

THE BYLAWS
OF
HARVEST CHRISTIAN SCHOOL
Updated and approved 10/27/22

Article I

Membership

Membership in the Corporation of the Harvest Christian School shall include those adults who fulfill the following requirements:

1. Confess Jesus Christ as Savior and Lord. (Romans 10:9-11)
2. Agree with the complete set of articles in the Constitution. (Romans 13:1)
3. Agree to support the school in its attempt to fulfill its purpose as outlined in the appropriate article.
4. Are active members of the Christian Church. The membership of Harvest Christian School is made up of individuals from local Bible believing churches from a number of denominations. As an example to our students and children, HCS encourages participation in these local churches for accountability and family spiritual growth. (Hebrews 10:25)
5. Apply for membership and be accepted.
6. Contribute the current annual membership fee.
7. Membership may be terminated according to Scriptural guidelines. (I Corinthians 5:11-13, Galatians 6:1-2, John 9-11)
8. All other persons, eighteen years of age and older, who are in agreement with Articles II and III of the Constitution and contribute the current annual membership fee to the organization.

Enrollment

1. Being a member of the Association is strongly encouraged but not required to enroll a student(s) in the school.
2. Parent(s) or guardian(s) who wish to enroll their students(s) in the school must agree with our beliefs and the teaching of Biblical values and principles and also sign our statement of faith found in Article III of the HCS Constitution.
3. Students and parents must agree to and sign the Code of conduct found in the Student Handbook.
4. Students enrolling in Grades 6-12 will be interviewed by the Head of School before being accepted as a student.
5. Parent(s) or guardian(s) will continue to support the school's Biblical values, principles and beliefs. Failure to do so will be reason for termination of enrollment.

Article II

Society Meetings

1. General membership meetings shall be held on a regular annual basis.
2. Special meetings of the membership may be called by the Board of Directors.
3. The agenda for the membership meetings shall be set by the Board.

4. At society meetings, twenty-five percent (25%) of the membership shall constitute a quorum.
5. All decisions shall be made by oral vote. Elections, however, shall be by ballot unless otherwise decided at the meeting. A majority of votes cast (i.e., one-half of the votes plus one) shall determine the issues in each case, except where otherwise required by the constitution or by Robert's Rules of Order.
6. No absentee ballots will be allowed.
7. The bylaws may be suspended or amended by two-thirds of the members present.
8. Meetings of this organization shall be conducted according to Robert's Rules of Order.
9. Only members in good standing are eligible to vote.

Article III

Board of Directors

1. A Board of directors consisting of a minimum of four and a maximum of twelve members shall be chosen from the membership at the annual meeting. The members of the Board are chosen for a term of three years and may serve a maximum of two consecutive three-year terms.
2. The Board is empowered to appoint a member to replace a vacancy on the Board in the event of a resignation.
3. The Board shall hold one stated meeting each month.
4. Board membership may be terminated with or without stated cause by a three-fourths majority vote of the Board.
5. For monthly Board meetings, fifty percent (50%) of the Board shall constitute a quorum.

Article IV

Duties of the Board of Directors

1. The Board shall determine school policies in harmony with the constitution and in accordance with Corporation decisions.
2. The Board shall hire and oversee a Head of School qualified to carry out the educational program and policies of the school.
3. The Board shall formulate ways and means of obtaining the necessary funds for operating the school, maintain accurate records, and determine how these funds shall be distributed.
4. The Board shall promote Christian education in the community by means of public meetings, literature, advertisements, etc.
5. The Board shall appoint out of its membership such committees as it may deem necessary for the performance of its duties. Such appointments shall be made annually by the Board. Additional committee members may be appointed from within the membership of the Corporation.

Article V

Officers of the Board and Their Duties

1. At a set meeting each year subsequent to the Corporation's election of members, the Board shall elect the following four officers: President, Vice-President, Secretary and Treasurer.

2. It shall be the duty of the President to preside at all meetings of the Board and of the Corporation and to enforce the provisions of the constitution. The President is an ex officio member of all committees and shall be notified of all meetings.
3. The Vice-President shall assist the President whenever possible in the discharge of his duties. In the absence of the President, the Vice-President shall take his place.
4. The Secretary shall enter into the records of the organization the minutes of all meetings of the Corporation and Board after they have been approved.
5. The Treasurer shall report regarding the finances of the organization at the monthly meeting of the Board and at the stated meeting of the organization as herein previously defined. Treasurer shall also serve as chair of the Finance Committee.

Article VI

Committees

1. The President shall appoint, from the Board membership, chairmen of committees on Finance, Head Stewardship, Philanthropy, Governance, and Building and Grounds. Ad hoc committees may be established as determined by the Board.
2. The Head of School shall be a non-voting member of all committees. He will supply information regarding school operations as requested and will evaluate the operating implications of all proposed policies.

Article VII

Duties of the Committees

1. Finance Committee (Board Member Chair)
 - a. Write Committee mission.
 - b. Develop school's budget.
 - c. Monitor and administer Strategic Financial Management (SFP).
 - d. Monitor and act as necessary on cash flow.
 - e. Liasise with Philanthropy and Building and Grounds Committees as necessary.
2. Head Stewardship Committee (Board Member Chair)
 - a. Write committee mission.
 - b. Develop Head of School evaluation based on the objectives of the Strategic Plan (SP) and Strategic Financial Plan (SFP).
 - c. Work with the Head of School to establish metrics of goal accomplishment.
 - d. Support Head of School in the accomplishment of goals (resources and time)
 - e. Recommend continuance (or not) to the Board (Executive Committee recommends Head compensation package).
3. Philanthropy Committee (Board Member Chair)
 - a. Write Committee mission.
 - b. Support Head of School in major gift asks as needed.
 - c. Begin moving to an Annual Fund model.
 - d. Work with operations to collect, maintain, report, and analyze all philanthropic data.
 - e. Establish Gift Acceptance Policy.
 - f. Coordinate with Finance and Building and Grounds Committees as necessary.
4. Governance Committee (Board Chair and members)
 - a. Write the Committee mission.

- b. Develop and implement Board succession process that is sustained through the Board Committee system.
- c. Develop and implement an intentional Board induction process to onboard new Board members.
- d. Continue and refine ongoing professional development plan for the Board including an item at each Board meeting.
- e. Establish, organize, and run the annual Board Retreat.
- f. Evaluate annually the Board, Board members, and Committees.
- g. Counsel out ineffective, inactive, or toxic Board/Committee members.
- 5. Building and Grounds Committee (Board Member Chair)
 - a. Perform monthly walk around.
 - b. Ensure all relevant health and safety standards are known and met.
 - c. Review Harvest's insurance policies relating to facilities and business interruption.
 - i) Review at least bi-annually
 - ii) Head of School and insurance agent involved in review

Article VIII

Personnel

- 1. Board of Directors will hire the Head of School.
- 2. All faculty personnel shall be hired by the Head of School through a contractual arrangement.

Article IX

Order of Procedure at Board Meetings

- 1. Prayer.
- 2. Roll Call.
- 3. Reading of minutes of previous meeting.
- 4. Reading of financial reports.
- 5. Report of the Administrator (presented orally but also submitted in writing).
- 6. Report of standing committees.
- 7. Report of special committees.
- 8. Consideration of unfinished business.
- 9. Consideration of new business.
- 10. Reading of concept minutes.
- 11. Adjournment and closing prayer.

Article X

Finances

- 1. The funds necessary for the operation of the school shall be obtained primarily from the payment of tuition by the parents of the children in school. The budget adopted by the Corporation shall serve as a guide to the finance committee in its determination of the annual tuition rate per child.
- 2. Young people, newly married couples, families with no children, and families whose children are not presently in school shall be encouraged to share in the financial, moral, and prayerful support of the school.
- 3. In the event the requirements of the budget are not met by tuition receipts, monies shall be raised by special donations, church offerings, fund drives, contributions from

organizations and by other means consistent with the basis and character of the organization.

Article XI

The Staff

1. The Head of School shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. The Head of School shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.
2. All members of the teaching staff must declare their unconditional agreement with Articles II and III of the Constitution; they must be active and in good standing of a Christian church whose doctrine is in agreement with these bylaws; they must be Scripturally sound in their teaching, and they must lead exemplary lives.
3. All teachers as well as the Board shall abide by the terms of the contract entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Head of School has the authority to dismiss a teacher who proves to be unfit for the work because such teacher's instruction or personal life conflicts with the basis and purpose of the organization.
4. A course of study outlining the work for each grade shall be prepared by the Head of School in collaboration with the teaching staff.
5. The school term shall be determined by the Board and be consistent with state regulations. Holidays and vacations shall be allowed as decided upon by the Head of School.
6. The Head of School, as the expert in all school matters, shall be an advisory member of the School Board and of its standing committees.

Article XII

Beginning Age of Children

1. Parents are permitted to send their children to kindergarten when they are at least five (5) years of age on September 1 of the calendar year in the school year for which he/she seeks admission commences; or they may seek early admission through an early admission testing policy set up by the School Board.

Article XIII

Amendments

1. The constitution may be amended by a two-thirds vote at any regular meeting of the organization provided that two weeks previous notice has been sent to each member of the desired change. The substance of Articles III and IX of the Constitution are not subject to change.
2. The bylaws may be suspended or amended by two-thirds of the members present.

Article XIV

Dissolution

1. Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purpose of the Corporation,

in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 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 Trustees shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.