

ASSOCIATION FOR CHRISTIAN INSTRUCTION
Lansing Christian School
3660 Randolph Street
Lansing, IL 60438

CONSTITUTION OF LANSING CHRISTIAN SCHOOL

PREAMBLE

PRINCIPLES OF CHRISTIAN EDUCATION

Lansing Christian School is not an ecclesiastical body nor is it subject to any ecclesiastical organization. The government of the school is autonomous. It is based upon the three-fold office of believer – Prophet, Priest, and King. Furthermore this organization is committed to the following educational principles:

1. Christian education has its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child's personality is formed by instruction in the truth of God and human knowledge leavened with that truth.
2. The responsibility for education rests upon the parents (Deut. 6:6-9; Eph. 6:1-4). They may delegate a part of this responsibility to an institution, which is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he/she stands "in the place of parents". The teacher derives authority in subject matters from faithfulness to the laws of God in His Word and His creation.
3. The child is regarded first of all as a spiritual-physical creature, created in the image of God, capable through the grace of God, of learning, knowing and obeying the truth of God's Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual and social needs.
4. The curriculum of the Christian school is the medium through which the child is oriented to a life in Christ and to the culture of this world for fellowship with and service to God in this life and the life to come.

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

ARTICLE I

NAME

This organization shall be known as the Association for Christian Instruction of Lansing Christian School.

ARTICLE II

BASIS

The Association is founded on the Holy Scriptures as interpreted in the Confessional Standards (The Belgic Confession, The Heidelberg Catechism and The Canons of Dort) of the Reformed churches.

ARTICLE III

PURPOSE

The purpose of the Association is to train our children, in cooperation with parents, in such a way that they, as fellow workers with God, can perform duties in this world to the glory of God, for their own well-being and for the welfare of others.

ARTICLE IV

MEMBERSHIP

Section 1. Members of the Association are all parents of children attending the school and all persons, eighteen years or above who support the Association by means of yearly contributions.

Section 2. All members who subscribe to the fundamentals of the Association as outlined in Articles II and III are voting members.

Section 3. Each member has the privilege of attending the meetings of this Association and is required to participate in its support.

ARTICLE V

MEETINGS

Section 1. All meetings of the Association shall be called by the Board of Trustees. One annual Association meeting shall be held in the Spring. The time, place and agenda of the meetings shall be announced (at least) ten days in advance.

Section 2. Members of the Association who appear at the Association meeting shall constitute a quorum.

Section 3. At the annual meeting of the Association, Board members shall be elected; the treasurer shall present, for approval, a budget covering an estimate of expenditures for the following year, including the means by which the necessary funds will be obtained in meeting the budget; reports will be given on the activity of the school by the principal, the secretary, the treasurer, and any other reports as the Board may deem necessary.

Section 4. Decisions regarding the affairs of the Association shall be made by oral vote, except in those matters concerning individuals when the vote shall be by ballot or when ballot voting is requested by the majority of the membership present. All decisions, except those affecting the Constitution shall be made by a majority vote, that is, one-half plus one of the votes polled.

Section 5. The Board of Trustees shall call additional meetings of the Association as it deems necessary, or if such a meeting is desired by at least fifty members of the Association who have sent in a written request stating the reasons for the meeting, and provided that these reasons are in harmony with the Constitution.

ARTICLE VI BOARD OF TRUSTEES AND THEIR DUTIES

Section 1. A Board of Trustees consisting of twelve persons shall be elected by the Association out of its own members from a nomination presented by the Board. The term of office shall be for three years beginning with the September Board meeting of the year elected. Every year four Trustees are to be retired. Retiring Trustees shall not be eligible for re-election for one year. Vacancies occurring during the year shall be filled at the next stated meeting of the Association.

Section 2. Two candidates for each vacancy shall be nominated by the Board of Trustees. Eligibility for Board membership shall be restricted to Association members who are members in good standing in churches which have adopted and which currently maintain the Confessional standards as designated in Article II hereof. The Board shall provide such information concerning the nominees as will enable the membership of the Association to make an intelligent choice.

Section 3. The Board shall set forth written policies:

- A. To employ, set salaries for, and supervise personnel
- B. To make provision for and/or supervise
 - 1) All courses of study
 - 2) All instruction
 - 3) Necessary repairs and equipment
 - 4) Discipline in the school
- C. To provide for the material and financial needs of the school
- D. To carry out all decisions of the Association relating to the school.

Section 4. In the event that the requirements of the budget are not being met, additional funds shall be raised by requesting special donations, church offerings, contributions from organizations and other means consistent with the basis and character of this society. Should these means prove inadequate, the Board is empowered to borrow the necessary funds. At no time is the current outstanding obligation to exceed 10% of the current operating budget, unless approved by the Association.

ARTICLE VII

STAFF

All members of the administration and the teaching staff must declare their agreement with Article II and III of this Constitution, and they must be members in good standing in churches which have and currently maintain the Confessional standards, as designated in Article II hereof (Exception to this requirement shall require unanimous approval of the full Board). All teaching must be in agreement with Articles II and III of this Constitution and must be spiritually sound. All personnel must lead exemplary Christian lives and may not be members of an oath-bound secret society.

ARTICLE VIII

AMENDMENTS

Section 1. Articles II, III, IV, VI Section 2, and this Section of Article VIII of this Constitution are not subject to change.

Section 2. All other changes of or additions to the Articles of the Constitution shall require a majority vote of at least two-thirds of the votes polled of the members at an Association meeting. Members shall have the right to propose revision of or amendment to the Constitution, provided they shall have notified the Board of Trustees in writing at least three months before the next meeting of the Association.

ARTICLE IX

BY-LAWS

By-laws are operating rules designed to facilitate carrying out the provisions of the Constitution. By-laws shall be established or amended by a two-thirds majority vote of the full Board of Trustees. Any changes made in the By-laws by the Board of Trustees must be communicated to the Association at the next annual meeting.

ARTICLE X

DISSOLUTION

In case of dissolution of the Association, the property and the monies belonging to the Association shall be donated after liquidation as the organization may determine, to such Christian educational cause which has adopted and currently adheres to the Confessional standards as designated in Article II hereof.

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BY-LAWS

BY-LAW I **BOARD OF TRUSTEES**

- A. The Board of Trustees shall meet at least once a month.
- B. At the August Board meeting, the Board shall elect the following officers: President, Vice-President, Secretary, Treasurer, Assistant Secretary-Treasurer.

BY-LAW II **FINANCES**

- A. Procedure for the payment of bills shall be established by the Board.
- B. Each year the books shall be closed on the 31st day of August. A printed financial report shall be made available to each Association member by October 15.

BY-LAW III **DUTIES OF BOARD OF TRUSTEES OFFICERS**

- A. It shall be the duty of the President to preside at all meetings of the Board and the Association, to enforce the rules and regulations of the Constitution and to sign all legal documents of the Association, executed by and for the Board. The President is a voting member of the Education committee and an ex-officio member of all other committees and shall be notified of all meetings.
- B. The Vice-President shall assist the President whenever possible in the discharge of his duties. The Vice-President shall serve as liaison between the Board and auxiliary organizations. In the absence of the President, the Vice-President shall take his place.
- C. The Secretary shall take care of all the official documents of the Association and sign all legal documents of the Association, executed by and for the Board. He shall conduct all correspondence, record the minutes of the proceedings at every meeting of the Board and the Association and present these minutes at the following meetings.
- D. The Treasurer is responsible for the receipts, the custody and the disbursement of the funds of the Association, and he shall keep an accurate account thereof. At every regular meeting of the Board, he shall report the financial state of the treasury and at meetings of the Association, he shall give an itemized account.
- E. The Assistant Secretary-Treasurer shall assist the Secretary or Treasurer in any way possible in the fulfilling of their duties and shall assume their duties in their absence.

BY-LAW IV

STAFF

- A. The principal and the staff shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions as the Board may determine.
- B. No person, on the grounds of race, color, sex, or national origin shall be excluded from employment at Lansing Christian School.
- C. A course of study outlining the work for each grade level shall be prepared by the principal in collaboration with the teaching staff. This course of study shall conform in every respect to the Preamble, Articles II and III of this Constitution and shall meet the requirements for elementary education of the State of Illinois. After the recommendation by the Education Committee and approval of the Board, this course of study shall govern all instruction in the school.
- D. The principal and assistant principal may be discharged if determined to be unfit for the work, whose discharge of duty conflicts with the fundamentals and purposes of the Association, or who does not lead a Christian life. In cases of a serious nature, the Executive Committee of the Board has the right of immediate suspension. The person suspended shall appear before the Board. The decision of the Board regarding the employment status of that person shall be final.
- E. A teacher or other employee may be discharged if determined to be unfit for the work, whose discharge of duty conflicts with the fundamentals and purposes of the Association, or who does not lead a Christian life. In cases of a serious nature, the Principal has the right of immediate suspension. The person suspended shall appear before the Board. The decision of the Board regarding the employment status of that person shall be final.
- F. The length of the school term shall be in accordance with the requirements of the State of Illinois. Allowance shall be made for vacations and holidays according to the discretion of the Board.
- G. The substance of this by-law shall be made a part of all employment contracts.

BY-LAW V

STANDING COMMITTEES OF THE BOARD OF TRUSTEES

- Executive Committee
- Education Committee
- Finance Committee
- Building and Grounds and Transportation Committee
- Public Relations Committee

BY-LAW VI**ADMISSIONS AND TRANSFERS**

- A. Lansing Christian School is operated for the purpose of educating the children of Christian parents.
- B. With respect to parents from non-Reformed faith, admission shall be subject to interview and subsequent approval.
- C. Children who shall have reached the ages of six (6) on or before September 1st shall be admitted to the first grade at the beginning of the school term. Children who shall have reached the age of five (5) on or before September 1st shall be admitted to the kindergarten at the beginning of the school term. Exceptions to the age requirements shall be approved by the Board.
- D. Transfer or students who have previously attended Christian schools shall be preceded by a conference between the principal and parents so as to facilitate the transition.
- E. No person, on the grounds of race, color, sex or national origin, shall be excluded from admission to Lansing Christian School.

BY-LAW VII**RESOLUTION OF PARENT DISSATISFACTION**

- A. Parents dissatisfied either with the instruction or with the treatment their children have received shall confer with the teacher involved. If disagreement still exists the parents shall refer the matter to the principal; if the dissatisfaction cannot be resolved, they shall appeal to the Education Committee. If the dissatisfaction still continues, they shall appeal to the Board of Trustees.