

**Constitution
of the
Terra Ceia Christian School
Society**

4428 Christian School Rd
Pantego, North Carolina 27860
Rev. 2016

Our duty and privilege as Christian parents, to provide Christian education for our children, is best accomplished by collective action. We, therefore, make and adopt the following articles of association.

Article 1

Name

This is a non-profit organization known as the Terra Ceia Christian School Society.

Article 2

Purpose and Principle

This corporation is organized exclusively for religious and educational purposes, included, for such purposes, the making of distributions to organizations that qualify as exempt organizations, under 501 (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Specifically, the corporation is organized to maintain a school for the daily instruction of the children of the members of the society, such instruction to be in accordance with the basis of the Society to the end that these children may occupy their places worthily in society, church, and state; and in order to accomplish these goals, the corporation shall have lawful powers as are reasonably necessary or incidental to the operation, support, financing, and maintenance of a school. The basis of the Society is the infallible Word of God as interpreted by the Three Forms of Unity: The Belgic Confession, The Heidelberg Catechism, and the Canons of Dordt, and consistent with the corporation's basis, the corporation is to be governed by the following guiding principles:

- (a) That all things have been created by God to the end that the Triune God may be glorified in and through them
- (b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the children to the end that God and His glory shall be central and supreme in life's total experience; and
- (c) That the training of the children shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun at home.

Article 3

Membership

- (a) Admission to the society will be based upon the applicant's Christian convictions and desire for children to be given God-centered educations. All members must express and practice their belief in the Triune God: Father, Son, and Holy Spirit. All members must believe the Holy Bible is the only inspired and infallible Word of God.
- (b) All parents and guardians of children attending the school(s) maintained by this Society are members of the society.
- (c) All other persons, 18 years of age or older and contributing the membership fee established by the society, are eligible for membership.
- (d) All members must subscribe to this constitution. Agreement with the three Forms of Unity is not mandatory.

Article 4
Meetings

The Society will hold regular meetings each year.

Article 5
Board of Directors

A board of directors will be elected from the Society by the Society members. At least one member of the board must agree specifically with the basis of the society as interpreted in the three Forms of Unity. The other five members must be in general agreement with the constitution.

Article 6
Duties of the Board of Directors

The Board of Directors will supervise school affairs in harmony with the constitution, its by-laws, and societal decision. The board will appoint, from the board and Society members, committees to assist in the performance of its duties.

Article 7
Officers of the Board

After new board members are elected each year, the board will elect its officers.

Article 8
Finances

The operation of the school will be financed by tuition, fees, and assessments as determined by the board. Special drives, pledges, fund-raising events, and/or donations may be solicited by the board as needed.

Article 9
Staff

A staff will be hired by the board after careful consideration of its spiritual, academic, and physical qualifications. Salary, terms, and other considerations will be set by the board. All staff members must subscribe to this constitution and lead exemplary Christian lives. Agreement with the three Forms of Unity is not mandatory.

Article 10
Amendments

This constitution may be amended by a 2/3 vote at any meeting of the Society, provided that notice stating the desired change is sent to each member two weeks prior to the meeting. Article 2, Article 3, and Article 5 may only be amended by unanimous approval of the Board of Directors and 2/3 vote of the total registered members of the Society.

Article 11
Dissolution

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, and otherwise complying with provisions of North Carolina General Statute 55A-45, Distribution of Assets, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational religious purposes as shall at that time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of by the Superior Court of the county in which the principle office of the corporation is then located exclusively for such purposes or to such organization or organizations as said court shall determine are organized and operated exclusively for such purpose.

**BY-LAWS OF THE
TERRA CEIA CHRISTIAN SCHOOL SOCIETY**

**Article 4
Meetings**

- A. The society will hold no fewer than two meetings each year. At a meeting prior to the opening of school, new board members will be elected to replace retiring members. At a meeting prior to the closing of school, a financial report will be presented. At each meeting reports will be given by various committees detailing projects and progress throughout the year. The principal will also make a report. Question of school policy, proposals, and changes may be discussed at any meeting.
- B. Notice of any meeting will be published, along with an agenda for that meeting, two weeks prior to the meeting.
- C. The Board of Directors may call a special meeting at any time during the year.
- D. The Board of Directors may call an emergency meeting, and must call such a meeting if such a meeting is requested in writing by at least $\frac{1}{4}$ of the members. Such requests must state the reason(s) for calling the meeting. Notice of an emergency meeting must be given at least twenty-four hours in advance and include a statement of the reason(s) for calling such a meeting.
- E. The school at its spring meeting, shall approve the annual budget.
- F. The Board will establish a quorum prior to the meeting as it deems necessary.
- G. Only items on the agenda will be open to vote.
- H. All decisions will be made orally unless otherwise requested by the members at the meeting. Election of board members will be by ballot. A majority of the legal votes cast ($\frac{1}{2}$ plus 1) will determine an issue except where otherwise stated by the board.
- I. Parliamentary procedure will be used to conduct society meetings.

**Article 5
Board of Directors**

- A. The Board of Directors will be comprised of at least six persons.
- B. All members of the Board of Directors must be twenty-five years of age or older.
- C. The board will hold no fewer than one meeting per month. Board members may serve two consecutive three-year terms on the board, after which they must retire from board duties for at least one year before again becoming eligible for nomination for election to the board.
- D. Vacancies on the board, which occur during the year, will be filled at the next Society meeting.

**Article 6
Duties of the Board of Directors**

The Board of Directors will:

- A. Determine school policies in harmony with the constitution and society decisions.

- B. Select a principal/administrator and teaching staff qualified to carry out the educational program and policies of the society.
- C. Obtain and disperse funds necessary for the operation of the school(s).
- D. Appoint one of its members to visit the school(s) each month to monitor the staff in carrying out the society's educational programs and policies.
- E. Promote Christian education by participating in community events and other forms of publicity. Affiliate with organizations such as Christian Schools International to further the cause of Christian education.
- F. Appoint, from the board and society membership, committees to assist the board in the performance of its duties.

Article 7

Officers of the Board and Their Duties

After new board members are elected, the board will elect its officers: president, vice-president, secretary, treasurer, vice-treasurer, and vicar.

- A. The president will preside at all board and society meetings and enforce provisions of the constitution and its by-laws. The president is an ex-officio member of all committees and is to be notified of all meetings.
- B. The vice-president will assist the president in the discharge of his duties.
- C. The secretary is responsible for the official documents of the Society. He will conduct all correspondence and enter in the society approved minutes of board and society meetings.
- D. The treasurer is entrusted with society's funds. Money received by him will be deposited in the society's name at a bank approved by the board. He, with the approval of the board, will authorize all disbursements. The treasurer will report on the finances of the society at the regular board and society meetings.
- E. The vice-treasurer will assist the treasurer and act as controller.
- F. The vicar shall assume the duties of the secretary in the secretary's absence, as well as any other duties that may be assigned by the board.

Article 8

Committees of the Board and Their Duties

Committees are appointed by the board and act in accordance with its mandates. The board will convey these mandates in writing, as they are issued, to the appropriate committees. Committees are composed of society members with board and staff representatives. Officers will be elected by each committee. Committee chairmen will notify committee members of all meetings. Meetings will be conducted according to parliamentary procedure and will be held on a regular basis. Each committee will inform the board of its activities, programs, proposals, and financial condition if applicable. Each committee also will report on its activities at no fewer than one society meeting annually.

EDUCATION COMMITTEE

The Education Committee is composed of at least six members: four from the society at large, one staff, and one board member. Each at large member and staff member will serve a three-year term and may serve consecutive terms.

The committee will:

- Investigate the qualifications of the candidates for administrative and teaching positions and make recommendations concerning such candidates to the board. The principal, with the help of the Education Committee, will develop and maintain a process whereby each staff member's performance is evaluated. The evaluation will include classroom observation, interviews with each teacher on an individual basis and an objective rating system. The evaluation will be presented to the board. A teacher will have access to any evaluation of him/her and may file complaint or comment with the administrator and/or board.
- Keep itself informed about scholastic quality and Christian character of the instruction given, curriculum, discipline, facilities, and equipment.
- Develop and follow an agenda for review and evaluation of the curriculum and make recommendations to the board about purchase of new textbooks and programs.
- The Education Committee, with the guidance of the principal, shall yearly recommend a school calendar.
- Sponsor education activities such as science and book fairs, PTA meetings, etc.

LIBRARY COMMITTEE

The Library Committee is composed of at least three society members and the English teacher. Members shall serve a three-year term, and may serve consecutive terms.

The committee will:

- Recruit and supervise volunteers to operate the library.
- Establish policies for operation of the library, which includes screening books before they are shelved.
- Provide list of books appropriate for each grade level.
- Purchase books for the library with allocated funds.

FINANCE COMMITTEE

The Finance Committee is composed of at least seven members, six from the society at large and the board treasurer. Each at-large member will serve a three-year term and may serve consecutive terms.

The committee will:

- Assist the board in making a budget for the following year.

- Make suggestions to the board about maintaining the school financially, indicating the various sources of income and how money is to be collected from these sources.
- Raise money, as needed, which is not brought in by tuition.

TUITION HELP COMMITTEE

The Tuition Help Committee is composed of at least five members, four from the society at large and one board representative. Each at-large member will serve a three-year term and may serve consecutive terms.

The committee will:

- Raise funds specifically to provide tuition relief and recommend disbursement of funds.

ALUMNI AND PUBLIC RELATIONS COMMITTEE

The Alumni and Public Relations Committee is composed of at least six members, four from the society at large, one staff, and one board representative. Each at-large member will serve a three-year term and may serve consecutive terms.

The committee will:

- Develop and implement a program to promote the cause of Christian Education and specifically Terra Ceia Christian School in the community and to alumni.
- Prepare material to acquaint new and prospective society members with the school.

MAINTENANCE COMMITTEE

The Maintenance Committee is composed of at least eight members, six from the society at large, one staff, and one board representative. Each at-large member will serve a three-year term and may serve consecutive terms.

The committee will:

- Oversee the care, maintenance, and adequacy of the physical structures and equipment of the school and make recommendations to the board concerning the same.

BUS COMMITTEE

The Bus Committee is composed of one or two members of each route. Each member will serve a three-year term and may serve consecutive terms.

The committee will carry out its objective of providing safe transportation for each student by recommending to the board:

- A driver and substitutes for each bus
- Routes and number of students assigned to each
- Salaries for drivers

- Maintenance agreements for the care and repair of each vehicle
- Contract for purchase of fuel and oil
- Replacement schedules and additions of new buses as needed
- Guidelines for rules and regulations concerning safety and behavior on the buses.
- Insurance carriers

Article 9

Staff

- A. The board and staff will abide by the terms of the contracts entered into by both parties. The terms of such contracts become void when either party fails to comply with these terms. The board is authorized to dismiss a staff member whose job performance or personal life conflicts with the basis and/or purpose of the society.
- B. The principal, in collaboration with the staff and Education Committee, will prepare or update a course outline for each grade. After approval by the board, these outlines will determine what is taught in each class. The principal will be an ex-officio member of the school board and the Education Committee. The principal, with the help of the Education Committee, will maintain an evaluation process of the teaching staff. These evaluations will provide a basis for the principal's recommendations to the board.