**Legacy Christian School**

**Sugarcreek, Ohio**

**Code of Regulations**

***July 1, 2017***

**Preamble**

**Purpose of the School’s Code of Regulations**

For any institution to function properly and efficiently, and for the sake of continuity, there must be organizational structure, established goals, guidelines and procedures to provide for proper governance of the institution. The Code of Regulations of **Legacy Christian School** as set forth herein are for the purpose of providing a proper learning experience for our children. This Code of Regulations shall produce an environment that promotes security and stability, supports development of Christian character and maturity, and is conducive to the development of our children into up-building members of the church and society, and does not contribute to pride and worldliness.

**Philosophy of Education**

The guiding principle for us in education is *“For other foundation can no man lay than that is laid, which is Jesus Christ”* 1 Cor. 3:11. The entire process of education is to encourage students to build their lives on the foundation of a right relationship with God and the world which He created. Since God is the only source of Truth, we are committed to the discovery and application of His Truth in every area of life.

We believe that God has committed to parents the primary responsibility of training their children (Eph. 6:4, Deut. 6:6-9). Therefore the Christian school is an extension of the Christ-centered home and church, and shall supplement and assist these institutions, not supplant them.

*The fear of the Lord is the beginning of wisdom, and the knowledge of the holy is understanding.* **Proverbs 9:10**

**Menno Simons:** *“For this is the chief and principle care of the saints, that their children may fear God, do right, and be saved.”*

**Table of Contents**

**Article I Name and Purpose**

Section 1 Name

Section 2 Purpose

Section 3 Offices and Statutory Agent

**Article II Organization of School**

Section 1 Advisory Board

Section 2 Board of Directors

Section 3 Administrative Staff

Section 4 Teaching Staff

Section 5 Treasurer

Section 6 Transportation Director

Section 7 Other Committee(s)

**Article III Terms of Members and Officers**

Section 1 Advisory Board

Section 2 Board of Directors

Section 3 Administrative Staff

Section 4 Treasurer

Section 5 Transportation Director

Section 6 Other Committee(s)

**Article IV Powers & Responsibilities of Members and Officers**

Section 1 Advisory Board

Section 2 Board of Directors

Section 3 Administrative Staff

Section 4 Treasurer

Section 5 Transportation Director

Section 6 Other Committee(s)

**Article V Business Meetings**

Section 1 Place of Meetings

Section 2 Frequency of Meetings

Section 3 Attendance

Section 4 Purpose

Section 5 Order of Business

Section 6 Voting

Section 7 Quorum

**Article VI Member’s and Officer’s Liability**

Section 1 Indemnification

**Article VII Finances**

**Article VIII Amendment of By-Laws**

**Article I**

**Name and Purpose**

**Section 1 Name**

The name of this organization is **Legacy Christian School.** It is an Ohio corporation, formed as a ministry of the sponsoring churches of Holmes and Tuscarawas Counties, in the state of Ohio.

**Section 2 Purpose**

1. To provide a Christian environment where our children may be taught according to the doctrines of the Bible and the standards of the church.
2. To provide a balance in the teaching of both Christian and secular subjects.
3. To prepare our children to serve in the church, to contribute to society, and to respect authority, both Christian and secular.

**Section 3 OFFICES AND STATUTORY AGENT:** The principal place of business of Legacy Christian School in Ohio will be located at 2772 Simons Drive, Sugarcreek, Ohio 44681. In addition, Legacy Christian School may maintain other offices either within or without the State of Ohio as its business requires.

The statutory agent for Legacy Christian School is CC&J Agents, Inc., an Ohio corporation, whose address is 138 E. Jackson Street, Millersburg, Ohio.

**Article II**

**Organization of School**

To provide for proper governance, the school shall be organized as follows:

**Section 1** Advisory Board

**Section 2** Board of Directors

**Section 3** Administrative Staff

**Section 4** Teaching Staff

**Section 5** Treasurer

**Section 6** Transportation Director

**Section 7** Other Committee(s)

**Article III**

**Election and Terms of Members and Officers**

**Section 1 Advisory Board**

The Board of Directors shall appoint an Advisory Board composed of at least seven, but no more than nine members, including a minimum of three pastors, but no more than one from any single congregation.

Terms are three years, renewable without limit. They may meet independently from the board as necessary and appoint a chairman and secretary. Their chairman shall be their contact person with the chairman of the school board.

**Section 2 Board of Directors**

**A. Membership**

The Board of Directors shall consist of at least seven, but no more than nine members who have children enrolled in LegacyChristian School, including at least one pastor, with a limit of nor then three members from any one congregation. From these board members the Board of Directors shall elect its officers, Chairman, Vice-Chairman, and Secretary. Board members shall be elected by the patrons of Legacy Christian School from a slate presented by the Board of Directors.

**B. Organization**

The Board Chairman, Vice-Chairman, and Secretary shall be elected annually by Board of Directors.

**C. Terms**

Board members shall serve three year, renewable terms, with a limit of two consecutive terms. After six consecutive years, normal eligibility resumes after a one year break. Terms shall expire in alternate years to provide for continuity of experienced board members.

The election of board members and officers shall be at conducted at such times that new members are elected and present at the June board meeting of each year.

1. **Removal**

If in the judgement of the School Board and Advisory Board the responsibilities of board membership are not being met by any board member, by board vote, that board member’s term shall be prematurely terminated after consultation with the ministerial body of the board member’s home congregation.

1. **Vacancies**

In the event of vacancies occurring on the board 9 months or more prior to expiration of a board member’s term, a replacement member shall be elected by standard procedure no later than the second month after the vacancy occurs. If a member so elected in mid-term serves less than 18 months, he shall be eligible to serve two more three year terms in addition to the partial term. The school board may also request term extensions to maintain continuity, if necessary.

**Section 3 Administrative Staff**

The Administrative Staff shall consist of Principal, Assistant Principal, and Secretary. Members and officers are appointed annually by the Board of Directors.

**Section 4 Treasurer**

The Treasurer shall be selected by the Board of Directors from the membership of the congregations with patrons, subject to ratification by his home congregation, and serve a 5-year renewable term on a voluntary basis.

**Section 5 Transportation Director**

The Transportation Director shall be appointed by the Board of Directors and shall serve on a voluntary basis or with such compensation as may be set by the Board.

**Section 6 Other Committee(s)**

Other Committee(s), temporary or permanent, may be appointed and dissolved as deemed necessary by the Board of Directors and/or Advisory Board.

**Article IV**

**Powers and Responsibilities of Members and Officers**

**Section 1 Advisory Board**

The Advisory Board members shall take an active interest in the wellbeing and operation of Legacy Christian School. They shall enable the congregations they represent to provide input and guidance regarding the functions, operations, activities, curriculum, both secular and spiritual, and any other school related matters which may arise or are brought to their attention by the school board. They shall address the concerns of their congregation’s members to the board members of Legacy Christian School for resolution, rather than personal intervention.

The Advisory Board may attend all regularly convened board meetings, and other meetings which may be called from time to time, and any school functions, and visit the school at any time.

The Chairman of the school board shall notify the Advisory Board members of the date, time, and location of board meetings and the Secretary shall distribute minutes to them.

**Section 2 Board of Directors**

The Board of Directors shall be responsible to develop and implement policies, hire and dismiss staff, set compensation for staff, conduct financial affairs, establish an annual budget, manage the property, work with the Administrative Staff to ensure that the school is operated properly, and that all school policies, guidelines, and standards set by the board are implemented.

1. **Chairman**

Shall call and preside over meetings of the Board of Directors, and be responsible for the executive functions of the school.

1. **Vice-Chairman**

Shall perform the duties and exercise the powers of the Chairman during the absence or disability of the Chairman and other such duties and responsibilities as mutually agreed upon by the Vice-Chairman and the Chairman or the Board.

1. **Secretary**

Shall record and file true minutes of meetings of the Board of Directors, present the minutes at board meetings, and other duties mutually agreed upon by the Secretary and the Board or Chairman.

**D. Other Board Members**

Shall attend meetings of the Board of Directors, participate in decision making, and other duties as mutually agreed upon by the Board and Chairman. Board members, including the chairman, shall have no individual authority unless specifically authorized by the board for duties of office or special responsibilities.

**Section 3 Administrative Staff**

The Administrative Staff shall be responsible for the daily operation of the school as listed in the AdministrativeStaff Job Descriptions, and ensure adherence to all policies and procedures that have been established by the Board of Directors.

**A. Principal**

The Principal shall be responsible for the general, daily operation of the school, provide leadership for the staff, preside over weekly meetings of the staff, and perform such other duties as necessary for the well being of the school.

**B. Assistant Principal**

Shall perform the duties and exercise the powers of the Principal during the absence or disability of the Principal and other such duties and responsibilities as mutually agreed upon by the Principal and the Assistant Principal.

**C. Staff Secretary**

Shall record and file true minutes of staff meetings or any other meetings or activities as may be requested by the Principal.

**Section 4 Treasurer**

Shall be responsible for the school’s financial activities, either personally or through oversight of others, including depositing all monies received for the school, disbursement of funds as directed by the Board of Directors, keeping an accurate accounting of all transactions, and presenting a financial report at each Board meeting. He shall also contact for payment any party whose tuition is delinquent.

**Section 5 Transportation Director**

Shall be responsible for the safe transportation of the students, including proper licensing and inspection of vehicles, and hiring accredited bus drivers, as authorized by the board.

**Section 6 Other Committee(s)**

Other committee(s), temporary or permanent, may be appointed and dissolved as deemed necessary by the Board of Directors and Ministerial Advisors. Other committees shall exercise the powers granted them by the Board of Directors.

**Article V**

**Business Meetings**

**Section 1 Place of Meetings**

Shall be at **Legacy Christian School** unless otherwise designated by the Chairman of the Board and or Principal.

**Section 2 Frequency of Meetings**

Meetings shall be held on a monthly basis. Date for next meeting shall be set at the end of each meeting. Special meetings may be called at any time or a meeting may be canceled by the Chairman of the Board or the Principal.

**Section 3 Attendance**

The Board of Directors, the Treasurer, and the Principal shall attend all duly convened meetings unless otherwise stated. The Advisory Board shall attend specially convened board meetings as required by the Board of Directors, , and are encouraged to attend all other meetings. Attendance of the Transportation Director is voluntary unless requested by the Chairman of the Board.

**Section 4 Purpose**

1. To review overall operation of the school
2. To provide guidance for the staff
3. To review financial report(s)
4. To appoint and reorganize members and officers
5. To execute all other business of the organization

**Section 5 Order of Business**

1. **General Session**
2. Reading of minutes of last preceding meeting
3. Reports by Principal
4. Financial Report
5. Reports by Chairman
6. Reports by others
7. Transaction of any other business
8. Set next meeting date
9. Adjournment

**Section 6 Voting**

**A.** Those eligible to vote on policy issues are:

1. Advisory Board Members
2. Board of Directors
3. Treasurer
4. Those eligible to vote on non-policy issues:
5. Board of Directors
6. Administrative Staff
7. Treasurer
8. Transportation Director
9. A 75% consenting vote of all members eligible to vote is required to set policy(s). Votes may be cast in abstention or by proxy.
10. A simple majority (51%) consenting vote of members present is required to approve non-policy issues.

**Section 7 Quorum** *(the minimum number of persons who must be present to enact any business)*

A 67% attendance of the Board of Directors shall constitute a quorum for voting purposes on non-policy issues.

**Article VI**

**Member’s and Officer’s Liability**

**Section 1 Indemnification** In the event that any person who was or is a party to, or is threatened to be a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, seeks indemnification from Legacy Christian School against expenses, including attorney fees (and in the case of actions other than those by or in the right of Legacy Christian School, judgments, fines and amounts paid in settlement), actually and reasonably incurred by him in connection with such action, suit or proceeding by reason of the fact that such person is or was a member of the boards, officer, employee, or agent of Legacy Christian School, or is or was serving at the request of Legacy Christian School as a member of the board, director, officer, employee, or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise, then unless such indemnification is ordered by a court, Legacy Christian School shall determine or cause to be determined in the manner provided under Ohio Revised Code Section 1702.12, as amended, whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in Section 1702.12, as amended, and, to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be so indemnified.

The indemnification provided by this Article VI shall not be deemed exclusive of any other rights to which any person seeking indemnification may be entitled under the Articles of Incorporation or any agreement, vote of members or disinterested members of the board, or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a member of the Board of Directors, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

**Article VII**

**Finances**

**Section 1** General operating expenses of Legacy Christian School shall be borne by tuition and donations from parents of students and the churches represented by the student body. Curriculum fees shall be assessed by Legacy Christian School to cover direct curriculum expenses of each student enrolled, as determined annually by the Board of Directors.

**Section 2** Tuition shall be set annually by the Board of Directors. Donations from churches, especially for special projects, shall be encouraged by their representing Board Member and Ministerial Advisor.

**Section 3** Individual donations to Legacy Christian School through donors’ home congregations shall be encouraged, emphasizing the opportunity for grandparents and other interested persons to help support Legacy Christian School.

**Section 4** One or more fundraisers may be planned each year, as approved by the Board of Directors.

**Section 5** An annual **Revenue and Expense Budget** shall be developed by the Chairman and Treasurer, for approval by the Board of Directors.

**Section 6** A fund separate from normal operations expenses shall be maintained for capital expenditures which may arise from time to time.

**Section 7** Borrowing of funds requiring interest payment shall require approval of the Board of Directors.

**Article VIII**

**Amendment of By-Laws**

These By-Laws may be added to or deleted from or otherwise amended by a 75% vote of the Advisory Board and the Board of Directors. Additions, deletions, and/or amendments shall be presented at a meeting prior to the meeting at which the voting shall be done. If a state of emergency exists (emergency being declared by 75% of members present) an immediate vote to amend or change may be taken.