

**CONSTITUTION
OF
JOHN L. COBLE ELEMENTARY SCHOOL
Revised 2015**

ARTICLE I – Name

This organization shall be called the John I. Coble Elementary School. All property of the school shall be titled to the Georgia-Cumberland Association of Seventh-day Adventists.

ARTICLE II – Purpose and Philosophy

Purpose: The Seventh-day Adventist Church desires through its entire educational program to help prepare the youth for effective citizenship on this earth and for rewarding citizenship on the New Earth.

The education program of the church gives primary emphasis to character building and to the spiritual foundation of the lives of its children and youth. Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of secular knowledge, and skills for mental, social, vocational, and physical development.

Philosophy: The Seventh-day Adventist Church recognizes that God the Creator, and Sustainer of the earth and the entire universe, is the Source of knowledge and wisdom. In His image God created man perfect. Because of sin, man lost his original estate. Christian education is an avenue that restores in man the image of his Maker, nurtures in man an intelligent dedication to the work of God on earth, and develops in man a practical preparation for conscientious service to his fellow men.

Seventh-day Adventists believe that knowledge of the personal God can never be derived by human reason alone, but that God has communicated His nature, purposes and plan through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the church the only unerring rule of faith and practice. The church membership accepts the gift of prophecy as manifested through special revelation to the Seventh-day Adventist Church in the life and ministry of Ellen G. White. In this respect Seventh-day Adventists accept divine revelation as the guiding principle in their philosophy of education. They believe that their teachers are servants of God and their students, children of God.

The church operates its own school system to ensure that its youth may receive a balanced physical, mental, moral, social and vocational education in harmony with denominational standards and ideals, with God as the source of all moral value and truth. His revealed mind and will are the criteria for right and wrong. The stated interest of the church is in the optimum development of the whole child for both this life and the life hereafter.

Seventh-day Adventists conduct their own schools, elementary through university, for the purpose of transmitting to their children their own ideas, beliefs, attitudes, values, habits, and customs. The government maintains a highly developed public school system for making citizens; in addition to being patriotic, law abiding citizens, Seventh-day Adventists want their children to be loyal, conscientious Christians. There is peculiar to the church a body of knowledge, values, and ideals that must be transmitted to the younger generation in order that the church may continue to exist. In this process the Biblical principle of social transmission is recognized: "Tell ye your children of it and let your children tell their children, and their children another generation." Joel 1:3.

A true knowledge of God, fellowship and companionship with Him is study and service, likeness to Him is character development, are to be the source, the means, and the aim of Seventh-day Adventist education.

ARTICLE III – Definitions

- A. **Church School Association** : The Church School Association shall be the Association composed of all Member Churches.
- B. **Member Church**: Every Seventh-day Adventist church that has been admitted to the Church school Association as hereinafter set forth, shall be considered to be a Member Church. Member Churches shall participate in meeting the needs of the school based on a formula to be developed and implemented by the constituency. (See Article VIII of this Constitution for details regarding Operations).
- C. **Constituent**: Every individual who is a member in good standing of one of the Member Churches shall be deemed to be a constituent.
- D. **School Board**: The School Board shall be composed of Constituents duly elected to that board by the Member Churches as hereinafter set forth.
- E. **School Board Executive Committee**: The School Board Executive Committee shall be composed of members of the School Board as set forth in Article VI, Section A of this constitution.
- F. **Church Board**: The term Church Board shall mean the official managing body of each church that has been admitted to the Church School Association.

ARTICLE IV – Organization

The Church School Association shall be organized as follows:

- A. A Church shall become a Member Church upon submitting a written application confirming that the applying church in business session has approved the application, and upon acceptance of the application by the Church School Association.
- B. The initial membership of the Church School Association created by this Constitution are the Calhoun Seventh-day Adventist Church and the Georgia-Cumberland Academy Seventh-day Adventist Church.
- C. A Member Church may withdraw from the Church School Association by sending written notice to the School Board that a quorum of the church in business session has approved their withdrawal. This shall be referred to the Church School Association and upon acceptance shall become effective at the end of the current school year.

ARTICLE V – School Board

- A. **Composition**: The School Board shall be composed of:
 - 1. “Regular” board members, biding Constituents of the Member Churches, duly elected by the Member Churches pursuant to the rules established by the Church Board of the Member Church, in the ratio of (1) board member for every fifty (50) church members – or portion thereof – per Member Church. Ratio changes to (1) board member for every additional 200 members or portion thereof over 500 members per church. With a minimum of two (2) board members from each church, and
 - 2. “Ex-Officio” board members, consisting of the school principal, senior pastors of each Member Church, the Georgia-Cumberland Conference Superintendent or their designee, the Home and School Association leader/president elected by the school board, the immediate past School Board Chairperson (for one year) and the School Board Treasurer. Ex-Officio board members will have voting privileges.

- B. **Term:** Each member of the School Board shall be appointed for a term of three years and may be reappointed to successive terms without limitations. Members shall assume office in the month of July. No provision of this Constitution shall be construed so as to void appointments made under the previous versions of this Constitution. Before the end of any school year, each Member Church shall appoint board members to represent it during the upcoming year.
- C. **Officers:** The School Board shall elect from among its regular members a Chairperson and a Vice-Chairperson for one-year terms at the first meeting of the School Board held in July each year. Subject to annual review by the School Board, the Chair-person and the Vice-Chairperson shall be eligible for up to three (3) consecutive yearly appointments. The Principal of the school or their designee shall be appointed to the office of Recording Secretary and shall hold that office so long as he or she is Principal of the school, or designee is appointed. The School Board shall also elect a Treasurer who need not be selected from among School Board members. The Treasurer shall serve at the pleasure of the School Board and is not subject to term limitations imposed on other officers by this Section. It shall be the duty of the Chairperson of the prior year to ensure that a meeting shall be called before the end of July in the following fiscal year for the purpose of electing officers. The School Board may fill vacant offices at any time at a meeting duly called for that purpose.
- D. **Vacancies:** Where a Member Church is entitled to appoint more members of the School Board than it presently has on the Board, it may elect another member to the School Board pursuant to the rules established by the Church Board of the Member Church and the appointment shall be ratified by the Pastor of the Member Church.
- E. **Removal:** A School Board member may be removed by the Member Church he or she represents. Such Member Church shall provide the School Board with a written notification that said School Board member has been removed pursuant to the rules of the Member Church. Such written notification shall be certified by the Church Board Chairperson of the Member Church or the appropriate officer. When a School Board member fails to attend four (4) or more of the duly called School Board meetings in a school year (except for medical reasons), that member's absence shall be construed to be a constructive resignation of that member from the School Board. Vacancies caused by removal pursuant to this Section may be filled under the provisions of Section D.

ARTICLE VI – School Board Executive Committee

- A. **Composition:** The School Board Executive Committee shall be composed of:
1. The School Board Chairperson, who shall act as Chairperson of the Executive Committee
 2. The School Board Vice-Chairperson
 3. The School Board Treasurer
 4. The immediate past School Board Chairperson
 5. The Principal of the school, who shall act as the Recording Secretary (or their designee)
 6. The Senior Pastors of the Member Churches
 7. The Chairperson of each School Board sub-committee
 8. Additional members as needed to ensure every Member Church that provides ten percent (10%) or more of the student body shall have at least one (1) representative on the Executive Committee whenever no representative from the church holds position 1-5 of this Section.
- B. **Term:** Each member of the School Board Executive Committee shall remain in office during the term that he or she holds a position on the School Board that qualifies him or her for membership pursuant to Section A of this Article.
- C. **Vacancies:** Vacancies on the School Board Executive Committee shall be determined and governed by the provisions of Article V, Section D, of this constitution.
- D. **Removal:** Removal from the School Board Executive Committee shall be determined and governed by the provisions of Article V, Section E, of this constitution. When a member of the Executive Committee fails to attend four (4) or more of Executive Committee meetings in a school year (except for medical reasons), that member's absence shall be construed to be a constructive resignation of that member from the Executive Committee.

ARTICLE VII – Operation

A. Duties of the School Board: The general management of John L. Coble Elementary School shall be vested in the School Board. For greater clarity, and not to limit the generality of the foregoing statement, the following powers shall be deemed to be included in the general management of the school.

1. To operate the John L. Coble Elementary School in harmony with the policies and standards of the Seventh-day Adventist denomination as outlined in the Seventh-day Adventist Education Code. A copy of which is available for reference in the Principals Office.
2. To develop policies in areas of local concern such as but not limited to:
 - a. Use of School property
 - b. Purchasing procedures
 - c. Tuition and other means of support
 - d. Admission requirements in accordance with state and conference guidelines
 - e. Maintenance of school facility and equipment
 - f. Textbook acquisitions
 - g. Publishing of the school handbook.
 - h. Master planning
 - i. Security and Safety
3. To support the Principal in his or her administration of the school program including:
 - a. Implementation of Board policies
 - b. Teacher load
 - c. School schedule of classes
 - d. Development and enforcement of a code for student conduct.
4. To ratify the recommendations of the school administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students.
5. To staff and operate the school in harmony with the Georgia-Cumberland Conference Educational Code.
6. To Maintain Accreditation.
7. To develop and staff subcommittees as needed.
8. To support the Home and School Association.
9. To insure that official minutes of each meeting of the School Board or any sub-committees be kept and to file copies with the conference educational department if so requested and with each Member Church's board chairperson.
10. To arbitrate appeals and answer questions regarding the operation of the school.
11. To participate in the process of school evaluation as scheduled by the Georgia-Cumberland Conference Educational Department.
12. To cooperate with the Georgia Cumberland Conference Educational Department in planning for in-service education and teacher conventions.
13. To adopt a dress code policy and a code of social behavior.
14. To assume responsibility for the planning of an annual operating budget, including:
 - a. Administrative expenses
 - b. Curriculum materials
 - c. Playground and physical education supplies
 - d. Maintenance
 - e. Technology
 - f. School supplies
 - g. Insurance for building and students
 - h. Indebtedness
 - i. Transportation
 - j. Other operating expenses
15. To assume responsibility for planning a capital budget including improvements.
16. Operating budget will be provided to Member Churches.
17. Capital budgets will be submitted to Member Churches for approval.
18. To co-operate with the Southern Union and the Georgia-Cumberland Conference Educational Departments in matters of curriculum development and innovations

19. To give recommendations to the Georgia-Cumberland Conference Education Department and the Board of Education.
20. To call and hold regular meetings of the School Board at least monthly during the school year and during the summer vacation months as required to maintain the efficient operation of the school.
21. To call an annual meeting of the Constituents before the end of the school year for the purpose of:
 - a. Receiving reports and recommendations and reporting to the Constituents.
 - b. Considering and issuing directions to the School Board.
 - c. Transacting such other business as may properly come before the meeting.

B. Quorum: The School Board may transact business only in the presence of at least one-half (50%) of the board members.

C. Duties of the Officers:

1. **Board Chairperson:** It shall be the duty of the Board Chairperson of the School Board:
 - a. To call all meetings of the School Board.
 - b. To preside as Chair over the regular School Board meetings.
 - c. To be Chair of the Executive Committee.
 - d. To be an ex-officio member of all committees.
 - e. To formulate an agenda for School Board meetings in consultation with the Recording Secretary (Principal or designee) to include requests from Constituents.
 - f. To perform any other duties that may be in the best interest of John L. Coble Elementary School.
2. **Vice-Chairperson:** It shall be the duty of the Vice-Chairperson of the School Board:
 - a. To act in the place of the Chairperson in his or her absence.
 - b. To perform such other duties as the Chairperson or the School Board may determine.
3. **Recording Secretary:** It shall be the duty of the Recording Secretary of the School Board:
 - a. To notify Board Members of the meetings of the School Board.
 - b. To keep the minutes and other records of the School Board.
 - c. To carry out any necessary correspondence of the School Board.
 - d. To deliver copies of minutes of the previous School Board meetings to all members of the Executive committee no later than seven (7) days prior to the next regularly scheduled School Board meeting.
 - e. To formulate an agenda for each School Board meeting in conjunction with the Chairperson and based on requests from Constituents within three (3) days of the next meeting.
4. **Treasurer:** It shall be the duty of the Treasurer of the School Board:
 - a. To insure and secure the proper collection of all school funds.
 - b. To be the custodian of the school funds.
 - c. To render to the School Board up-to-date financial statements of the operation of the school and other reports as the School Board may direct or request.
 - d. To conduct such other business of the school as directed by the School Board.

D. Duties of the Executive Committee:

1. To conduct the business of the School Board between the regularly scheduled meetings.

E. Duties of the Finance Committee:

1. To prepare the annual budgets.

F. Duties of the Personnel Committee:

1. To make recommendations to the School Board on hiring.
 - a. Continuation of employment.
 - b. Issues relating to school personnel.

**** Conference Personnel can only be reviewed with a Conference Office representative present. ****

G. Duties of the Facilities Committee:

1. To make recommendations regarding the maintenance of the grounds and physical plant and any major repairs or projects related thereto.

H. Duties of the Technology Committee:

1. To make recommendations to the School Board regarding Technology hardware, software and related items as needed.

I. Duties of the Admissions Committee:

1. To make recommendations to the School Board regarding Student Admissions.

J. The responsibilities of the Principal shall be:

1. To meet all requirements for employment by the Conference and to receive the recommendation of the School Board.
2. To be responsible for the smooth running of the normal daily routine of the school.
3. To see that each teacher understands his or her responsibilities.
4. To bring to the School Board all activities or expenditures not consistent with the normal operation of the school.
5. To bring to the School Board for review requests for approval, any out of the ordinary disciplinary action or any disciplinary action that might require expulsion.
6. To ensure adherence to the policy on corporal punishment as promulgated by the Georgia Cumberland Conference Board of Education.
7. To report to the School Board the scholastic progress of the students and the effectiveness of the teachers.
8. To be responsible for the organization of faculty meetings.
9. To be responsible for keeping scholastic standards of the school in accordance with local and state standards of education.
10. To carry out all School Board directives.
11. To attend all School Board meetings as an ex-officio member and to inform teachers of all pertinent directives.
12. To be responsible for having a fully staffed school at all times.
13. To report to the School Board his or her recommendations for textbooks and teaching materials.
14. To be responsible for general maintenance, cleanliness, and safety of the facility.

K. Responsibilities of the Vice-Principal shall be:

1. To assume all responsibilities of a teacher for any class(es) he or she may teach.
2. To act as Principal in the absence of the Principal.

L. Responsibilities of a Teacher shall be as follows:

1. To meet all requirements for employment set forth by the Georgia Cumberland Conference and to receive the recommendation of the Board.
2. In conjunction with the student's family and Church, to assist in the students:
 - a. Spiritual Development
 - b. Scholastic Development
 - c. Physical Development
3. To meet all professional standards of the Seventh-day Adventist Church and the School Board.
4. To follow directions of the School Board as communicated by the Principal.
5. To adhere to Georgia Cumberland Conference guidelines of attendance.
6. To provide substitute teachers approved by the Principal when necessary.
7. To use only those textbooks and teaching materials that are approved by the Georgia Cumberland Conference Education Department in accordance with the beliefs and standards of the Seventh-day Adventist Church.
8. To co-operate with the Principal, the Board, or the Conference in regard to directives.
9. To ensure that Georgia-Cumberland Conference Board of Education policies regarding student discipline are not exceeded.
10. To administer disciplinary measures and to be assisted by the Principal when requested.

M. Responsibilities of all Certified and Non-certified School Employees other than those employed by the Georgia Cumberland Conference:

1. To conform to Georgia Cumberland Conference policies.
2. To maintain membership in the Seventh-day Adventist Church.
3. To abstain from advocating any teaching not in accordance with the Mission Statement or Statement of Beliefs of the Seventh-day Adventist Church .

N. Responsibilities of Parents shall be:

1. To co-operate with the Teacher, the Principal, and the Board.
2. To uphold the standards of John L. Coble Elementary School.
3. To meet with Teachers and the Principal upon reasonable request.
4. To meet their financial obligations to John L. Coble Elementary School.

ARTICLE VIII – Finance

A. Fiscal Year : Each fiscal year for the school shall begin on July 1, and shall end on the following June 30.

B. Budget: The budget of the school shall conform to the following requirements:

1. A carefully organized and balanced budget must be adopted prior to the beginning of each school term.
2. The Principal, with the co-operation of the Treasurer, shall prepare a tentative budget by March 1 for the ensuing school year.
3. The items included in the budget shall be studied by the School Board, and, after adoption, the budget shall be adhered to closely.
4. A final balanced approved budget must be completed by October 1.
5. Purchases for the school shall be approved by the Principal.

C. Tuition Payments: All checks for tuition are to be made payable to John L. Coble Elementary School. At the beginning of each school year, the parents/guardians/sponsors of each student shall provide to the school a written contract under which said parents/guardians/sponsors agree to pay to the school full tuition in an amount and in a manner established by the School Board. In lieu of a contract that establishes parental or guardian responsibility for full tuition payment, parent/guardian/sponsors may execute a contract for a definite portion of tuition provided that a letter from an appropriate official of any church that agrees to pay the balance of the full tuition is filed with the school in a timely fashion.

D. Check Signature: The following are authorized to sign checks:

1. School Treasurer
2. School Principal
3. School Vice-Principal

ARTICLE IX – Audit

The auditor of the Georgia-Cumberland Conference will audit the books of the school each year.

ARTICLE X – Amendments

This Constitution may be amended by a two-thirds majority vote of the Constituents at a regularly called constituency meeting.

ARTICLE XI – Interpretation

This Constitution shall be given such liberal and fair interpretation required to best achieve the objectives set out herein. Any dispute as to the interpretation of this Constitution shall be determined by a vote of the School Board taken at a duly called meeting of the School Board, and shall require a two-thirds majority to settle the interpretation thereof.

ARTICLE XII – Dissolution of Capital Assets

In the event of the disposal of the capital assets of John L. Coble Elementary School, dissolution shall be as follows: One hundred percent (100%) of the capital assets on the effective date of this Constitution shall be assigned to the Calhoun Seventh-day Adventist Church. All future capital improvements shall be prorated to Member Churches based on the percentage of contribution of each Member Church to such capital improvements.

ARTICLE XIII – Effective Date

This Constitution shall become effective immediately upon its acceptance by a vote of two-thirds (2/3) of Constituents present at a Constituency meeting called for that purpose and upon ratification by the Secretary of Education for the Georgia-Cumberland Conference. The Clerk of each Member Church and the Vice President of Education shall deposit with the Recording Secretary of the School Board documents that reflect church and conference acceptance of this Constitution. Upon its acceptance, the short title of this Constitution shall be “The 2015 Constitution”, and this document shall void and nullify all previous constitutions.