

Tri-City Seventh-day Adventist School Constitution

July 1, 2017

Preamble

The purpose of this organization is to provide a Christian education for the children and youth of grades 1 through 8 in the Saginaw Valley area, according to the principles established under God by the Seventh-day Adventist denomination.

In order to assure the children of the constituent churches of an education accepting as its purposes and ideals those of the Seventh-day Adventist denomination, we, the members of the Midland, Saginaw (Center Road), and St. Charles churches, operate this consolidated school.

For the purpose of this constitution the term “the school” shall refer to the Tri-city Seventh-day Adventist School operated by the constituent churches. The term “School Board” shall refer to the governing body whose membership is herein defined. The term “Constituency” shall refer to the membership in those churches. The term “Constitution” shall include the Bylaws unless specifically stated otherwise. This constitution supersedes the previous constitution and any amendments that may be in effect.

Article I – Name

This school is known as Tri-City Seventh-day Adventist School.

Article II – Constituency

Section 1 – Establishment

This school was established in 1956 by the Seventh-day Adventist churches of Bay City, Midland, and Saginaw (Center Road).

Section 2 – Constituency

A constituent or contributing church shall be known as any Seventh-day Adventist church in the area served by the school which agrees to share proportionately in the financial plan and the operational needs of the school, or contribute regularly (at least annually). The

levels of church participation, along with associated responsibilities and benefits, are shown in the following table.

Level	Subsidy Weighting Factor	Board Members	Tuition Discount*	Commitment
Full Constituent Church	3	3 + Pastor	20%	Long-term commitment to support financially at a subsidy weighting factor of 3
Supporting Constituent Church	1	1 + Pastor	10%	Long-term commitment to support financially at a subsidy weighting factor of 1
Contributing Church	0	Attendees (non-voting)	5%	Long-term commitment to contribute regularly (at least annually) to the school

*Students are eligible for this tuition discount if they are from a constituent or contributing church, as defined in the Bylaws.

- a. The following churches are constituent churches as of July 1, 2017:
 1. Midland Seventh-day Adventist Church – Full Constituent Church
 2. Saginaw Seventh-day Adventist Church – Full Constituent Church
 3. St. Charles Seventh-day Adventist Church – Supporting Constituent Church
- b. An application of a church for admission as a full or supporting constituent church or contributing church shall be made in writing to the school board. Acceptance of admission as a full or supporting constituent church shall be approved by a majority vote of the constituent churches with each church casting a number of votes equal to its subsidy weighting factor. Acceptance as a contributing church shall be approved by the school board.
- c. Churches requesting a move to a higher constituent church status shall notify the school board in writing prior to the first day of school, and shall be approved by the school board prior to the calculation of that school year's budget allocation. If approved, the status change shall be effective as of that first day of school.
- d. Any church desiring to terminate their constituent or contributing church status may do so by notifying the school board in writing at least 180 days prior to the end of the fiscal year, June 30. The church must discharge its financial obligation to the school through the end of the fiscal year. Termination of constituent church status will be accepted with the recognition that there will be no financial rebate to the terminating church.

- e. A contributing church will lose its status if contributions are not made at least once each calendar year.
- f. An annual constituency meeting will be held on the second Sunday in January of each year. The school board is authorized to schedule the annual constituency meeting on an alternate day if a significant conflict is encountered with the second Sunday of January. This meeting is to approve the number of grades, number of teachers, expense budget, tuition, and fees for the next fiscal school year, and such other business as may be necessary.
- g. An interim constituency meeting may be called by the school board chairperson by giving notice to each constituent church pastor or head elder at least two weeks prior to the meeting.
- h. An emergency constituency meeting may be called by the school board chairperson by giving notice to each constituent church pastor or head elder at least 48 hours prior to the meeting.
- i. Unless otherwise specified in the constitution or bylaws or by a constituency meeting procedural vote, proposed actions presented during constituency meetings shall be ratified by a simple majority of the votes cast by church members present from each full and supporting constituent church.
- j. For actions where voting is by church, each church's vote is determined at a duly called business meeting of that church.
- k. The Constituency, at a duly called constituency meeting, is authorized to make a one-time change in the Responsibilities and Benefits for any existing constituent church prior to implementation of this constitution and bylaws on July 1, 2017.

Article III – Amendments

Any section of this constitution may be amended or new sections added by a majority vote of the constituent churches with each church casting a number of votes equal to its subsidy weighting factor.

Article IV – Ratification

This constitution shall go into effect July 1, 2017, upon ratification by each of the constituent churches. The signature of the clerk of each constituent church and the date ratified are part of the master copy of this constitution.

Bylaws

Article I – School Board

Membership

The school board shall consist of the following:

1. Pastor (or in his absence an elder of the church he pastors) of each full or supporting constituent church.
2. Up to three delegates from each full constituent church and one delegate from each supporting constituent church. Each constituent church shall elect an alternate delegate to serve when a regular delegate is absent.
3. The principal or acting principal.
4. A representative of the Home and School Association.
5. A Bible Labs representative.
6. The director of the Tri-Cities Learning Center (when the Center is functional).

Quorum

A quorum to transact business shall be greater than or equal to fifty percent of the filled membership positions of the school board, minus one.

Responsibilities

The responsibilities of the school board shall be:

1. To elect the officers of the school board.
2. To submit the number of grades and teachers for each year to the constituency.
3. To submit the proposed budget for the operation of the school, which may include capital improvements up to ten percent of the total budget, to the constituency.
4. To submit proposed tuition rates and fees for students to the constituency.
5. To apportion the budget among the constituent churches according to the formula in the Financial Plan of Operation.
6. To approve acceptance of all students.
7. To provide for the maintenance of the physical plant of the school.
8. To promote Christian education among the churches served by the school.

9. To hold regular monthly meetings to hear and review the progress of the school and to implement such actions deemed expedient to the successful operation of the school.

Article II – Officers of the School Board

Officers

The officers of this school board shall be a chairperson, a vice chairperson, a secretary, a treasurer, and an assistant treasurer.

Elections and Terms of Officers

The officers shall be elected by the school board members during the first board meeting following July 1 of each year to serve for a period of one year, from July 1 to June 30. In the event no school board member is qualified to serve as treasurer the school board, at its option, may elect by a majority vote a qualified individual who is not a board member to serve as treasurer. This individual shall be an ex officio member of the school board.

Responsibilities of the Officers

The chairperson, or in his/her absence, the vice-chairperson, shall call and preside at the meeting of the school board and see that the actions of the school board are implemented.

The secretary shall keep the minutes of the school board meetings and shall keep a record of the attendance of the school board members, notifying the church pastor and head elder in the event that a school board member is absent for three consecutive meetings.

The treasurer shall receive all funds of the school and disburse them in harmony with the approved budget, issue statements and collect tuition and fees for all students, and prepare financial statements as may be desired by the school board.

Article III – Finance

Financial Plan of Operation

Constituent churches are responsible for subsidizing the operation of the school based on each church's tithe, membership, and attending students; with a subsidy weighting factor of three for full constituent churches and one for supporting constituent churches. A three-year moving average is used to minimize large fluctuations year to year.

The actual apportionment of the school budget among the full and supporting constituent churches, after tuition and registration fees or any other applicable income (such as from contributing churches) have been deducted, shall be as follows:

Membership Percentage Calculation

The church clerk's record of membership for each of the constituent churches as of June 30 of the current year shall be multiplied by their respective subsidy weighting factor, and summed to give a total. The product of each church's membership and subsidy weighting factor is divided by that total. Each of these quotients is the weighted percentage of membership for that church.

Tithe Percentage Calculation

The total tithe for the last 12 months ending June 30 of each of the constituent churches shall be multiplied by their respective subsidy weighting factor, and summed to give a total. The product of each church's tithe and subsidy weighting factor is divided by that total. Each of these quotients is the weighted percentage of tithe for that church.

Enrollment Percentage Calculation

The actual enrollment after the first five school days from each of the constituent churches, as defined herein, shall be multiplied by their respective subsidy weighting factor, and summed to give a total. The product of each church's enrollment and subsidy weighting factor is divided by that total. Each of these quotients is the weighted percentage of enrollment for that church.

Three-Year Average Subsidy Percentages

The three weighted percentages for each church (membership, tithe, actual enrollment) shall be added and divided by three, and the resulting percentage figure shall be averaged with the related percentage figures for the prior two years. This result is the **three-year average subsidy percentage**. (A new constituent church's average subsidy percentage calculation will include zero for years when it was not a constituent church. Calculations for churches moving to higher or lower status will use their percentage figures for prior years to calculate their **three-year average subsidy percentage**.) The **three-year average subsidy percentage** figures for each church shall be applied to the balance of the adjusted school budget to determine the total amount paid by that church.

These total amounts for each church shall be paid in ten equal monthly installments (August through May), with the final payment due May 20 of the current school year, by the treasurer of each constituent church to the treasurer of the school.

If a full or supporting constituent church experiences a financial hardship meeting its subsidy obligations which is significantly worse than the other constituent churches, that church may request that its constituent status be reduced to a lower level. Its request, along with documentation of its hardship, must be submitted in writing to the school board at least 180 days prior to the end of the fiscal year, June 30. The request will be reviewed at the annual constituency meeting and approved by a simple majority of votes cast by members present from each constituent church. If approved, the status change will take effect on July 1 of that year. The church must discharge its current financial obligation to the school through the end of the fiscal year, June 30.

Each church understands that lowering its constituent status level will undermine the financial stability of the school.

For subsidy and discount calculation purposes, students are determined to be from a constituent church if any of the following conditions apply. In cases of ambiguity the school board shall determine how these conditions are applied.

1. If a student is a baptized member of a constituent church.
2. If the student lives with both parents and one or both parents are baptized members of a constituent church.
3. If a student lives with one parent then the church membership of the parent with legal custody determines the church to which the student is assigned. If the parents have joint or split custody, then the student is assigned 50% to the church of each parent.
4. If a student's parents are baptized members of a non-constituent Seventh-day Adventist church but routinely attend and primarily participate at a constituent church then the student is assigned to the constituent church. This does not apply to members who simply visit periodically at a constituent church but are regular participating members primarily at a non-constituent church.
5. Students living with a church member who is not their parent shall be considered constituent students if the church member is their legal guardian. If the church member is not their legal guardian then the student is considered a non-constituent student.

Financing Major Capital Improvements

Major capital improvements in excess of ten percent of the total budget for the year must be approved by a majority vote of the constituent churches with each constituent church casting a number of votes equal to its subsidy weighting factor. The financing of such improvements shall be apportioned among the constituent churches according to the financial apportionment formula. In special situations, general funding of a major capital project may replace the financial apportionment formula method, provided all constituent churches approve the general funding method for that project.

Article IV – Amendments

Any section of these bylaws may be amended or new sections added by a majority vote of the constituent churches with each church casting a number of votes equal to its subsidy weighting factor.

Article V – Ratification

These bylaws of this constitution shall go into effect July 1, 2017 upon ratification by each of the constituent churches. The signature of the clerk of each constituent church and the date ratified are a part of the master copy of these bylaws.

Tri-City Seventh-day Adventist School Constitution and Bylaws (Concluded)

Certification of Ratification

This constitution and bylaws have been ratified by the constituent churches as certified by the following signatures of the clerk of each constituent church and the date ratified.

Midland Seventh-day Adventist Church by _____ on _____
Clerk Date

Saginaw Seventh-day Adventist Church by _____ on _____
Clerk Date

St. Charles Seventh-day Adventist Church by _____ on _____
Clerk Date