

**THE CONSTITUTION OF THE
BAY KNOLL SEVENTH-DAY ADVENTIST SCHOOL
Revision - 20 April 2002**

Article I
NAME

This organization shall be known as the Bay Knoll Seventh-day Adventist School (hereinafter also referred to as the School).

Article II
PURPOSE

The purpose of this organization shall be to conduct an elementary school in harmony with the standards of the Board of Regents of the General Conference of Seventh-day Adventists and of the New York Conference of Seventh-day Adventists and of the State of New York. The courses of instruction shall fulfill the requirements for the curricula from grade one through grade eight. Fulfillment of this purpose shall be guided by the current Statement of Philosophy and Objectives.

Article III
OWNERSHIP

The School is legally owned by the New York Conference Association of Seventh-day Adventists, a religious corporation having its principal office in Syracuse, New York. Operation of the School is the responsibility of the constituent church through its duly appointed School Board. Upon dissolution of the Bay Knoll Seventh-day Adventist School, its property, or the proceeds therefrom, shall be used exclusively for the benefit of the educational, religious and charitable purposes of the constituent church, and the Seventh-day Adventist denomination.

Article IV
CONSTITUENCY

The constituency of the Bay Knoll Seventh-day Adventist School shall consist of the members of the Bay Knoll Seventh-day Adventist Church, 2639 East Ridge Road, Rochester, New York, 14622.

Article V
SCHOOL BOARD

Section 1. The Bay Knoll Seventh-day Adventist School Board exists as a subcommittee of the church board of the constituent church.

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Section 2. Membership of the School Board. The School Board shall consist of 10 members from the constituent church.

- a. Six members shall be elected from the constituent church. The initial School Board shall consist of two members for one year terms, two members for two year terms, and two members for three year terms. This will provide a nucleus of experienced members and help insure continuity of a successful educational policy. Thereafter, two members shall be elected each year for three year terms to replace those members whose terms will expire that year. Terms of service begin on July 1 and end on the following June 30th.
- b. The principal or head teacher of the School.
- c. The pastor of the constituent church.
- d. The leader of the Home and School Association of the constituent church. In the event of co-leaders being elected, one shall be elected by the constituent church to serve on the School Board.
- e. The treasurer of the School shall be elected from the constituent church.

Section 3. Membership from a non-constituent church. While it is not bound to do so, the constituent church board may vote to accept as a member of the School Board one representative from a non-constituent church, provided the following conditions are met:

- a. Twenty-five percent or more of the students in attendance at least one semester of the previous school year, were students who were, or whose parents or guardians were, members of the non-constituent church.
- b. The non-constituent church subsidizes its students or agrees to contribute to the school budget an amount equal to the subsidy paid by the constituent church for each student enrolled.
- c. If a church is not a constituent church of the school, the number of students enrolled in the school from that church shall not be considered justification for additional membership on the School Board beyond the one representative provided for in this section.

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- Section 4. Ex officio Membership of the School Board:
- a. The Atlantic Union Director of Education.
 - b. The New York Conference President.
 - c. The New York Conference Treasurer.
 - d. The New York Conference Superintendent of Education.

Article VI
OFFICERS OF THE SCHOOL BOARD

The Officers of the School Board shall be:

- Section 1. Chairperson - to be appointed by the constituent church from among the elected membership of the School Board.
- Section 2. Secretary - the principal or head teacher of the school.
- Section 3. Treasurer - the treasurer as elected by the constituent church.

Article VII
DUTIES OF THE OFFICERS OF THE SCHOOL BOARD

- Section 1. It shall be the duty of the Chairperson:
- a. to call and preside over the meetings of the School Board.
 - b. to execute such actions of the School Board as would naturally fall under his or her supervision, and also to perform such duties as the School Board may delegate from time to time.
 - c. to be a member of the constituent church board and report on matters pertaining to the school.
- Section 2. It shall be the duty of the Secretary:
- a. to keep the minutes of the School Board.
 - b. to carry on the necessary correspondence of the School Board.

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- c. to conduct any business of the School as directed by the action of the School Board.
- d. to assist the chairperson with the preparation of the agenda and, in the absence of the chairperson, preside at regularly scheduled meetings of the School Board.

Section 3. It shall be the duty of the Treasurer:

- a. to keep the financial records of the School.
- b. to pay out money on the order of the School Board.
- c. to send out monthly financial statements to existing accounts receivable.
- d. to render to the School Board a monthly financial report including the status of accounts receivable and sponsorship income.

Article VIII

INSTALLATION OF OFFICERS AND APPOINTMENT OF SUBCOMMITTEES

Section 1. The School Board shall organize itself and install the new officers at the initial meeting of the officer year, which is established as July 1 through the following June 30th.

Section 2. The School Board shall appoint subcommittees when needed to serve in such capacities and for such duration as the School Board deems advisable.

Article IX

DUTIES OF THE SCHOOL BOARD

Section 1. To hold regular monthly meetings as determined by the School Board. Additional meetings may be held if deemed necessary.

Section 2. To counsel with, and recommend to, the New York Conference Board of Education for the provision of well-qualified teachers for the School.

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- Section 3. To carry out all plans and policies voted by the constituent Church Board pertaining to the operation of the School, and to provide for the general welfare of the School.
- Section 4. To authorize the expenditure of School funds.
- Section 5. To prepare and recommend for adoption by the constituent church an annual operating and capital improvements budget and to recommend an equitable apportionment of required funds to the constituent church.
- Section 6. To assume responsibility for meeting the School portion of the annual school budget, including attempting to see that student accounts are kept current, by finding ways to help provide assistance for those unable to bear the full cost of tuition, and by determining student eligibility for assistance.
- Section 7. To provide timely notice to patrons of the status of their financial accounts and deal appropriately with accounts in arrears.
- Section 8. To support and uphold the principal and teachers of the School and to be informed of the progress and problems of the School.
- Section 9. To place in the hands of the patrons essential information concerning the operation of the School, such as student regulations, school calendar, tuition, registration fees, etc.

Article X

DUTIES OF THE INDIVIDUAL MEMBERS OF THE SCHOOL BOARD

- Section 1. It is the responsibility of the members of the School Board to be present at all meetings of the School Board and to take an active interest in whatever business may come before it. Three consecutive absences from regularly scheduled meetings may be grounds for replacement.
- Section 2. When possible, the members of the School Board should visit the School to become personally acquainted with the School, its work, and its needs.

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- Section 3: The School Board functions only when in official session. Individual members have no authority regarding School matters.
- Section 4: The Chairperson is responsible for the execution and application of all official actions of the School Board.

Article XI
VACANCIES IN THE SCHOOL BOARD

Whenever a vacancy is created on the School Board it shall be the duty of the constituent church to elect a new member and to notify the School Board of such election.

Article XII
FINANCIAL PLAN

- Section 1. The Bay Knoll Seventh-day Adventist School shall be operated on a combination tuition and church subsidy plan.
- Section 2. The annual operating and capital improvement budget shall be formulated in cooperation with the constituent church board. The following guidelines shall be followed:
- a. The constituent church shall provide funds beyond the tuition necessary for the successful operation of the School.
 - b. Tuition rates should be set in harmony with the recommendations of the Department of Education of the New York Conference of Seventh-day Adventists.
- Section 3. Students enrolled in the Bay Knoll Seventh-day Adventist School who are not members of the constituent church and whose parents or legal guardians are not members of the constituent church may be assessed an additional tuition charge in proportion to the subsidy per student paid by the constituent church for students enrolled from the constituent church.

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Article XIII
QUORUM

A quorum shall be defined as the number of members present at any regularly called meeting of the School Board. Items voted on by the School Board must pass by a simple majority of the members present to be approved, except where specifically stated otherwise in this Constitution.

Article XIV
AMENDMENTS

An amendment may be proposed to the constituent church if it has been approved by a two-thirds majority of the members present at any meeting of the School Board provided notice of the proposed amendment has been given to the members of the School Board at least one week prior to the vote.

Article XV
ADOPTION OF THIS CONSTITUTION AND/OR AMENDMENTS

This constitution and any amendments thereto shall become effective immediately upon adoption by a majority vote of the members present at a regularly called business meeting of the constituent church.