

CONSTITUTION OF COLLEGE PARK ELEMENTARY SCHOOL
June 4, 2018

ARTICLE I – NAME

This organization is established as College Park Elementary School (herein after referred to as the School).

ARTICLE II – PHYSICAL ADDRESS

The School is presently located at 220 Townline Road North, Oshawa, Ontario.

ARTICLE III – OWNERSHIP

This School is legally owned by the Ontario Conference of the Seventh-day Adventist Church (herein after referred to as the Conference), which in turn is a part of the Seventh-day Adventist Church in Canada (herein after referred to as the SDACC), which in turn is a part of the North American Division (herein after referred to as the NAD) of the General Conference of the Seventh-day Adventist Church (herein after referred to as the GC).

ARTICLE IV – PURPOSE

- A. The purpose of this School is to prepare youth for effective citizenship in this world and for eternal fellowship in the world to come.
- B. The School endeavours to promote the harmonious development of the physical, mental, emotional, social and spiritual powers of the students.
- C. The School operates in accordance with the statement of the philosophy of Seventh-day Adventist education contained in the SDACC Education Code.

ARTICLE V – MEMBERSHIP

Every Seventh-day Adventist church which has been admitted to the constituency of the School is a member church. As of this date, the member or constituent churches are: Bowmanville, College Park, New Life, Kendalwood, and their successors.

ARTICLE VI – TERRITORY

The territory of the School is determined by the location of the member churches that operate the School, which are primarily located in the Durham Region.

ARTICLE VII – BYLAWS

The constituency of this School may enact Bylaws and/or repeal them; such Bylaws may embrace any provision that is consistent with the Constitution.

ARTICLE VIII – INTERPRETATION

This Constitution and its Bylaws shall be given such liberal and fair interpretation required to best achieve the objectives set herein. Any dispute as to the interpretation of this Constitution and/or its Bylaws shall be determined by a vote of the School Board (herein after referred to as the Board) at a duly called meeting thereof, and shall require a two-thirds majority to settle the interpretation of the point under dispute.

ARTICLE IX – AMENDMENTS

- A. Any member church may propose amendment(s) to the Constitution or to its Bylaws.
- B. Any proposed amendment(s) shall be submitted in writing to the Board Chair (herein after referred to as the Chair) for referral to the Constitution and Bylaws Committee.
- C. The Constitution and Bylaws Committee shall consider the proposed amendment(s) in a reasonable time and bring to the Board its report on the proposed amendment(s) with its recommendations concerning the same.
- D. The Board shall consider the Constitution and Bylaws Committee report on the proposed amendment(s) and see that they are posted in all member churches at least 3 weeks before the Constituency Meeting at which such amendment(s) shall be considered.
- E. This Constitution or its Bylaws may be amended by a two-thirds majority vote of the delegates present and voting at any Constituency Meeting where such amendment(s) is presented.

ARTICLE X – DISSOLUTION AND DISPOSITION OF ASSETS

The School may be dissolved only by a two-thirds majority vote of the delegates present and voting at any Constituency Meeting where such dissolution is being considered.

In the event of the dissolution of the School, all assets remaining after payment, or provision for payment, of all incurred debts or liabilities, shall be transferred to its rightful successor or, in the absence of such, to the Conference.

BY-LAWS OF COLLEGE PARK ELEMENTARY SCHOOL
June 4, 2018

ARTICLE I - GENERAL BUSINESS

Sec. 1. Principal Office

The principal office for the transaction of the business of the School is presently located at 220 Townline Road North, Oshawa, Ontario. In case of emergency, the Board may change the location of the principal office, as appropriate. (Unless otherwise indicated the term "Board" shall refer to the "School Board").

Sec. 2. Fiscal Year

The fiscal year shall be from September 1 to August 31 following.

Sec. 3. Banking Arrangements

The banking business of the School shall be transacted with banks or savings institutions designated by the Board, under the advisement of the Conference and in accordance with NAD policy, and shall be transacted on the School's behalf by the Treasurer and/or other persons designated by the Board. All funds shall be deposited in the name of the School.

Sec. 4. Execution of Instruments

Deeds, transfers, assignments, contracts, obligations, and other legal instruments requiring the signature of the School shall be signed, on behalf of the School, by two officers of the Conference.

ARTICLE II - CONSTITUENCY

Sec. 1. Constituent Churches

Every Seventh-day Adventist church which has been admitted to the constituency is a constituent or member church. As of this date, the constituent churches are: Bowmanville, College Park, New Life, Kendalwood, and their successors.

Sec. 2. Joining the Constituency

A church becomes a constituent or member church upon submitting a written application confirming that a quorum of the members of the applying church, assembled in business session, have voted the application and agree to abide by the School's Constitution and Bylaws; and upon the application being accepted by the Board and ratified by majority vote at a Constituency Meeting.

Sec. 3. Withdrawal from the Constituency

- a. A constituent church may withdraw from the constituency by sending written notice to the Board that the church in business session has voted its withdrawal. The only effective date for withdrawal is the end of the current fiscal school year. In order for the withdrawal to be considered by the Board, the withdrawal notice must be received by January 15 of the year in which the withdrawal is to become effective.
- b. A withdrawal must be ratified by majority vote at a Constituency Meeting.
- c. The withdrawal does not release the withdrawing church from any legal or financial obligation incurred during the time it was a constituent or member church.

ARTICLE III – CONSTITUENCY MEETINGS

Sec. 1. Regular Constituency Meetings

Regular Constituency Meetings shall be held at least once each school year, normally in the spring.

Sec. 2. Special Constituency Meetings

When necessary, the Board may call a Special Constituency Meeting.

Sec. 3. Notice of Time and Place for Constituency Meetings

The Board shall notify the pastor, the first elder, the clerk, and the bulletin secretary of each constituent church of the time and place of an upcoming Constituency Meeting. It is the responsibility of each constituent church to notify its elected delegates of the Constituency Meeting. Sufficient notice shall be given so that on three consecutive Sabbaths prior to the date of the meeting, written or verbal notice might be given at each church.

No error or omission in the giving of the notice of any Meeting shall invalidate or make void the actions or proceedings taken during that Meeting. The accidental omission to give any notice to any delegate, Board member, or officer, or the non-receipt of any notice by any such person where the School has provided notice in accordance with the by-laws, or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice. The error or omission may be waived by vote of the delegates at such Meeting.

Sec. 4. Delegates to Constituency Meetings

Delegates to Constituency Meetings shall be Seventh-day Adventists in regular standing, elected by their respective constituent churches or *ex officio*.

- a. Each constituent church is entitled to elect a number of delegates equal to five percent of its membership as listed in the current Conference directory. It is suggested that some of the delegates be elected from among the Board members of the constituent churches. Church delegates shall be elected in the same manner and for the same term as other church officers.

No later than four weeks prior to a Constituency Meeting, the clerk of each constituent church shall send to the Board Chair a list of its delegates for the coming calendar year.

- b. All members of the Board.
- c. The three Conference officers, *ex officio*.
- d. The Superintendent(s) of the Schools of the Ontario Conference, *ex officio*. (Unless otherwise indicated the terms “Superintendent” and “Assistant or Associate Superintendent” shall refer herein after to the Superintendent and the Assistant or Associate Superintendent of Schools of the Ontario Conference”.)

Sec. 5. Business of Constituency Meetings

It is the responsibility of the constituency:

- a. To receive the Principal's report, the Treasurer's report, and other School related reports.
- b. To ensure adequate financing for the general operation of the School
- c. To receive the budget for the following school year at each regular Constituency Meeting.
- d. To vote long-range plans for School development, including the approval of financial plans for major capital improvements, as recommended by the Board.
- e. To recommend applicable policy changes to the Ontario Conference Office of Education.
- f. To establish and enact the Constitution and Bylaws, as proposed by the Governance and Bylaws Committee and recommended by the Board, provided that they be in compliance with denominational policies.
- g. To encourage the organization and operation of a Home and School Association.

Sec. 6. Quorum

Thirty delegates shall constitute a quorum for the transaction of business at any Constituency Meeting.

Sec. 7. Persons Entitled to Vote

Delegates alone are entitled to vote at Constituency Meetings.

Sec. 8. Votes to Govern

Every issue shall be decided upon by a simple majority of the votes cast, unless otherwise provided herein or in the Constitution.

Sec. 9. Voting Method

Voting shall be by a show of delegate cards or by electronic voting device, unless a secret ballot is required by the Chair or requested by a majority of the delegates present.

Sec. 10. Proxy

Delegates may not vote by proxy.

Sec. 11. Attendance at Constituency Meetings by Observers

Parents/guardians of students currently enrolled in the School who have not been elected as delegates may attend as observers, whether they be members of a constituent church or not.

CPES teachers may attend as observers.

Non-delegate members of the constituent churches may attend as observers.

Observers may speak only if and when invited or permitted by the Chair.

Sec. 12. Minutes of Constituency Meetings

The minutes of Constituency Meetings shall be submitted to the Board for review and recommendation prior to the next Constituency Meeting.

ARTICLE IV - SCHOOL BOARD

Sec. 1. Composition

The Board shall consist of:

- a. The Chair, *ex officio*.
- b. The Vice Chair, *ex officio*.
- c. The Executive Secretary: (the School Principal), *ex officio*.
- d. The Treasurer, *ex officio*.
- e. The senior pastor of each constituent church, *ex officio*.
- f. The CPES Home and School Association Leader, *ex officio*.
- g. The Adventist Education Leader of each constituent church, *ex officio*.

- h. Two Board members from every constituent church of up to 200 members, plus one Board member for every additional 200 members, as listed in the current Conference directory. These shall be elected by the constituent churches, who shall notify the Board of their appointment. The School shall provide to the constituent churches a Skills Matrix, approved by the Board, on the basis of which each church will elect its representatives to the Board. Preferably, each representative should bring to the Board two or more of the required skills.
- i. The Superintendent and the Associate Superintendent of Schools, *ex officio*.
- j. The three Conference officers, *ex officio*.

Sec. 2. Qualifications

Board members shall be eighteen years of age or older, and shall be members of the Seventh-day Adventist Church in regular standing.

Sec. 3. Election and Term

Board members shall be elected for a term of two years, to a maximum of four consecutive terms.

When a Board member has served for four consecutive terms, he/she must remain off the Board for a minimum of one (1) year before being eligible for election. Normally, members shall assume their responsibilities on September 1.

Board members representing the constituent churches shall cease in their functions the moment they cease to be members of the constituent church or when they are replaced by new representatives (see above: Sect. 1, articles f., g., and h).

Sec. 4. Responsibilities

It is the responsibility of the Board:

- a. To dialogue with the Conference Office of Education regarding all personnel matters relative to salaried employees, and to employ hourly wage personnel as needed, in consultation with the Conference administration.
- b. To ensure local implementation of applicable policies and plans of the Conference Office of Education.
- c. To develop policies in areas of local concern such as:
 - 1. Transportation
 - 2. Purchasing procedures
 - 3. Tuition and other methods of financial support
 - 4. Admission requirements, in accordance with provincial and denominational guidelines
 - 5. Equipment and maintenance of the School plant
 - 6. Textbook purchases (pupil and/or School owned)
 - 7. Dress Code

- d. To generate and implement master planning.
- e. To establish *ad hoc* committees for the efficient operation of the School.
- f. To support the Principal in the implementation of the School program, including:
 - 1. Committee/Board policies
 - 2. Teacher load
 - 3. Daily schedule
 - 4. Code of student conduct
- g. To review the recommendations of the School administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students. Board consideration of dismissal recommendations shall take place *in-camera* or executive sessions.
- h. To support the work of the Home and School Association and to facilitate the election of its officers.
- i. To consider appeals and to answer questions regarding the operation of the School where satisfactory resolution has not been reached through prior interaction between the concerned parties and the School administration.
- j. To participate in the process of School evaluation as scheduled by the Conference Office of Education and, where required, by government agencies.
- k. To cooperate with the Conference Office of Education in planning for in-service and continuing education of teachers, and for teacher conventions.
- l. To approve, in consultation with the Conference Office of Education, a proposed plan of School organization and a basic curriculum plan for the School.
- m. To adopt the recommended Conference-wide School calendar. Any local modification to or deviation from the same must receive prior approval from the Conference Office of Education.
- n. To approve the School Handbook, which shall include items such as:
 - 1. Philosophy of education
 - 2. Financial information
 - 3. School regulations
 - 4. School calendar
 - 5. Course offerings
 - 6. Dress code
 - 7. Student conduct
- o. To review and approve the funded annual operating budget presented by the Finance Committee.
- p. To review and approve the funded capital budget presented by the Finance Committee.

- q. To cooperate with the SDACC and Conference Offices of Education in matters of curriculum development and implementation, as well as policies pertinent to the operation of the School.
- r. To conduct meetings in accordance with generally accepted parliamentary procedures, as suggested by the GC.
- s. To approve an annual schedule for Board and Executive Meetings.

Sec. 5. Meetings

Meetings of the Board shall be held at least once every month during the School year, and during the summer vacation months as required, to maintain the efficient operation of the School.

Sec. 6. Place of Meeting

Meetings of the Board shall be held at the School, unless otherwise announced.

Sec. 7. Attendance

Board meetings may be attended in person or via teleconference.

Regular attendance and active participation at all Board meetings is expected and encouraged. Unexcused absence from three consecutive Board meetings or from more than one third of the Board meetings held in a year shall result in the Board declaring the position vacant, of which the Executive Secretary will notify both the delinquent member and the respective constituent church board for its appointment of a new representative to the Board.

Sec. 8. Attendance By Members of Constituent Churches and Other Stakeholders as Observers

Regular Board meetings shall be open for attendance to members of the constituent churches and other stakeholders, provided they announce in advance their intent to the Chair to verify that the meeting they wish to attend is not *in camera*. Observers shall have no voting privileges. They shall have no voice unless otherwise determined by the Chair.

Sec. 9. Quorum

The Board may transact business in the presence of ten (10) of its members. Once a quorum is established, it shall be deemed valid for the duration of the meeting.

Members attending Board meetings via teleconference shall be counted as present.

Sec. 10. Voting Methods

Voting shall be carried out *viva voce*, by a show of hands, or by electronic means, unless casting a ballot is determined by the Chair or requested by a member.

Sec. 11. Votes to Govern

Every issue shall be decided upon by simple majority vote, unless otherwise provided herein.

Sec. 12. Consultations Between Meetings

Board members may be consulted and vote by phone, e-mail, or other electronic means on resolutions requiring their immediate attention between meetings, provided that all Board members are notified and that the number of respondents constitutes a quorum. Their responses shall be recorded and reported, in summary form, in a designated section of the Minutes.

Sec. 13. Standard of Care

In the exercise of their power and in the discharge of their duties, Board members and officers shall act honestly, in good faith, and in the best interest of the School, exercising the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Board members and officers shall comply with and stand in support of the School's Constitution and Bylaws.

Sec. 14. Declaration of Conflict of Interest and/or Commitment

A Board member who is in conflict of interest and/or commitment regarding an item that comes before the Board shall request to have entered in the minutes of the meeting the nature and extent of such conflict. Persons making such disclosures shall refrain from voting on the item in which a conflict has been registered. When a potential conflict exists, Board members are to follow usual ethical procedures and absent themselves from the meeting where there is personal gain for the duration of that agenda item. Each Board member shall sign annually a statement of conflict of interest and/or commitment. This form will be supplied by either the Executive Secretary of the School Board or the Conference Office of Education (For definition of Conflict of Interest and/or Commitment see pertinent sections of the NAD Working Policy).

Sec. 15. Confidentiality

All discussions, distributed materials, and actions of the Board shall be kept confidential, unless otherwise indicated by the Chair.

The Chair shall convene or declare *in camera* sessions of the Board at his/her own discretion and without appeal or at the request of two-thirds of the members of the Board.

In camera sessions of the Board are closed to non Board members; accounts of discussions shall not be recorded. Actions, however, shall be recorded. All *in camera* discussions, distributed materials, and actions shall be kept confidential. Breach of trust in this regard shall result in loss of Board membership.

Sec. 16. Solidarity

Members shall demonstrate Board solidarity—defined as, a loyal position by the members of the Board in defense of all decisions and voted actions.

Sec. 17. Agenda and Minutes

The Agenda for every Board meeting shall be prepared and approved by the Executive Committee, and posted on the CPES website two days before the meeting.

Minutes of Board meetings shall be kept in summary form. Once approved by the Board, they shall be posted on the CPES website the week after the meeting.

Sec. 18. Discontinuation of Membership

Board membership may be terminated by vote of the Board of the church which elected the member (see above: Article 4, Sec. 1. and 3.), or by two thirds majority vote of the School Board members present.

Recurrent absenteeism will result in loss of membership, as provided for in Sec. 7 above.

Sec. 19. Vacancies of Offices and Board Members

The Board shall fill vacant offices as necessary.

When a vacancy occurs with respect to a representative from a constituent church, it shall be the duty of the constituent church involved to elect a new representative to serve for the remainder of the term (see above: Article 4, Sec. 1. and 3.).

Sec. 20. Liability Insurance Coverage for Board Members and Officers

The Conference provides liability insurance for the protection of Board members and of other persons acting at the Board's request, against any liability incurred by such individuals acting in their elected or appointed positions, except where the liability is incurred by failure to act in compliance with the stipulations of the Constitution and Bylaws, the stipulations of the Board, and/or the laws of the land.

ARTICLE V – OFFICERS OF THE BOARD

The following shall be the officers of the Board:

- a. The Chair
- b. The Vice Chair
- c. The Executive Secretary: the School Principal, *ex officio*.
- d. The Treasurer

ARTICLE VI – ELECTION AND TERM OF THE OFFICERS OF THE BOARD

Sec. 1. Election of Officers

By April of each election year, the Board shall elect or re-elect its Chair and Vice Chair from among the Board members.

These shall serve for a minimum term of two years, from September 1 to August 31.

The Executive Secretary –the School Principal—shall serve *ex officio*.

The Treasurer is elected by the Board and serves at the pleasure of the Board until either resignation or termination occurs.

Sec. 2. Removal from Office

When necessary, an elected officer may be removed by vote of two thirds of the members of the Board present at an *in-camera* meeting.

ARTICLE VII – DUTIES OF OFFICERS OF THE BOARD

Sec. 1. The Chair

The Chair shall:

- a. Call or provide for the calling of Board and Constituency Meetings, and preside at these meetings.
- b. Develop the agenda for Board and Constituency meetings in consultation with the Executive Secretary.
- c. Follow appropriate parliamentary procedures.
- d. Encourage discussion relative to agenda items.
- e. Become acquainted with the School program and confer with the Principal on items pertaining to the operation of the School.
- f. Support the Principal in the administration of the School.
- g. Act as liaison with individual churches, ensuring open communication and the presentation of School items pertinent to each constituent church.
- h. Act as the sole spokesperson for the Board, having authority to represent the Board to stakeholders and other parties, within the parameters of his/her responsibility.
- i. Ensure the smooth operation of the School.
- j. Be an *ex officio* member of all Committees

Sec. 2. The Vice Chair

The Vice Chair shall:

- a. Act in the place of the chair in his/her absence and at his/her request.
- b. Perform such other duties as the chair or the Board may determine.
- c. Be an *ex officio* member of all Committees.

Sec. 3. The Executive Secretary

The Executive Secretary shall:

- a. Give Board members sufficient notice (not less than five business days) regarding upcoming meetings of the Board.
- b. Prepare and maintain accurate records and minutes of Board actions and policies, ensure their custody and preservation, and forward copy thereof to the Conference Office of Education.
- c. Circulate the agenda and the minutes three days before each Board meeting, in consultation with the Chair.
- d. Ensure that all actions taken and decisions made by the Board and at Constituency Meetings are in compliance with the current CPES Constitution and Bylaws.
- e. Carry on necessary correspondence for the School.
- f. File with the Conference Office of Education the yearly schedule of regular Board meetings.
- g. Maintain current the School's Handbook.
- h. Act as liaison with the constituent churches, keeping them informed of pertinent School developments, plans, projects, events, and needs.
- i. Be an *ex officio* member of all committees.

Sec. 4. The Treasurer

The Treasurer shall:

- a. Keep adequate financial books and records, issue School bills and monthly statements to parents/guardians, collect tuition, and pay authorized bills.
- b. Present at each Board meeting a complete financial statement, prepared according to generally accepted accounting procedures.
- c. Prepare, with the Finance Committee, an annual budget for the School.

- d. Send copies of the budget to the Conference.
- e. Make available, upon request, copies of the budget and of the monthly financial statements to the constituent churches.
- f. Be the custodian of School funds, controlling the deposit of money, the safekeeping of securities and the disbursement of School funds.
- g. Attend to delinquent accounts.
- h. Establish payment plans with parents or guardians.
- i. Conduct other business as directed by the Board.

Sec. 5. Variation of Duties

From time to time, the Board may vary the powers and duties of any officer, provided that harmony with the Constitution and Bylaws is preserved.

ARTICLE VIII – EXECUTIVE COMMITTEE OF THE BOARD

Sec. 1. Composition

The Executive Committee of the Board shall include *ex officio* members and elected members. The *ex officio* members shall be the four Executive Officers of the Board, the Superintendent and the Associate/Assistant Superintendent of Schools, and the senior pastors of the constituent churches. The elected members shall be two Board members elected by the Board.

Sec. 2. Election and Term

By April of each year, the Board shall elect from among its members the two elected members of the Executive Committee.

They shall serve from September 1 to August 31. The Board may fill vacancies whenever they occur.

Sec. 3. Duties

The duties of the Executive Committee shall include:

- a. Attend to such matters whose urgent nature requires that they be immediately addressed, without waiting until the next regular Board meeting.
- b. Preview and prepare items for presentation to and discussion by the Board.
- c. Address such matters whose sensitive nature requires strict confidentiality.
- d. Make decisions pertaining to matters whose minor importance does not require that they be addressed by the Board.

- e. Conduct other business as directed by the Board.
- f. Report to the Board all voted actions.
- g. Address matters pertaining to student discipline.
- h. Monitor Board attendance, confidentiality and solidarity—defined as, a loyal position by the members of the Board in defense of all decisions and voted actions.
- i. Function as the Personnel Committee of the Board.

Sec. 4. Meetings

The Executive Committee shall meet when necessary, being convened by the Chair. Its meetings shall be *in camera*.

Sec. 5. Quorum

The Executive Committee may transact its business in the presence of six (6) of its members. This quorum must be maintained for the duration of the meeting, failure of which the meeting shall be immediately adjourned.

Sec. 6. Actions

The Executive Secretary shall record and report to the Board all voted actions taken, for ratification.

ARTICLE IX – STANDING COMMITTEES OF THE BOARD

Sec. 1. Designation

There shall be seven standing committees of the Board, designated as follows:

- a. The Governance and Bylaws Committee
- b. The Finance Committee
- c. The Marketing and Enrollment Committee
- d. The Strategic Planning Committee
- e. The Building, Grounds, and Safety Committee
- f. The Technology Committee
- g. The Fundraising Committee

Sec. 2. Election and Term

By September of each year, the Board shall elect from among its members those who are to serve in these committees.

They shall serve from September 1 to August 31. The Board may fill vacancies whenever they occur.

Sec. 3. Governance and Bylaws Committee

This committee shall be composed of seven individuals as follows;

- a. Three shall be elected by the Board from among its members.
- b. The remaining four shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Conference Superintendent of Schools or designate

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to implement revisions and updates to the Constitution and Bylaws, which it shall present to the Board for review. Once approved, the Board shall propose them to the constituents for enactment at a Constituency Meeting.

(See also: CPES Constitution, ARTICLE VII – BYLAWS, ARTICLE VIII – INTERPRETATION, and ARTICLE IX – AMMENDMENTS).

Sec. 4. Finance Committee

This committee shall be composed of a maximum of nine individuals as follows:

- a. Up to a maximum of five shall be elected by the Board;
 1. where at least four are from among its members, where possible one from each constituent church, and
 2. a fifth can be a member of the staff
- b. The remaining four shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Treasurer

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board an annual operating budget, a capital budget, and a long range capital renewal plan.

Additionally, this committee shall present to the Board recommendations regarding tuition, fees and church subsidies.

Sec. 5. Marketing and Enrollment Committee

This committee shall be composed of a minimum of nine individuals as follows:

- a. Four shall be elected by the Board;
 1. from among its members,
 2. from among the staff, or
 3. from among members of constituent churches

- b. The remaining five shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Treasurer
 5. Superintendent of Schools or delegate

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board a current strategy for: a) strengthening the School's relationship with the constituent churches; and b) marketing the School to the constituent churches and to the surrounding community. The committee may seek input from external consultants.

Sec. 6. Strategic Planning Committee

This committee shall be composed of a minimum of eight individuals as follows:

- a. Three shall be elected by the Board;
 1. where at least two are from among its members, and
 2. a third can be a member of the teaching staff.

- b. The remaining five shall serve ex officio:
 1. Board Chair, who shall chair this committee
 2. Vice Chair
 3. Principal, who shall act as recording secretary for this committee
 4. Treasurer
 5. Chair of the Marketing and Enrollment Committee

It is the duty of this committee to generate, update, and recommend to the Board a comprehensive strategic plan that includes short term (up to two years), medium term (three to five years), and long term (beyond five years) goals and objectives for the School.

This committee shall plan, coordinate, and host, on a bi-annual basis, a Strategic Planning Retreat of the Board to review, assess, and refocus its vision for the continuous development of the School

Sec. 7. Building, Grounds, and Safety Committee

This committee shall be composed of a minimum of eight individuals as follows:

- a. Four shall be elected by the Board;
 1. from among its members,
 2. from among the staff, or
 3. from among members of constituent churches.

- b. The remaining four shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Treasurer

It is the duty of this committee to assess the condition of the physical plant, to monitor safety, and to make any pertinent recommendations to the Board pertaining to maintenance, improvements, expansion, and all other capital expenditures.

Sec. 8. Technology Committee

This committee shall be composed of a minimum of eight individuals as follows:

- a. Four shall be elected by the Board;
 1. from among its members
 2. from among the teaching staff, or
 3. from among members of constituent churches

- b. The remaining four shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Treasurer

It is the duty of this committee to develop and keep current a technology plan, to assess and recommend to the Board matters pertaining to updates, expansion and improvement, as well as staff training and use of the equipment, and to ensure online safety.

Sec. 9. Fundraising Committee

This committee shall be composed of a minimum of nine individuals as follows:

- a. Five shall be elected by the Board;
 1. from among its members,
 2. from among the staff,
 3. from among members of constituent churches, or
 4. from other suitable sources.

- b. The remaining four shall serve ex officio:
 1. Board Chair
 2. Vice Chair
 3. Principal
 4. Treasurer

The Board shall appoint a Chair.

At its first meeting, the members of this committee shall elect a Recording Secretary.

It is the duty of this committee to prepare and present to the Board a current strategy to fundraise from the following:

- a) the constituent churches
- b) the surrounding community and/or
- c) other suitable sources.

This committee may seek input from external consultants.

ARTICLE X – AUDITING

Financial records shall be audited annually by the Conference Auditing Service. The auditor's report shall be presented to the Board in writing.

The auditor's report shall be presented in writing at the Constituency Meeting, and shall be available for inspection by any member. Furthermore, the auditor shall be entitled to attend Constituency Meetings where his/her report is presented, and to be heard on any matter concerning the auditor's report or other related issues.

ARTICLE XI – HOME AND SCHOOL ASSOCIATION

Sec. 1. Purpose

The purpose of the Home and School Association (herein after referred to as the HSA) is twofold:

- a. To provide parent education
- b. To unite the home, the School, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children.

(See: Pertinent sections of the *Seventh Day Adventist Church Manual*)

Sec. 2. Objectives

The objectives of the HSA are:

- a. To educate parents in cooperation with the church and School in their work of fostering the development of the whole child—"the harmonious development of the physical, the mental, and the spiritual powers." *Education*, p. 13.
- b. To promote cooperation between parents and teachers in the educational process.
- c. To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents.

- d. To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.
- e. To support the church School in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.
- f. To strengthen the relationship between home and School by promoting such activities as:
 - 1. Providing suggestions to the administration and School Board for program improvement.
 - 2. Encouraging frequent communication between home and School.
 - 3. Encouraging parents to visit the School.
 - 4. Encouraging teachers to visit the homes of students.
 - 5. Providing volunteer services as requested by the School.
 - 6. Assisting in providing the School with additional equipment and facilities not provided by the constituent churches or the Conference.
 - 7. To work toward the goal of enrolling every child of the church in the church School. Earnest endeavor should be made to provide ways for disadvantaged children to attend church School so that no Seventh-day Adventist child will miss the opportunity of a Seventh-day Adventist education.

(See: Pertinent sections of the *Seventh Day Adventist Church Manual*).

Sec. 3. Membership

The membership of the HSA shall consist of the following:

- a. The HSA Leader of each constituent church.
- b. The Adventist Education Leader of each constituent church.
- c. Twenty percent of the full-time teachers, elected by their peers.
- d. The Principal, Vice Principal, both will serve as *ex officio*.
- e. All parents/guardians of children currently enrolled in the School.

Sec. 4. Officers

The officers of the HSA shall be:

- a. The Leader, who shall serve also as a member of the School Board.
- b. The Assistant Leader.
- c. The Secretary-Treasurer.
- d. The Principal, *ex officio*.

Sec. 5. Election of Officers

The first meeting of the HSA shall be convened by the School Principal or designate, in the course of the month of June.

The first item of business shall be the election of officers.

Holding membership in a constituent church shall be a prerequisite for election.

Sec. 6. Term

The officers shall serve for a two year term, commencing June 30.

Officers may be re-elected.

Sec. 7. Authority of the Board

All functions of the HSA must be approved by the Board.

Sec. 8. Reporting to the Board

Following each meeting of the HSA, a report shall be submitted to the Board who reviews and receives it.

Revised June 4, 2018

APPENDIX 1

**College Park Elementary School
Committee Skills Matrix**

	Executive Committee	Buildings Ground & Safety Committee	Finance Committee	Fundraising Committee	Governance & Bylaws Committee	Marketing & Enrollment Committee	Personnel Committee	Strategic Planning Committee	Technology Committee
leadership	X	X	X	X	X	X	X	X	X
field specific skills		X tradesman / project mgt	X financial / accounting	X advertising / donor relations	X governance / legal	X technical skills	X legal	X strategic mgt	X technical skills
business management	X		X						
communication				X	X	X			
conflict resolution	X						X		
creativity / vision						X		X	
demographics & statistics				X		X			
design				X					X
educational	X							X	X
financial		X		X					
human resources	X				X		X		
public relations	X					X			
research						X		X	
risk management	X	X							
strategic planning		X						X	X

APPENDIX II

DECLARATION OF CONFLICT OF INTEREST AND/OR COMMITMENT

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents, siblings) and its provisions shall protect any organization affiliated with or subsidiary to College Park Elementary School. In the event facts change in the future that may create a potential conflict of interest, I agree to notify College Park Elementary School in writing.

Except as disclosed below:

- a. Neither I nor my family have a financial interest or business relationship that competes with or conflicts with the interests of College Park Elementary School.
- b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of College Park Elementary School.
- c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational or non-denominational entities, suppliers, or agencies doing business with College Park Elementary School.
- d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to College Park Elementary School in any decision making process involving financial or legal interests adverse to College Park Elementary School.

Disclosures:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Name:

Position/Title:

Date:

APPENDIX III

BOARD SOLIDARITY

Board solidarity means that a decision duly taken by the Board is a decision of all Board members. A dissenting member must not speak critically of it to outsiders, behave in an adversarial manner to it, or keep agitating outside the Board for his/her own position on the matter.

The Board may, at times, take decisions that go against the opinion of a given member or the interests of other entities – including the one that elected such member to the Board. Even so, the member must not go back to his/her constituents and criticize the Board's decision. On the contrary, the dissenting member is expected to defend it or, if unable to do so, to be silent about it.

An incorporated association or registered charity is, in the eyes of the law, a legal person, but only one legal person, which means that it can only have one opinion at a time.

The official spokesperson for the Board is the chairperson, as specified in the Bylaws, or his/her designee.

COMMITMENT: I, the undersigned, hereby declare that I understand and pledge to abide by the above-stated stipulations.

Name: _____

Date: _____

Signature: _____

APPENDIX IV

CONFIDENTIALITY AGREEMENT

I, _____, agree with the following statements:

I understand that, as a Board or sub-committee member of College Park Elementary School, I may come in contact with confidential information during my time of service at the said entity.

As part of the condition of my work with the said entity, I hereby commit to keep in strict confidence all information regarding its deliberations and actions.

I will do this in accordance with the Bylaws of College Park Elementary School and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of College Park Elementary School, unless authorized as part of my duties, or with the express permission or direction to do so from Board's chairperson.

Signature

Dated this _____ day of _____, 2_____