

10. SUPPLEMENTAL MATERIALS

APPENDIX A: SAMPLE SCHOOL CONSTITUTION AND BYLAWS

ARTICLE 1 - OFFICE

Section 1.1 The principal office of this school, for the transaction of business, is located at _____, _____, State _____.

ARTICLE 2 - CONSTITUENCY SESSIONS

Section 2.1 Annual Session. The school shall hold at least one constituency meeting before the close of each school year. The school board shall designate the time and place for the meeting, and establish the agenda. The purpose of the session is to receive reports, determine church subsidy amounts, and transact any necessary business. The chairperson of the school board shall serve as chairperson of the constituency meeting. In the absence of that person the vice-chairperson of the school board or the Conference superintendent of education shall serve as chairperson.

Section 2.2 Notice of sessions. Notice of sessions of the constituency shall be published in the church bulletins of the constituent churches. Such notices giving the date, time, and place of said session shall be published in the constituent church bulletins no less than two (2) times prior to the date of each session.

Section 2.3 Voting. The voters of the constituency meeting shall be the following:

2.3.1 Regular Members. All members of the constituent churches.

2.3.2 Members at large as follows:

2.3.2.1 Members of the school board.

2.3.2.2 Officers of the ***** Conference of Seventh-day Adventists.

2.3.2.3 Officers of the ***** Association of Seventh-day Adventists.

2.3.2.4 Officers of the ***** Union Conference of Seventh-day Adventists.

2.3.2.5 The superintendent of schools of the ***** Conference of Seventh-day Adventists and his/her associate(s).

2.3.2.6 The director of education of the ***** Union Conference of Seventh-day Adventists and his/her associate(s).

Section 2.4 Quorum. A quorum, which shall be established at the beginning of the session, shall consist of a majority of the members present being regular members. In the absence of a quorum, no business shall be transacted, and the only motion that the chair shall entertain is a motion to adjourn. However, by vote of a majority of delegates present, the meeting may be adjourned for brief periods of time. If adjourned for less than three weeks, no notice for the new meeting need be given.

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Section 3.7 Officers. The officers of the school board shall be a chairperson, vice-chairperson, and executive secretary (the principal).

3.7.1 Election. The chairperson and vice-chairperson shall be elected by secret ballot at an appropriate regular meeting. Only members of the school board are eligible to serve as an officer. Election is for a one-year term, with officers being eligible for re-election.

3.7.2 Duties

3.7.2.1 Chairperson

3.7.2.1.1 Preside at meetings of the school board.

3.7.2.1.2 Promote the interests of the school.

3.7.2.1.3 Serve in an advisory role to the Principal.

3.7.2.1.4 Assist in implementing actions of the school board.

3.7.2.1.5 Serve as an ex-officio member of all committees.

3.7.2.2 Vice-chairperson. The duty of the vice-chairperson is to act in the place of the chairperson's absence.

3.7.2.3 Secretary:

3.7.2.3.1 Serve as the executive secretary of the school board.

3.7.2.3.2 Administer the actions of the school board. (See [Education Code](#) for a detailed listing of responsibilities and functions.)

3.7.2.3.3 Foster and promote an active Home and School Organization

3.7.2.3.4 Prepare school board agendas in counsel with the Chair and distribute to board members no less than 72 hours before a board meeting.

3.7.2.3.5 Distribute minutes of school board meetings to all members within thirty (30) days following each meeting.

3.7.2.3.6 Serve as ex-officio members of all the committees.

Section 3.8 Committees. The school board may elect or appoint such committees as are deemed necessary to fulfill the functions of the school board. Such committees receive their authority and direction from the school board, and are responsible to the school board. The Personnel Committee shall be chaired by the superintendent of schools of the Hawaii Conference of Seventh-day Adventists.

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ARTICLE 4 - CONSTITUENT CHURCHES

Section 4.1 Duties. It shall be the duty of each constituent church to support the school by:

4.1.1 Electing its representatives to the school board.

4.1.2 Assuming its financial responsibility as determined by the school board for the operation of the school.

4.1.3 Assuming its financial responsibility as determined by the constituency for the capital improvement needs of the school.

ARTICLE 5 - HOME AND SCHOOL ASSOCIATION

Section 5.1 Constitution. The constitution of the Home and School Association shall be in harmony with the guidelines as outlined by the North American Division of Seventh-day Adventists for the Home and School Association. It shall be approved by the school board.

Section 5.2 Funds. The funds of the organization will be deposited with the school for use as directed by the Home and School Association.

Section 5.3 Authority. The Home and School Association shall be responsible to, and operate under the authority granted to it by the school board.

ARTICLE 6 - PARLIAMENTARY PROCEDURE

Section 6.1 Rules. The usual parliamentary rules as laid down in the current edition of Robert's Rules of Order shall govern all deliberations in constituency meetings and school board meetings when not in conflict with these bylaws.

ARTICLE 7 - INDEMNIFICATION

Section 7.1 The school shall indemnify any person who is serving or has served as a member of the school board or school administrators against all reasonable expenses (including, but not limited to, judgments, costs and legal fees) actually and necessarily incurred by him(her) in connection with the defense of any litigation, action, suit or proceeding, civil, criminal or administrative, to which he(she) may have been a party by reason of being or having been a member of the school board or school administrators, except he(she) shall have no right to reimbursement for matters in which he(she) has been adjudged liable to the school for gross negligence or willful misconduct in the performance of his(her) duties.

Section 7.2 This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the school board or officer may be entitled.