

## 101 Ankeny Christian Academy By-Laws and Constitution

### **BY-LAWS AND CONSTITUTION**

#### **Article I – Name**

The name by which this Association shall be known and incorporated is: Ankeny Christian Academy.

#### **Article II – Tenets of Faith**

We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life (II Timothy 3:16, II Peter 1:21).

We believe in the Triune God: Father, Son, and Holy Spirit. He is the omnipotent, omniscient, and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation, and continual care (I John 5:7, Genesis 3:22, Psalm 2:7-8, Psalm 110:1).

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atonement for our sins by His blood sacrifice, His bodily resurrection, His ascension, and His personal return in power and glory (Isaiah 7:14, John 1:1, John 1:14, John 8:58, Romans 4:25, II Corinthians 5:21, Titus 2:13).

We believe in God the Holy Spirit who acts in and through people's lives today (John 16:8,1 John 2:27, Acts 13:2, Romans 5:5, 8:9, 8:26, Galatians 4:6).

We accept the Genesis account of the six days of the creation week as a historical record and believe that the universe with all that is in it was created by God; and we affirm that living creatures were made according to their kinds and were not produced by some process of evolution.

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:27, 2:17, 3:6, Romans 5:12).

We believe that marriage was divinely ordained to be the exclusive union of one man and one woman, and we affirm that the Scriptures command that sexual intimacy be reserved for this Biblical marital relationship alone, condemning all other forms as sexual immorality. We believe that God created both male and female, and that He designed gender distinctions between men and women, including the Biblically defined and distinctive roles of husband and wife. Since gender distinctions are rooted in divine order, changing or disguising one's inherited sex (and correlated gender) reflective of this order transgresses God's design. We believe in the sanctity of life of all human persons, including the unborn, ailing, and aging.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all that believe in Him are justified on the grounds of His shed blood and resurrection (Romans 4:25, II Corinthians 5:21).

We believe in the resurrection of the crucified body of the crucified Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate (I Corinthians 15:4, Hebrews 4:14, I John 2:1).

We believe that all who receive by faith, apart from the works of the law, the Lord Jesus Christ, are born again of the Holy Spirit and thereby become children of God (John 1:12, Acts 16:31, 20:21, John 5:24, Romans 3:28, 4:1-5, Galatians 2:16, Ephesians 2:8-10).

We believe in the "Blessed Hope" the personal and imminent return of our Lord and Savior, Jesus Christ (Titus 2:13, Philippians 3:20).

We believe in the bodily resurrection of the just and unjust, in the everlasting joy of the saved, and the everlasting conscious suffering of the lost (John 5:28-29).

### **Article III – Philosophy**

The educational philosophy of Ankeny Christian Academy is dependent upon the Bible, the inerrant, infallible Word of God, as our basis and reference for all truth (II Timothy 3:16).

The educational process is viewed as a means used by the Holy Spirit to bring the student to God through personal faith in Jesus Christ as Lord and Savior and to develop a Christian mind to fulfill God's will for his life, both vocationally and personally (Colossians 2:3). Through this process the student can mature spiritually, mentally, physically, emotionally, and socially to be a Christian witness in society (Luke 2:52).

The mandate for Christian education comes from God directing His people to teach their children diligently the laws of the Lord (Deuteronomy 6:7).

The Christian school acts as an extension of the family and of the church to help families bring up their children in the "nurture and admonition of the Lord" (Ephesians 6:4).

### **Article IV – Purpose**

The Association is charitable in nature, and its purpose is to give to the youth of the community instruction in subjects usually taught in public and private schools, such instruction to be given in accordance with the tenets of Biblical faith and the Constitution of the United States; to the end that the students may grow in grace and in the knowledge of God through our Lord and Savior, Jesus Christ, and become worthy citizens of our great nation.

It is the purpose of Ankeny Christian Academy to provide a sound academic education integrated with a Christian view of God and the world.

Ankeny Christian Academy seeks to complement the home and church in their efforts to bring the student to his fullest God-given potential in respect to his relationship to God and others and his own unique capacities and personality.

## **Article V – Objectives**

Ankeny Christian Academy intends to implement its stated purpose and philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his God-given potential.

### **A. Spiritual Growth**

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living.
2. The student will know the basic tenets of the Christian Faith as listed in Article II.
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
4. The student will formulate a personal Christian world/life view which will be integrated in every area of life.

### **B. Intellectual Growth**

1. The student will learn the skills for effective, critical thinking; comprehension; communication; and computation.
2. The student will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences.
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view.
4. The student will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values.

### **C. Physical Development**

1. The student will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances.
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors.
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
4. The student will develop physical coordination and skillful use of the body.

### **D. Emotional Growth**

1. The student will learn to apply Biblical principles in handling failure, success, stress, and strong emotions.
2. The student will know that each individual is a unique person of worth because each is a special creation of God and recipient of His love.
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

### **E. Social Growth**

1. The student will exhibit proper attitudes, and show respect for authority and for other people's rights and feelings.
2. The student will develop self-discipline and responsibility based on submission to God and those in authority over him.

3. The student will develop a love of family, good citizenship, and patriotism, assuming responsibilities for home, church, community, and country.

#### **Article VI – Admission and Membership**

The Membership of the Association shall automatically include legal parents or legal guardians of students currently attending the school (Developmental Kindergarten through Twelfth grade). Every student must come from a home where at least one parent or legal guardian is a professing born-again Christian.

#### **Article VII - Voting**

Each member of the Association shall be entitled to one vote at meetings of the Association. Association members may request the Board of Education for an absentee ballot for extenuating circumstances to vote on the day of the Annual Meeting of the Association for prospective board members. The Board of Education shall have final say regarding the approval of any request for an absentee ballot.

Each full-time employee (who is not an Association member) shall have one vote at meetings of the Association in regards to Board of Education elections and by-law changes.

If a subsequent vote is necessary, only individuals in attendance of the Annual Meeting of the Association will be able to vote.

#### **Article VIII - Board of Education**

##### **A. Membership of the Board of Education**

1. Membership on the Board of Education shall be open to both men and women who are born again believers, mature in their faith, and who are members in good standing of the Ankeny Christian Academy association since the beginning of their membership. Board members must enroll all of their school-age children at ACA. The Board of Education shall have no more than nine (9) positions with a maximum term of 3 years.
2. In order to maintain a broad non-denominational representation, not more than three (3) members of the Board shall be appointed or elected from a single church congregation.
3. No person employed by the Association for compensation shall be eligible to serve as a member of the Board during the term of their employment.
4. The Administrator and Principal(s) of the school shall be ex officio members of the Board and of all committees but shall not be entitled to vote on any matter coming before the Board or committees.
5. No more than three (3) Board members shall be elected at the Annual Meeting of the Association (except in the year when this constitution is adopted).
  - a. Nominations for elected Board members shall be made by a nominating committee, appointed by the Board Chairman. The Nominating Committee

shall request nominations from the Association at least six (6) weeks prior to the annual meeting. The Nominating Committee shall present the applications of the nominees to the Board for approval. After Board approval a list of nominees shall be included with the notices of the Annual Meeting

- b. All elections for members of the Board shall be by secret ballot. All nominees shall be placed on the first ballot and voters instructed to vote for the number of open positions.
  1. Election shall be by a simple majority of the votes cast. If a tie for an open position occurs, then a separate ballot including only the names of the tied nominees will be cast.
  2. If no candidate receives a majority, and there are more candidates than open positions, then the candidate receiving the least number of votes is removed and a second ballot is voted upon.
  3. If any positions remain open after the application of b.1. and/or b.2., then those nominees not receiving the required majority will be placed on a subsequent ballot.
6. Board members may be elected for two (2) consecutive terms of three (3) years. Members who have served two (2) full terms are ineligible for election for the period of one (1) year. A class list based on terms and years of membership shall be maintained by the Board Secretary. Board terms begin on July 1 of the year elected and end three years later on June 30.
7. During the months of May and June newly elected Board members (not second term) will attend all board meetings as board members-elect for orientation purposes only. Board members-elect shall have no voting powers during this time.
8. A BOE member can be removed from the Board for improper spiritual conduct, according to the code of ethics by a unanimous vote of all remaining Board members (not just those present).
  - a. Any vacancy on the Board by reason of death, resignation, removal or other cause may be filled by the Board through appointment for the unexpired term of the departing member. The appointment shall be made through a two thirds (2/3) majority vote of remaining members.
  - b. The Board may call a special election of the Association to fill the vacancy. The Board is not required to fill vacancies.

## B. Duties of the Board of Education

1. The Annual Meeting of the Association shall be held in May and announced no less than 30 days in advance. The Meeting shall be held by May 31.

2. By the end of July, the Board shall hold its organizational meeting. The organizational meeting allows the outgoing Board to approve minutes of its previous meetings and complete unfinished business. The retiring Board will adjourn and the new Board will begin. The previous chairman will preside while the new Board elects by secret ballot from among its members; a chairman, a vice-chairman, a secretary, and a treasurer. The term of office shall be one (1) year. These officers comprise the Executive Committee and shall be the legal representatives (trustees) of the Association. They shall perform such duties as are required by law in the business of financial affairs of the Association and in keeping with the directives of the Board and of the Association.
3. The officers of the Board shall constitute the Board of Trustees.
4. The Board, acting directly or through committees appointed by it, shall:
  - a. serves as spiritual leaders of the school.
  - b. exercise management, oversight and control of the entire school.
  - c. establishes policies for operation.
  - d. employs personnel.
  - e. provides and maintains necessary buildings and equipment.
  - f. establishes an annual budget and methods of financing.
  - g. act as final authority on all matters of policy, finances, administration, admission or expulsion of students, purchase, lease, sale of real property, purchase, lease or sale of personal property and of all other matters arising out of the operations of the school.
  - h. authorizes all expenditures of Association funds.

#### C. Powers of the Board of Education

1. For the purposes of the Association, to borrow money and from time to time, make, accept, endorse, execute and issue bonds, promissory notes, bills of exchange or other obligations of the Association for money borrowed on in payments of any such obligation by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of, or agreements in regard to all or any part of the property, rights, or pledges of the Association wherever situated, whether now owned or hereafter acquired.
2. Before ACA enters any major financial commitment there must be a 60% or more vote Approval of the Association. Annually the Board of Education shall not incur new debts or liabilities in excess of the lesser of \$100,000 or 12% equity (i. e. Fund Balances) of the school without a 60% approval of the voting Association members.
3. On behalf of the Association to take and hold, by bequest, devise, gift, purchase or lease either absolutely or in trust, for any of its purposes, any property, real or personal, without limitation as amount or value, except such limitation as may be imposed by law and to dispose of any such property, real or personal, in the accomplishment of the purposes of the Association.

#### D. Meetings of the Board of Education

The Board shall hold regular meetings at the times and places designated by them by resolution. No notice shall be required for regular meetings of the Board. Special meetings may be called by the Board Chairman and must be called by the Board Chairman at the request of three (3) of the members. Not less than five (5) days written notice shall be given for all special meetings at which no business shall be transacted other than the business referred to in such notice; however, these limitations may be waived by the unanimous consent of all the members in office. A majority of the Board shall constitute a quorum for the transaction of business. Robert's Rules of Order shall govern the conduct of the meeting except as they may be in conflict with the provisions of this constitution and by-laws.

#### F. Duties of the Officers

The officers of the Board of Education shall be Chairman, Vice-Chairman, Secretary, and Treasurer.

##### 1. Chairman

The Chairman shall preside at all meetings of the Board and of the Association and perform the other duties generally incumbent upon this office.

##### 2. Vice-chairman

The Vice-chairman shall perform the duties of the Chairman in the latter's absence or disability and assume the Chairmanship in the event of a vacancy of the office.

##### 3. Secretary

The Secretary shall keep the minutes of the Board and the Association and also perform other duties associated with this office. The Secretary shall also be responsible for the preparation of an Annual Secretary's Report containing policies adopted and/or amended during the year and any significant events in the life of the school or Association.

##### 4. Treasurer

The Treasurer, who shall be bonded, shall be responsible for the receipt of all school funds, deposits and all distributions of such funds in accordance with the Annual Budget and Board authorization. The Treasurer shall submit a complete report of all receipts and expenditures at each regular meeting of the Board and at the Annual Association Meeting. A financial review or an audit will be performed each year of the school's financial records. The selection of which method is used is at the discretion of the Board or by a majority vote of the membership at an authorized meeting of the Association.

#### F. Board of Education Committees

The Chairman with the consent of the Board shall appoint various committees, as needed or requested by the administrator or school principal(s). The purpose of such committees is to accomplish designated tasks or make recommendations to the Board.

Insofar as practical, a member of the Board shall be appointed chairman of each committee. The Board Chairman, Administrator, and school Principal(s) shall be ex officio members of every committee. The Chairman of the Board of Education, is an ex officio, non-voting member of all committees, unless he is an active member of the committee. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of original appointment. In addition a committee chair, with specific request to and consent from the Board, may invite former association members to be a member of a committee. The Board shall have final say regarding committee membership.

#### **Article IX - Books and Records**

The Association shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its meetings, board, and committees having any of the authority of the Board, and shall keep at the registered or principle office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

#### **Article X - Fiscal Year**

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

#### **Article XI Amendments**

This constitution may be altered, amended or repealed and a new constitution may be adopted through the following procedure.

A. The Board of Education may recommend to the Association that this constitution be altered, amended or repealed and a new constitution may be adopted by a two thirds (2/3) vote of members of the Board of Education present at any regular meeting or at any special meeting, if at least ten (10) days written notice is given of intention to alter, amend or repeal or adopt a new constitution.

B. Upon approval by the Board of Education, the amendment, alteration, repeal or new constitution shall be submitted to membership for approval at a regular or special meeting called for the purpose. At least ten (10) days written notice must be given of the proposed alteration, amendment, or repeal or adoption of a new constitution. Upon approval by a two thirds (2/3) majority of the Association members present and voting at such meeting, the amendment, alteration, repeal or new constitution shall be declared adopted.

Originally presented to the Ankeny Christian Academy Association members on Tuesday, May 24, 1994 and witnessed by the Steering Committee members some of whom have also served as directors of the Ankeny Christian Academy Corporation.

The Association voted to accept this Constitution and By-Laws on May 23, 2006.

Steve Olejniczak, BOE Chairman, Jack Mc Williams, BOE Vice-Chairman  
Devised: May 24, 1994      Revised: May, 2015