of students.
- d. TFCA will seek opportunities to serve the community in a Christ-like way.

THE CONSTITUTION OF THE FRANKFORT CHRISTIAN ACADEMY
(Revised December 19, 2003)

PREAMBLE

Being mindful of God's will that children be taught the content and practical application of His Word (in every aspect of learning and in and for every activity in life - Deut. 6:4-9) and firmly believing that Christ-centered instruction and training is a necessary part of the fulfillment of His will, we herewith establish The Frankfort Christian Academy and adopt this Constitution for its organization and operation.

ARTICLE I - Name

The name of this school is The Frankfort Christian Academy.

ARTICLE II - Statement of Faith

- I. We believe the Bible, both Old and New Testaments, to be the inspired word of God; inerrant and authoritative in the original writings; the final point of reference and authority in all matter of Christian faith and life; God's Holy Word being the objective creedal standard which judges either sin or fruitfulness. (*I Tim. 3:16-17, II Pet. 1:20-21*)
- II. We believe in one God, Creator of all things, eternally existing in three co-equal persons: Father, Son and Holy Spirit. They created the earth in six literal days and rested on the seventh. (*Deut. 6:4, Heb. 1:3, II Cor. 13:14*)
- III. We believe the Father is sovereign and immutable in all His ways, sending His Son to accomplish His will on earth as it is in Heaven. We, therefore, acknowledge our dependence upon God as a school, a community and a country. (*Deut. 4:39, I Ch. 29:12, Ps. 29:10, Ps. 33:12*)
- IV. We believe Jesus Christ is fully God and fully man and recognize His virgin birth, sinless life, sacrificial death, bodily resurrection and ascension, and reign at His Father's right hand in glory. (*Isa. 9:6-7, Dan. 7:14, Mt. 28:18, Jn. 1:1-2, Col. 2:9, Heb. 1:3, Heb. 12:2*)
- V. We believe in the ministry and power of the Holy Spirit, as He convicts, regenerates, seals, indwells, guides, and instructs individual Christians: empowering the Church to reveal the glory of her divine husband, Jesus. (*Jn. 14:15-17, Jn. 16:7-15, Rom. 8:11, II Cor. 1:22, Titus 3:5, I Pet. 1:12*)
- VI. We believe in the necessity of salvation for sinful man, by grace, through faith in Jesus Christ, His shed blood and atoning death upon the cross: the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of this love grows a desire to serve both God and our neighbor. (*Acts 4:12, Rom. 3:21-26, Rom. 5:8-10, Eph. 2:4-10*)
- VII. We believe that it is of the utmost importance to give our Lord Jesus the preeminence in all things, as Prophet, Priest and King, in view of His having been given, by His Father, all power and authority in heaven and on earth. (*Heb. 1:1-2, Heb. 6:19-20, Col. 1:12-20, Ps. 29:2, Jn. 4:23-24, Phl. 4:4*)
- VIII. On earth, we are as it were, ambassadors for Jesus. Our command is to re-establish a testimony for God and His law in this nation and to equip our children to do likewise. We therefore believe it is our duty to teach them to keep covenant (maintain fidelity in their allegiance) with God, as our forefathers did. We unapologetically believe in a patriotism that promotes devotion to God and country. (*II Ch. 7:14, Ps. 33:12, Mt. 28:18-19, II Cor. 3:6*)
- IX. We believe in the rightful submission to God ordained governmental authorities but

will hold that God's law is higher than man's law and will always obey the higher law when the two are in conflict. Human government is established by God and is God's servant; to "do good" and to "punish wrongdoing." We therefore recognize the legitimate authority of human government, as it is established by God. (*Dan. 2:20-21, Dan. 5:21, Acts 5:17-29, Rom. 13:1-7, Titus 3:1-7*)

- X. We believe in the unique roles of male and female created by God and do not condone violation of these roles. We affirm that biblical marriage is limited to a covenant relationship between a man and a woman. (*Romans 1:21-27, 1 Corinthians 6:9-20*)

ARTICLE III - Philosophy of Education

Our school's Philosophy of Education is in complete alignment with and does fully affirm our 'Statement of Faith.'

God is the Creator and Sustainer of all things. Because man is created in the image of God, man's ultimate purpose, meaning and very definition of being must all come from God. Thus man, as a finite creature, is dependent upon the divine revelation for all ultimate truth.

(*Gen. 1:1, Gen. 2:1, Ex. 3:14, Col. 1:15-17, Gen. 1:26-17, Isa. 55:6-9*)

Truth reveals God and is a revelation from God. God reveals Himself (generally) through His created universe, (specifically) in the Scriptures and (personally) in His Son, Jesus Christ.

(*Rom. 1:19-20, II Tm. 3:15-17, Deut. 8:1-3, Isa. 40:6-8, Jn. 1:14, Jn. 14:6*)

Since the moment Adam and Eve disobeyed God in the Garden, man's essential nature has been corrupted by sin and, in sin, man's understanding has been darkened. At enmity with God in his spirit, man had embraced the falsehood that man's ways are better than God's ways. From the time of the fall, man had believed he could explore, understand, relate to and even teach the laws and facts of the created universe, independent of God's revealed truth and without need of "the grace of God to comprehend and receive it."

(*Gen. 3:1-7, Gen. 3:14-19, Gen. 6:5, Rom. 3:10-11, Rom. 1:21-22*)

As Christians, we believe we are commanded by God to adopt, maintain and perpetuate (teach our children) a totally Christian worldview or Christian philosophy. We believe our philosophy to be centered upon God (our creator); that God is Truth; that God's word is completely trustworthy (inerrant) and that God can be known. From this Christian philosophy of life we derive our philosophy of Christian education.

(*Col. 2:8, Rom. 12:2, Col. 3:1-2, Rom. 11:35, Ps. 111:10, Ja. 1:5, Prv. 22:6, Deut. 6:6-9, Ps. 78:1-11, Ex. 13:8, II Cor. 10:3-5*)

We live in a created world in a reality of created facts which can be rightly understood only as they relate to their Creator. We hold firmly to the philosophy that man's reason does not determine God's revealed truth about Himself and all that He has created. Rather, God has graciously given man reason in order that God's truth (by the power of His Holy Spirit) might be discovered, understood, categorized and passed down from generation to generation in the systematic approach of training and discipline that is Christian education.

(*Prv. 3:5-7, Prv. 1:7, Ps. 119:89-91, Prv. 22:6, Eph. 6:4, II Tim. 3:16-17, II Tim. 2:15*)

Biblical truth must validate experience and knowledge at all times. In all subjects:

mathematics, the arts, geography, economics, history or English, the Bible is the key to true understanding. The Bible gives us the perspective we need to see God as He is, ourselves as we are, our relationship to others and to the world that we live in, and it provides the necessary principles without which there can be no true understanding. Thus, Biblical truth will undergird the teaching of all subjects and provide the standard qualifying all other texts, materials and supporting media used in our classrooms.
(*Prv. 1:7, Prv. 9:10*)

Moreover, we hold the Scriptures to be Divinely inspired, authoritative and inerrant. The Word of God is our heritage and our birthright. Our philosophy of Christian education, this document and every policy and practice hereunto will regard the Word of God as the final authority in all matter of faith and practice.
(*2 Tim. 3:16*)

The Frankfort Christian Academy's purpose is to provide a distinctly Christian academic environment in which God's mandate to train, instruct and nurture each student in the Truth may be fulfilled. Administration, faculty and staff shall seek to minister to each student, providing a Christ-like example while promoting that student's spiritual, physical, academic and social development. We recognize that children are a heritage of the Lord (*Ps. 127:3*). We believe that, to the Christian parent(s) of every Academy student, God has delegated a special "stewardship responsibility" for the instruction, nurture and discipline of children. The process of "training up a child" starts in the home. The Bible declares: "Train up a child in the way he should go, and when he is old he will not depart from it." (*Prv. 22:6*) God has additionally granted (in Christ Jesus) the authority of the parent(s) to train and instruct their children (particularly in matters of Christian faith and life). Again, the Scriptural mandate is clear and repeated "These commandments that I give you today are to be upon your hearts. Impress them on your children." (*Deut. 6:6-7*) and "Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord." (*Eph. 6:4*)

At The Frankfort Christian Academy, we hold to the Biblical position that while parents can never delegate away their responsibility (before God) to instruct and discipline their children, they may share the authority (given to them by God) for the teaching of their children, with our faculty and staff. Children will be blessed as parents and teachers share in their instruction, so long as the instruction is provided with God-given and rightly shared authority. "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" (*Mat. 19:14*). **The Academy is committed to its mission of: fostering academic excellence in a genuinely Christ-centered scholastic community.**

For this reason, the parent(s) of Academy students will be expected to clearly communicate with their children God's design in, and the necessity for respect of, teachers' authority in the classroom at all times. Academy students, learning to be in submission to the authority of their teachers in the classroom, even as they learn to submit to the authority of their parents at home, actually engage in the larger process of learning obedience to God.

We desire to create an optimal learning environment, based on academic excellence, that compliments the Christian home. We strive to promote an atmosphere where students learn to live their lives for Christ, developing their character and achieving their highest potential (in Him). As we seek to train students, we believe that the school and the home need to work cooperatively in providing the best educational experience for every student.

Our goal is to bring out of each student their natural creative desire to learn and to assist

them in developing the required academic disciplines. It is critical that individuals master the basic academic skills needed to be productive in our society.

As to their spiritual nurturing, our goal is to develop within each student an inclination to study, learn and apply God's Word in every area of his or her life. We will diligently work to instill in our students a sense of appreciation for the heritage that is theirs in Christ.

Ultimately, in all that we shall teach, in all that we shall say and do and plan and promote; we shall direct all to the glory of God, exalting the name of our Lord and Savior Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in the lives of Academy students; imparting God's truth, thus preparing them for faithful service in the cause of Jesus Christ and the Gospel, that their involvements in the home, church, workplace and community might manifest the glory of Jesus Christ for the world to see.

(Ps. 22:23, Ps. 57:5, Mat. 5:16, I Pet. 4:11, Rev. 4:11)

ARTICLE IV - Board of Directors and Guidelines and Structures of Board Governance

Sections 001 through 021

[References to "he" or "his" in this Article are without gender inference.]

Sec. 001: Agreement of Leadership with Articles II and III

All Board members shall be born-again Christians (giving testimony to their faith) and shall agree without reservation with Articles II and III of this Constitution. Further, they shall be members in good standing or regular attendees (seeking membership) with a local church, whose doctrine is in agreement with Article II of this Constitution.

Sec. 002: General Powers and Responsibilities

The Frankfort Christian Academy (TFCA) Board will oversee the continuing operation of this educational ministry and generally oversee the business affairs of TFCA in compliance with this Constitution. The responsibilities of the Board will include, but not be limited to making policy, acting on matters of personnel (including hiring and firing), appointing Board members, establishing tuition and fees, promoting Christian education in the community and praying for the life and ministry of The Frankfort Christian Academy.

Sec. 003: Number and Tenure of Board Members

- A. The number of Board members shall be at least five (5) and may be increased by nomination and appointment of additional members. Each Board member shall serve on the board for a term of three years, unless such service is terminated by resignation or dismissal.
- B. Any Board member may, if he chooses, serve a second, third and fourth successive three year term, subject to the nomination and election process set forth in this Constitution. Further, having served a second, third, and fourth term on the Board, the Board member shall step down from service for at least one full year before being, again, eligible for nomination and election to the Board. The Board chairman's tenure, however, may be extended for one year by a unanimous vote of the entire Board of Directors.
- C. Terms of service for the Board members are staggered to allow for depth of

experience and a natural mentoring effect upon newer members.

- D. The Board shall strive to stagger the terms of service on the Board in such manner that no more than one-third (1/3) of the full Board will complete its term of service in any given fiscal year.

Sec. 004: Board Member Qualifications.

- A. All Board members shall be born-again Christians and subscribe personally to the school's Statement of Faith without reservation. Further, each Board member shall be committed to preserving the ideals and purposes of the school, as described in the Philosophy of Education.
- B. Eligibility for Board membership requires that a nominee shall be a Godly person, graced in their judgments, through their thorough meditation on and willing submission to the Word of God. Further, their reputation in the community and the testimony of their life shall evidence their qualifications reflective of Biblical leadership.
- C. In their speech and behavior a Board member shall demonstrate that he/she is not quick-tempered, not overbearing, one who loves what is good and one found faithful in their love of the brethren. To serve on TFCA Board he/she shall possess a wholehearted commitment to the school and the cause of Christian education.
- D. TFCA is a lay-operated ministry and administratively independent from any particular church.
- E. Board members shall individually commit themselves to continuous prayer for The Frankfort Christian Academy family, leadership, life, and ministry.

Sec. 005: New Board Member Nominating Process

- A. It shall be the unqualified right of any TFCA family, at any time, to suggest the name of a potential nominee to the President of the Board. The name shall be submitted in writing and delivered to the school office. It is then incumbent upon the President to give notice of such recommendation at the next regular meeting of the Board; bringing such notice to the attention of the Board Secretary. The Secretary will add the recommendation to a list of potential nominees. The Secretary will keep this list in custody until turning it over to a nominating committee appointed by the Board President.
- B. Each October, a nominating committee shall be appointed by the President of the Board. The charge of such committee shall be to identify and conduct a preliminary evaluation of potential membership. Further, such evaluation will be guided by the qualifications for Board members as they are set forth in this Constitution.
- C. Between October 1 and the regular meeting of the Board in January, the nominating committee will identify and interview potential nominees. At least two committee members shall interview each candidate, either at the school or at home at a time not to coincide with a regular business meeting of the Board. Upon the establishment of the nominating committee, the Board Secretary shall turn over the list of recommendations of potential nominees along with any additional candidates the Board may, themselves, suggest. The objective of preliminary interviews will be to establish the candidates'

interest in pursuing this particular avenue of service to TFCA. While conducting each preliminary interview, committee members shall provide the candidate with a copy of this Constitution and review it with the candidate. The candidate, after reviewing the Constitution, shall convey his agreement with the same.

- D. The nominating committee at the regular January Board meeting shall, in Executive Session, formally submit nominees to the full Board. Subsequent to this meeting and at least one week prior to the regular Board meeting in February, nominees to the Board shall be interviewed by the full Board, at one or more special meetings, convened for this purpose.
- E. Voting to appoint nominees to Board membership shall take place at the regular meeting of the Board in February. The term of office for regularly appointed Board Members shall begin March 1, of that year and end February 28th (end of February), three years hence.
- F. In the event of a vacancy on the Board, occurring for whatever reason a replacement shall be interviewed in the manner as has been described herein, voted upon and appointed by the remaining Board Members, without regard to particular dates and timetables already described herein. (See Section .013)
- G. Voting for the appointment of any Board Members, whether such appointment is by reason of an incumbent completing his term or by reason of resignation or dismissal, shall be in strict compliance with the manner of acting prescribed in this Constitution.

Sec. 006: Election (Appointment) of New Board Members

- A. The appointment of any nominee to TFCA Board, whether the vacancy occurred through retirement, resignation or dismissal, shall be decided by the affirmative vote of a majority of the members present, provided two-thirds (2/3) of the full board is in attendance.
- B. The Board shall vote for new members by roll call. The Board Secretary shall read the names of Board Members in attendance and record the vote. The Board President shall declare the election results and shall be responsible to convey the same to all nominees. In the event of a tie the presiding officer shall cast the deciding vote.
- C. It is in the best interests of TFCA to view the nominating process as a way of helping to develop the good will of all nominees. This is accomplished by timely and personal contact from the Board President.

Sec. 007: Duties of the Board

- A. Board Members shall, individually and corporately, pray continually for the leadership, administration, faculty, staff, parents, children and fruitful ministry of The Frankfort Christian Academy. Moreover, they will be inclined to prayer, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.
- B. The primary function of the Board is to set school policy, not to administer the school. The daily administration is the work of the Principal. The Board's policies set the boundaries within which the Principal administers TFCA.

- C. The second most significant duty of the Board is the selection of its Administrative Officer (Principal). The Principal will implement the Board's legislated policies and directives and manage the day-to-day operation of the school. The Principal is an ex officio (non-voting) member of all committees
- D. The faculty and staff of The Frankfort Christian Academy shall be recommended by the Principal and appointed by the Board after careful consideration of their spiritual and academic qualifications. Both parties shall enter into a binding contract. The Board shall have the authority to dismiss any personnel associated with the school who do not fulfill the requirements set forth in this Constitution, or otherwise prove to be unfit for their role and work.
- E. The Board shall oversee the general financial operation of the school: approve annual budgets, devising methods of raising operating funds and determining how these funds shall be disbursed. (Methods used to raise funds shall be consistent with the Christian character and philosophy of TFCA.)
- F. The Board shall have the authority to borrow money in the name of TFCA, but all measures will be taken to operate with a balanced budget. Ordinarily, any form of debt will be avoided.
- G. The Board shall approve the educational programs and standards of achievement for the school as recommended by the Education Committee.
- H. Courses of study, including textbooks, prepared by the school's faculty under the leadership of the Principal and reviewed by the Education Committee shall be recommended to the Board for approval.
- I. It is understood that members of the Board of Directors are necessary in the operations of non-profit corporations and give of their time to benefit the community. Directors on non-profit boards have varied interests and backgrounds, and a situation may develop in rendering services that might be interpreted as a conflict of interest.

The service of Directors should not be rendered impossible solely by reason of possible conflict of interest; nevertheless, there has to be loyalty and fidelity to the school. In governing the affairs of the school, Directors must be accountable to God in honestly and economically exercising their best care, skill and judgment for the benefit of the school. The following shall apply:

1. Any possible conflict of interest on the part of any Board Director shall be disclosed to the other members of the Board and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.
2. Any governing Board Director having a possible conflict of interest on any specific matter shall not vote or use his personal influence on that matter. The minutes of the meeting shall reflect that a disclosure was made, and the abstention from voting observed.
3. The foregoing requirements shall not be construed as preventing the Board Director from briefly stating his position in the matter or from answering pertinent questions from the other Board members since his knowledge may be of assistance.

This policy shall be reviewed annually for the information and guidance of governing Board Directors and new Directors.

- J. The Board's authority is corporate. Individual Board Members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority which will flow from the Board, through the President, to the Principal who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students and parents as appropriate.
- K. The annual evaluation of the Principal is the responsibility of the entire Board.

Sec. 008: Officers, Election and Tenure of Officers

- A. The officers of the School shall be President, Vice-President, Secretary and Treasurer. These four officers constitute the Executive Committee of the Board.
 - 1. **President** The President shall preside at all TFCA Board meetings and perform such other duties as approved by the Board. The President shall be the Principal's point of contact with the Board when the Board is not in session.
 - 2. **Vice-President** The Vice-President shall perform the duties of the President in the latter's absence, disability or refusal to act. When so acting, the Vice-President shall have all powers of and be subject to all the restrictions upon the President.
 - 3. **Secretary** The Secretary shall cause to be recorded the minutes of any and all meetings of the Board. Further, the Secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.
 - 4. **Treasurer** The Treasurer is entrusted with the supervision of the operating funds of TFCA. The Treasurer or his/her designate(s) shall receive all funds contributing to the maintenance of the school, deposit all such funds to the credit of the school in a financial institution designated by the Board. The Treasurer or his /her designate(s) shall disburse such funds as prescribed in the annual budget or designated by Board directive. Further, the Treasurer will prepare and present financial reports at regular Board meetings. The Treasurer shall be responsible to arrange for annual independent audit of all school accounts conducted by a Board-approved accountant.
- B. At the Board's annual Corporation meeting in February, the Board shall elect officers for the following year from among its members. The term of office shall be one year, but eligible for re-election, with such term starting March 1. Election shall be by simple majority vote of the members present, with a two-thirds (2/3) quorum in attendance. This paragraph does not withstand provisions contained in Section .013 of this Article.

Sec. 009: The School Administrator (Principal)

- A. The duties and responsibilities of the Principal are of such a nature as to require the full time and undivided attention of the Principal. It is incumbent on the Principal to properly balance competitive demands of family, church, and work upon his/her time, energy and resources.
- B. The Principal is responsible to conscientiously maintain an open line of communication between the various members of the school body and the Board; conveying their concerns, ideas, or questions to the Board in a timely and forthright manner. In the absence of an approved policy, the Principal is free to act upon the basis of his good judgment, to report his/her action and the need for an appropriate policy at the next regular meeting of the Board.
- C. Individual Board members may not give directives to the Principal or to the school's faculty or staff. Board Members do not have direct authority in the school. Their authority is confined strictly to the legislative powers of their office.

Sec. 010: Board Member Evaluation

The Board shall evaluate itself annually, at its regular meeting in January. Each member shall evaluate his/her willingness and ability to continue in the position he/she holds (with a view to the upcoming school year). Every incumbent member of the Board shall annually sign the letter of "Leadership Commitment," set forth in this Constitution, thereby pledging their faithful and selfless service on the Board in the next year.

Sec. 011: Leadership Commitment

Knowing that God has spoken clearly in His Word concerning the character and responsibility of a leader:

1. *I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him; in His word and in prayer.*
2. *I will be a diligent student of God's Word.*
3. *I will endeavor to walk continuously in step with the Holy Spirit.*
4. *I will pray for those who serve with me as Board Members, for the school Administration, for the faculty and staff of the school and for the students of TFCA and their families. I will pray regularly for the ministry of the school and for the testimony that ministry will have in the community.*
5. *I will be diligent in preparation for all Board meetings; participating in duly appointed offices, committees, or special assignments, doing my homework and submitting myself anew and afresh to the Holy Spirit. Further, I will faithfully attend all meetings of the Board, unless I am hindered from doing so by compelling reasons such as illness or necessary travel. When I am unable to attend, I will notify the Board President in advance, if possible, of the reason for my absence and will follow up with the Board Secretary and/or other Board Members, taking the opportunity to fully inform myself of the proceedings of that meeting for which I was absent.*
6. *My fellowship, speech and manner with my colleagues on the Board and with any members of the school family will be characterized by love, grace and humility. By the power of the Holy Spirit, I will refrain from expressing demeaning attitudes (through criticism and complaint). While respecting divergent views and convictions expressed by my colleagues on the Board, I will express my views and differences of opinion constructively and with grace. Once the Board has discussed and voted on an issue and regardless of my personal vote on that issue, I will publicly support the Board's action. I will not disclose my position or vote or any other Board Member's vote or position. Moreover, I will be positive; an encourager, acting with integrity and discretion and endeavoring to maintain the unity of the Spirit in the bond of peace.*
7. *I will abstain from the use of alcohol and tobacco products as a Board Member.*
8. *I am an active church member in our community.*

I have studied these statements of commitment and have prayed over them, and I believe God would have me serve on the Board of The Frankfort Christian Academy, as a Board Member, according to these standards.

SIGNATURE: _____ Date: _____

Sec. 012: Resignation/Dismissal of Board Members

- A. After prayerful consideration, any Board Member may resign from office. He shall tender his resignation in a letter to the Board President, stating the reasons for his decision. Such letter of resignation should be personally delivered or mailed to the home address of the President at least two weeks before the next regular Board meeting.
- B. Any Board Member may be removed (dismissed) from the Board for conduct unbecoming of his office (*1 Tim. 3:1-15, Titus 1:5-9*), or for excessive absence from regular and special meetings of the Board or whenever such removal (in the judgment of the Board) would be in the best interest of the school body. Removal shall require two-thirds (2/3) vote of the Board Members present, provided at least three-fourths (3/4) of the full Board is in attendance.
- C. In view of the serious, disciplinary nature of a Board Member's involuntary removal from office, every effort shall be made, by all parties concerned, to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort." Any unpleasantness surrounding such action shall be dealt with quickly and taking into account the dignity and personal privacy of the individual in question.

Sec. 013: Board Vacancies

Any vacancy on the Board, occurring for whatever reason, shall be filled by appointment of the Board, with such appointment being decided by the majority vote of the Board Members present, provided that three-fourths (3/4) of the remaining members are in attendance. The Board Member appointed shall hold office for the unexpired portion of his predecessor's term. Further, in the event the member who has left the Board was an officer, another member shall be designated (by majority resolution of the Board) to assume the responsibilities of the office now vacant.

Sec. 014: Meetings

- A. Regular meetings of the Board shall convene monthly during the year (usually the third Monday of each month). The Board shall observe the practice of open Board meetings. Members of the entire school family may attend the meetings. The privilege of the floor may be granted to observers at the discretion of the President of the Board; however, the first thirty (30) minutes of the Board Meeting are open for public remarks. These remarks shall be presented within the Board's guidelines. The Board retains the right to meet in Executive Session, to discuss personnel or other delicate matters.
- B. Special meetings of the Board may be called by or at the request of the Board President or any four Board Members. Prior written notice of the special meeting, including date, time, place of meeting and a summary agenda for this meeting shall be personally delivered or mailed to each Board Member's home address at least seven (7) days in advance of the meeting. Further, all school families shall be notified of all special and

regular meetings by means of either an announcement, prominently displayed in a regular school bulletin or newsletter, or an announcement, published for this purpose and sent home with pupils of the school. Parental notice of all Board meetings shall be sent no later than seven (7) days prior to the day of such meetings. It shall be the unqualified right of the entire school to be informed of all the meetings convened by the Board.

- C. The Annual Corporation Meeting shall be held in February.
- D. The fiscal year for the school will begin June 1 and end May 31, in the next calendar year.
- E. In consultation with the Principal, the agenda for regular meetings of the Board shall be prepared by the President and in the President's absence prepared by the Vice-President.

Sec. 015: Quorum

Unless otherwise provided, 50% of the Board's membership, rounded to the next highest number, shall constitute a quorum for the transaction of business. Recognizing that no formal vote may be taken in the absence of a quorum, informal discussion may ensue.

Sec. 016: Manner of Acting

The act of a simple majority vote of the members, wherein a quorum is present at the meeting, shall be the act of the Board, unless such act requires a greater number of votes as demanded by law or by this Constitution.

Sec. 017: Emergency Action

In an emergency, the President may poll the full Board to secure authorization for a given course of action.

Sec. 018: Compensation and Reimbursement of Members

Members of the Board shall receive no compensation for their services. The Board may authorize the reimbursement of expenses, incurred by any Board Members, in the performance of official business for the School or the Board.

Sec. 019: Open Meetings

Open school family meetings may be held to communicate important issues/decisions to TFCA constituency, or to occasionally make the Board available for the school family to answer questions.

Sec. 020: Committees

- A. The Standing Committees of the Board are appointed by the Board President. The committees are:
 - 1. Education
 - 2. Finance
 - 3. Property Management

4. Public Relations
5. Personnel
6. Technology
7. Spiritual Development
8. Extracurricular Activities

At least one (1) Board Member shall chair each Committee and one (1) Board Member shall serve on the Committee and serve as back-up chair.

- B. With the approval of the Board, the President may from time to time establish special task committees empowered to deal with a specific issue within a given school year.

ARTICLE V - Staff

All members of the school's faculty, teaching assistant staff, and administrative staff must declare their unconditional agreement with Articles II and III of this Constitution; they must be members or regular attendees of a church whose doctrine agrees with Article II, must be scripturally sound in their teaching and must lead exemplary lives.

ARTICLE VI - Amendments

Portions of this Constitution may be amended by a three quarter's (3/4) majority vote of the members at any meeting wherein the full Board shall be present, provided two week's prior written notice shall have been sent to each member, stating both the specific language of and the reason(s) and intent for the desired change. The Statement of Faith (Article II), The Philosophy of Christian Education (Article III), Amendments (Article VI), and the process of Irrevocable Dedication (Article VII) are not and shall not be subject to amendment, whether by addition to, deletion from or any other form of alteration. The Board shall notify the whole school family of any amendment made to this Constitution.

ARTICLE VII - Irrevocable Dedication: (Dissolution)

The Frankfort Christian Academy is organized and operated exclusively for the purpose of being a private educational Christian school, within the meaning of section 501C(3) of the Internal Revenue Code. No part of the net earnings of the school shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the school shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. In case of dissolution of The Frankfort Christian Academy, all the assets of the school remaining after the payment of debts, shall be donated to such Christian educational ministries as the Board may determine and select, for one or more exempt purposes within the meaning of section 501C(3) of the Internal Revenue Code.

ARTICLE VIII - Nondiscrimination Policy

The Frankfort Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs.

The Frankfort Christian Academy employs faculty and staff of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the hiring, management or supervision of its faculty and staff.