

**CONSTITUTION  
of the  
SHEBOYGAN CHRISTIAN SCHOOL ASSOCIATION**

\* \* \* \* \*

P R E A M B L E

Believing that it is our duty and privilege as Christian parents to provide Christian education for our children and believing that this can be accomplished by concerted action, we do hereby make and adopt the following articles of association, to wit:

ARTICLE I -- NAME

The Society shall be known as the "Sheboygan Christian School Association."

ARTICLE II -- PURPOSE

The purpose of the Society is the maintenance of a Christian school in which the Word of God permeates all instruction and activity. All instruction must be in harmony with the basis and object of the Society. To that end, instruction will be in accordance with Article III and directed toward the ultimate end that our children may worthily occupy their places in society, church, and state.

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidates for public office. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III -- BASIS

The basis of the Sheboygan Christian School Association is the infallible and inspired Word of God, the Holy Bible, interpreted according to the Reformed Standards. (The Belgic Confession, The Heidelberg Catechism, and The Canons of Dort.) It is not an ecclesiastic organization. The government of the "Sheboygan Christian School Association" shall be autonomous. It is based upon the three-fold office of the believer -- Prophet, Priest, and King.

This organization, formed for educational purposes, in carrying out that purpose is committed to the following educational principles:

1. Christian education has its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child's personality is formed by instruction in the truth of God and human knowledge leavened with that truth.

2. The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution which is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he stands in loco parentis; and the teacher, under the Board's supervision, derives authority in subject matter from faithfulness to the laws of God in Special and general revelation.
3. The child is first of all a spiritual-physical being, created in the image of God, capable of learning, knowing, and obeying the truth of God's Word and the laws of His creation. He is at the same time a social being standing in relation to his fellow man, having moral, intellectual, and emotional needs.
4. The curriculum of the Christian School is a medium through which the child is oriented to a life in Christ and to the culture of this world for fellowship with and service to God in this life and the life to come.

#### ARTICLE IV -- MEMBERSHIP

- A. Any person is eligible for membership in the Association who:
  1. Professes Jesus Christ as Lord and Savior, expresses belief in the infallibility of the scriptures, and lives in a manner compatible with his profession and belief;
  2. Agrees that Articles II and III of this Constitution shall govern instruction in the Sheboygan Christian School;
  3. Is eighteen years of age or older; and
  4. Either:
    - a. Is a parent or guardian of a child attending the Sheboygan Christian School; or
    - b. Contributes to the support of the school, as stipulated by the Board of Directors.
- B. Applicants for membership must sign a statement confirming their agreement with and acceptance of the above conditions. A final decision on their admission as members shall be made by the Board. Membership shall not be denied because of race, color, or national origin. Membership shall be personal and may not be assigned or transferred.
- C. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association 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 II hereof.

#### ARTICLE V -- MEETINGS OF MEMBERS

##### A. General Meetings

The annual School Society meeting shall be held in the month of May or June. The meeting shall be opened and closed with prayer.

**Amended May 1994**

##### 1. Agenda:

A new budget for the ensuing year shall be proposed for adoption. The election of Board members shall be held. On the first ballot for election of Board members a majority vote shall be required to be elected. On the following ballots a plurality is sufficient for election. In case of a tie vote, another balloting will be held. In the event of a second tie, a final decision will be made by lot. Such other business as the Board shall desire to present for consideration.

## 2. Parliamentary Procedures:

All motions must be carried by a majority vote, namely, one more than half of the members present. In all cases where a parliamentary procedural question arises and no specific rule applies, Robert's Rules of Order shall govern.

**Amended June 1993**

### B. Special Meetings

Upon written request, 10% of the membership may compel the Board to call a special meeting of the membership. Such a request shall set forth the items to be considered at such special meeting and such meeting shall be presented to the Board in person by one or more of the petitioners. The Board shall hold such special meeting within 20 days of its receipt of the request. Notice of such meeting shall be given in the same manner as used for general meetings.

## ARTICLE VI -- ENROLLMENT & TUITION

### A. Enrollment

Enrollment shall be open to children of all faiths regardless of race, color, or national origin, whose parents accept as the foundation of their child's instruction the Basis and Principles of Article III and who pay the tuition charges established by the Board.

### B. Tuition

Tuition is payable in accordance with a fixed schedule determined by the Board. Those unable to comply herewith are requested to work out appropriate alternate arrangements with the Board.

1. In case the Board decides that circumstances make full payment of the tuition impossible, temporary arrangements shall be made.
2. In the event any member fails to pay tuition regularly without notifying the Board and giving acceptable reasons, the Board shall have the authority to refuse children of such persons from attending classes until satisfactory arrangements have been made.

## ARTICLE VII -- THE BOARD OF DIRECTORS

The Board of Directors shall consist of nine (9) members.

### A. Term:

Each Board member shall serve for a three year term. In order to provide for orderly retirement, the terms of office shall be staggered so that three members are elected each year. Members are eligible for re-election to two consecutive terms. Members with consecutive terms which expire are not eligible for re-election for at least two years.

**Amended May 2015**

- B. The Board shall meet at least once a month. Five members shall constitute a quorum. These meetings shall be opened and closed with prayer. Upon written request of at least three Board members, the President shall be required to call a special meeting of the Board within a week. The Executive Committee is authorized to

call Board meetings whenever it deems it necessary. All motions shall require a majority vote to be adopted.

C. The Board shall carry out the following duties:

**Amended May 2013**

1. Determine school policies in harmony with the constitution and in accordance with Society decisions.
2. Select a principal who is qualified to carry out the educational program and policies of the Society and determine his or her salary and benefits.
3. Devise ways and means for obtaining the necessary funds for operating the school and determine how these funds shall be disbursed.
4. Propagate the cause of Christian education in the community.
5. Appoint such committees as it may deem necessary for the performance of its duties.
6. Support the teachers in matters of discipline to maintain an orderly atmosphere for education.

D. All members of the Board shall be required to sign a statement indicating their unconditional agreement with Articles II and III of this Constitution.

**Amended June 1988**  
**Amended January 1996**

E. All members of the board shall be professing Christians and attend a scripturally sound Christian church.

**Added January 1996**  
**Amended February 2001**  
**Amended May 2015**

#### ARTICLE VIII -- OFFICERS AND THEIR DUTIES

At the first meeting following the annual meeting of the society, the Board shall elect the following officers: President, Vice-President, Secretary, Treasurer, and Assistant Secretary/Treasurer. The President, Vice-President, Secretary, and Treasurer shall constitute the Executive Committee.

**Amended June 1993**

- A. President: It shall be the duty of the President to preside at all meetings of the Board and of the Association, and to enforce the provisions of the constitution. The President is an ex officio member of all committees and shall be notified of all meetings.
- B. Vice-President: The Vice-President shall assist the President whenever possible in the discharge of his duties. In the absence of the President, the Vice-President shall take his place.
- C. Secretary: The Secretary shall take care of the official documents of the Society; he shall conduct all correspondence, and enter into the records of the Society the minutes of all meetings of the Society and Board after they have been approved.

- D. Treasurer: The Treasurer is entrusted with the Society's funds and makes all disbursements. All monies received by him shall be deposited in the name of the Society in a bank approved by the Board, and no disbursements shall be made except by check. All payments shall be made with the approval of the Board. The Treasurer shall report regarding the finances of the Society at the monthly meeting of the Board and at the stated meeting of the Society as herein previously defined.
- E. Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall assist the Secretary and the Treasurer whenever possible in the discharge of their duties. In the absence of the Secretary or the Treasurer, the Assistant Secretary/Treasurer shall take his place.

## ARTICLE IX: THE STAFF

**Amended May 2013**

### A. Appointments:

1. The principal shall be appointed by the Board after a careful consideration of his or her spiritual, academic, and leadership qualifications, as well as his or her-scriptural orientation. Preference shall be given to graduates of Christian colleges that are in agreement with the Basis Article (III) of this constitution.
2. The principal shall hire teachers after a careful consideration of their spiritual, academic, and physical qualifications, as well as their scriptural orientation. Preference shall be given to graduates of Christian colleges that are in agreement with the Basis Article (III) of this constitution.
3. The principal and all members of the teaching staff must declare their unconditional agreement with Articles II and III of this constitution.

### B. Conduct:

The Board shall have the authority to dismiss an employee who proves to be unfit for the work because such employee's instruction or personal life conflicts with the basis and purpose of the Society.

### C. Principal:

The principal shall be available to the Board for such counsel and advice as it may request. The principal shall also keep the Board informed on a regular basis as to the status and activities of the school.

## ARTICLE X -- SCHOOL OPERATIONS

### A. Course of Study:

A course of study outlining the work for each grade shall be prepared by the principal in collaboration with the teaching staff. After approval by the Board, such course of study shall govern all instruction in the school.

### B. School Term:

**Amended May 2013**

The school term shall be determined by the principal and such holidays and vacations as may be decided upon by the principal shall be allowed.

## ARTICLE XI -- DEVOTIONS DURING THE SCHOOL SESSIONS

An effort will be made to provide to each child a meaningful devotional experience on a daily basis. Such devotional period may include prayers, scripture reading, and Christian music as may be appropriate for the age level involved.

Prayer in the life of a Christian is of primary importance, and to cultivate this recognition, all school days shall be opened and closed with prayer.

## ARTICLE XII – DISCIPLINE

**Amended May 2013**

The principal shall maintain Christian discipline and with the consent of the Board shall exercise the authority to expel a student when necessary.

## ARTICLE XIII -- DISSOLUTION OF SOCIETY

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the School Association shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of Sheboygan in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, a said Court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE XIV -- AMENDMENTS

This constitution may be amended by a two-thirds vote of the members in attendance at any regular meeting of the Society provided that two weeks previous notice has been sent to each member stating the desired change. The substance of Articles II, III, and XIV of this constitution are not subject to change.