

CONSTITUTION OF WESTLAKE CHRISTIAN ACADEMY

Preamble

Understanding that parents are responsible to rear their children in the nurture and admonition of the Lord, and being mindful of God's will that children be taught the content and practical applications of His Word in every aspect of learning and every activity of life (Deuteronomy 6:4-9), and firmly believing that Christian education is a vital instrument for the fulfillment of this Divine command, the undersigned hereby establish the Westlake Christian Academy and adopt this constitution for its organization and operation.

Article 1: Name

The name by which this school shall be known and incorporated is Westlake Christian Academy.

Article 2: Purpose

The primary purpose of the Academy is to minister to the Christian community as a discipleship-oriented school. The Academy is charitable in its nature, and its purpose is to recognize and operate, without profit, one or more private schools, which will give the students instruction in academic subjects usually taught in public and private schools; such instruction is to be given in accordance with the tenets of biblical Christian faith and of 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 the Kingdom and our great country. Consistent with the truth that the grace and love of God in Jesus Christ extend without partiality to all mankind, Westlake Christian Academy accepts students for admission regardless of sex, race, color, or national or ethnic origin.

Article 3: Statement of Faith

- A. We believe the Bible to be the inspired and only infallible, authoritative, written word of God. (2 Timothy 3:16-17)
- B. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28:19; 2 Corinthians 13:14)
- C. We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. (Genesis 1:1; John 1:1-3)
- D. We believe in the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory. (Colossians 1:13-20)
- E. We believe that the Lord Jesus Christ is the only mediator between God and man. (1 Timothy 2:5)
- F. We believe that all men are lost and sinful, and that salvation is received through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit of God. (Romans 3:23-26; Titus 3:5)
- G. We believe that by the present indwelling ministry of the Holy Spirit, the Christian is enabled to live a godly life, and that every believer should practice the holiness which God requires.
- H. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:24-25, 28-29)
- I. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:20-23; 1 Corinthians 12:12-13)

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- J. We believe that support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ. (Matthew 28:19-20)
- K. We recognize that there are other doctrines held by various Christian believers which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by the school.

Article 4: Organization

- A. To handle the business of Westlake Christian Academy effectively, this constitution establishes the following three bodies to which various individuals report and in which the administrative and legislative powers reside.
 - 1. The Board of Trustees (the Board).
 - 2. The Faculty/Staff Assembly (the Assembly).
 - 3. The Parents Association (the P.A.).
- B. The Bylaws of Westlake Christian Academy shall describe and explain the overall powers and duties of these three bodies. Operational handbooks shall discuss policies and procedures not covered within the Academy Constitution and Bylaws.

Article 5: Amendments

- A. **Passage.**
 - 1. Any amendment to the constitution must be passed by 75% of the full complement of the Board of Trustees, and
 - 2. Ratified by 75% of the full complement of the Faculty/Staff Assembly, and
 - 3. Ratified by 75% of the full complement of the Parents Association. However, in the event that less than 75% of the Parents Association votes on a proposed amendment that has been passed by the Board of Trustees and ratified by the Faculty/Staff Assembly, then the Board and the Assembly may override the non-ratification of the P.A. by a 100% vote of the full complement of the Board and a 90% vote of the full complement of the Assembly.
- B. **Operation of New Amendments.** Ratified amendments to the constitution will go into effect at the beginning of the next fiscal year (i.e., July 1), unless another date is established along with the amendment and is passed and ratified in the same manner as the amendment.
- C. **The Statement of Faith** in this constitution shall not be amended or added to.

Article 6: Irrevocable Dedication

In the event of the dissolution of the Academy, and after the payment of all debts of the Academy, all property and assets then held by the Academy shall be distributed to an organization with similar beliefs and purposes as specified in Articles 2 and 3. None shall be distributed to any private individual or to any business corporation, nor for the personal or private benefit of any person.

END OF CONSTITUTION

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Article 1: Board of Trustees

A. Purposes: The purpose of the Board of Trustees (the Board) is to provide spiritual and operational oversight for Westlake Christian Academy (WCA, the Academy, or simply Westlake). The Board shall: •pray and exercise other spiritual leadership, •provide strategic and long-range planning, •secure facilities and personnel, •set operational policies, and •provide financial and general oversight.

B. Membership: Ideally, the Board shall consist of nine (9) members (the maximum number), chosen in accordance with the provisions of these Bylaws (Article 1.E). In matters requiring a vote, each member shall have one vote. No absentee ballots shall be allowed.

The “full complement” of the Board shall be defined as the total number of Board members actively serving at a given time.

No one employed by the school, nor the spouse of any employee, shall be eligible to serve on the Board. No husband and wife shall serve simultaneously on the Board.

The administrative head shall serve in an advisory capacity to the Board and shall have no vote.

C. Qualifications: Board members shall:

- be born-again Christians
- be members in good standing of a local church (whose own statement of faith is found to be consistent with the WCA statement of faith) and annually attest to their active membership in that church
- annually subscribe to the WCA statement of faith
- have or have had at least one child, grandchild, or parishioner enrolled in WCA for at least five months of school (or be a Westlake graduate, or be a former student who attended Westlake for at least one year)
- have a clear interest in Christian education
- meet the following Biblical qualifications for spiritual leadership, as highlighted in 1 Timothy 3:1-8: •above reproach, •maritally faithful (if applicable), •temperate, •self-controlled, •respectable, •hospitable, •able to teach, •not given to drunkenness, •not violent but gentle, •not quarrelsome, •not a lover of money, •managing one’s own family well and having obedient children (if applicable), •not a recent convert (ideally not less than two years prior), •of good repute with outsiders, and •sincere (not devious in speech)

D. Term of Office: The term of service for a Board member shall be three years. When there are six or more Board members the Board shall consist of three classes, one of which shall be elected each year, such that their terms are staggered. In the event of a mid-term vacancy, a Board member may be appointed for a partial term.

A Board member may serve up to three consecutive terms. After not serving for one year a former Board member may be elected (or appointed) to serve again on the Board. In no case shall a Board member serve more than nine (9) consecutive years.

Note: If a Board member needs to temporarily leave his/her Board assignment for personal reasons, the time away may be added to that person’s term upon return (rounded up or down to the nearest whole year) at the Board’s discretion.

E. Election to (and Possible Removal from) the Board of Trustees

1. Candidates interested in election to the Board must submit their completed applications to the current Nominating Committee (Article 4.G.1) no later than March 1. Candidates must meet the qualifications outlined in these Bylaws (Article 1.C) and must submit the following documentation as part of their completed applications (with incomplete applications not being considered):
 - Ministry Leadership Application Form (filled out and signed), including a brief essay about their desire to participate on the board and their commitment for a minimum of three or more years
 - Resumé (job history and educational background)
 - Pastoral Reference Form

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- Letters of Recommendation from two current WCA families (with no current Board members)
- (Letter of Recommendation from the Faculty/Staff Assembly is required, but this is internally generated through the administrative head and is not supplied by the candidate)

See the Ministry Leadership Application Form for details.

2. The current Board shall have the opportunity to review the interested candidates and approve those meeting the qualifications for Board members. A final slate of all qualified candidates shall be approved no later than April 14.
3. The Board shall then provide written communication announcing the final approved slate of candidates to the entire Westlake family. This communication would occur no later than the end of the third full week of April. A vote by the Parents Association (P.A.) shall be set for the second week of May at an all-school meeting (typically an open Board meeting).
4. The candidates shall be elected by ballot; the candidates receiving the most votes shall fill the open positions on the board (one vote per family; no absentee ballots).
5. The elected candidates shall begin their terms July 1.
6. Any candidates not elected by popular vote shall fill any vacancies that occur during the school year. Each vacancy, as it occurs, shall be filled by the candidate receiving the next highest vote. If there are no remaining qualified candidates forthcoming from the Nominating Committee with which to fill an announced vacancy, then during the period of July 1 through January 31 the Board shall have the ability to appoint individuals who meet the qualifications listed in the Bylaws (Article 1.C) and who complete the Ministry Leadership Application.
7. Reasons a Board member may be removed include: •violation of the WCA Constitution, Bylaws, Standards of Conduct, or Lifestyle Statement; •departure from the WCA statement of faith; •conduct unbecoming one's Board position; and •excessive absence from Board meetings. Removal shall require at least a 66% vote of the full complement of the Board.

F. Board Responsibilities

- Pray diligently for WCA, especially for the Administrator
- Help set the spiritual tone of the school as an institution that complements family and church for the discipling of Christian Pre-K - 12 students
- Provide strategic and long-range planning for the development of the school
- Ensure adequate facilities for the school
- Hire and annually evaluate the administrative head, and hire and annually renew the contracts of all other school employees
- Set operational policy under the advisement of the standing committees
- Set and oversee an operating budget
- Financially support WCA regularly (at least annually) and sacrificially
- Provide members annually to serve on the standing committees maintained respectively by the Board, the Faculty/Staff Assembly, and the P.A. (Human Resources - 1 member, Finance - 1, Development - 1; Curriculum and Educational Strategies - 1; Nominating - 1 [ex-officio])
- Oversee school certifications and accreditation
- Oversee compliance with all federal, state, and local laws and regulations
- Share in developing and complying with due process procedures (for resolving disputes and other conflicts – such procedures must be approved by both the Faculty/Staff Assembly and the Board)
- Share in the approval of amendments to the Constitution and Bylaws
- If necessary, remove a Board member for any reason specified in Article 1.E.7

G. Board Officers and their Duties: At its annual meeting in June, the Board shall elect by ballot from among its members a chairman, a vice-chairman, a secretary, and a treasurer. The term of office shall be one year. These officers comprise the Board Executive Committee.

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The chairman shall set the agenda for and preside at all Board meetings, ensuring they are prayerful and Bible-based, and shall perform other duties generally incumbent upon the office. The chairman shall be directly responsible for supervising and counseling the administrative head of the Academy.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the Board, conduct the correspondence, and perform other duties generally associated with the office. The secretary shall be responsible for the preparation of an Annual Secretary's Report, containing a roster of all employees, enrollment by grades, policies adopted during the year, and any significant events in the life of the Academy.

The treasurer shall receive all funds from any sources contributing to the school; all such funds shall be deposited to the credit of the school in a bank designated by the Board. The treasurer shall disburse such funds: (1) as designated in the annual budget, or (2) on written order by the Board chairman (or in his absence, the vice-chairman), with countersigning by one additional Board member. The Treasurer shall submit a complete report of receipts and expenditures at each regular Board meeting. The financial books and records of the treasurer shall be reviewed annually in June, after which an Annual Financial Report shall be prepared showing an annual income statement and balance sheet. The treasurer will share in the oversight of the business manager (if that position is filled).

H. Board Meetings: The Board shall hold at least four (4) meetings each fiscal year.

The WCA fiscal year shall begin July 1 and end June 30.

The Board shall hold an annual meeting in June. The agenda for this meeting shall include a review of the previous year's activities, a report on the status of the Academy, identification of major problems and issues, and projections for the coming years.

The Board shall hold an annual meeting with the parents at the beginning of the school year in September. At this meeting the chairman shall give a report of the actions taken by the Board and of the activities and progress of the Academy. The treasurer shall make a report of financial matters and distribute copies of the most recent review.

All reports shall be filed with the secretary.

At least 50% of the full complement of the Board shall constitute a quorum.

Special meetings may be called by the chairman, or at the written request of no less than 33% of the full complement of the Board. At least seven (7) days' notice must be given prior to any special meeting held by the Board, unless all Board members agree to a shorter notice for that special meeting.

In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

I. Board Committees

Standing Committees: The following committees shall be permanent and standing: Human Resources, Finance, and Development. The chairman shall appoint board members (ideally who are serving at least in their second year of office) to serve as the chairmen of these standing committees.

Committee chairmen shall appoint their own committee members, as specified here below and subject to the approval of the Board.

The administrative head of the Academy shall be an ex-officio member of all standing Board committees. The administrative head shall be responsible to supply necessary information regarding school operations as requested and shall evaluate all proposed actions recommended by the committees.

These committees shall have a term of service of one year.

1. Human Resources Committee: The Human Resources Committee shall be responsible to research and present to the Board any proposals for the conditions and policies of employment at the Academy. The Committee shall also have the primary responsibility for ensuring that these

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conditions and policies are observed by the Administration, including but not limited to those situations when, in the judgment of the Administration, employees should be disciplined, suspended, or dismissed.

Specific responsibilities of oversight shall include:

- establishing Human Resource policies and processes
- benchmarking and establishing annual salary guidelines
- conducting an annual review of faculty salaries and fringe benefits

The membership of the Human Resources Committee shall be comprised of at least: one Board member, the administrative head and – if desired by the Faculty/Staff Assembly – one additional Assembly member (from the faculty), and one P.A. member.

The Committee shall hold at least four (4) meetings each fiscal year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

2. **Finance Committee:** The Finance Committee shall be responsible for reviewing and recommending action on all matters that directly relate to financial and legal activity. The Board treasurer shall be a member of, and ideally chair, this committee.

Specific responsibilities of oversight shall include:

- assembling budget data and controlling expenditures within the annual budget
- establishing the tuition and fee schedule, including discounts, scholarships and financial aid
- establishing financial policies regarding accounts receivable and accounts payable
- overseeing receipts and disbursement of all monies for legitimate purposes
- establishing and maintaining tax-exempt status and securing all licenses or permits required by law
- reviewing all insurance policies and maintaining necessary records for insurance coverage
- overseeing the annual review of the treasurer's books
- investigating the need for special funds and/or special development or fundraising activities

The membership of the Finance Committee shall be comprised of at least: the Board Treasurer, one member of the administration and – if desired by the Faculty/Staff Assembly – one additional Assembly member (from the faculty), and one P.A. member. (As stated above, the administrative head shall be an ex-officio member.)

The Committee shall hold at least four (4) meetings each fiscal year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

3. **Development Committee:** The Development Committee shall communicate the principles and philosophy of Christian education to the various constituencies affected by the school's operation, shall publicize the purpose and progress of the Academy, and shall secure and maintain appropriate facilities for the Academy.

Specific responsibilities of oversight shall include:

- preparing promotional materials for general and specific distribution (e.g., annual brochures, press releases, announcements of changes in school policies)
- providing speakers and other representatives of the school for outside meetings
- securing appropriate facilities for the Academy
- preparing a capital improvements budget to be considered with the annual operating budget

The membership of the Development Committee shall be comprised of at least: one Board member, one member of the administration (the development director, if that position is filled) and – if desired by the Faculty/Staff Assembly – one additional Assembly member (from the faculty), and one P.A. member. (As stated above, the administrative head shall be an ex-officio member.)

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The Committee shall hold at least four (4) meetings each fiscal year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

Temporary Committees: The Board may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service.

Article 2: Administrative Head

Designated by the Board, the administrative head of WCA shall be responsible for the prayerful and Bible-based operation of the Academy according to the policies established or adopted by the Board.

Questions regarding the administration of the Academy shall be referred to the administrative head by the chairman of the Board or by the staff. If policies are to be reviewed or changed, this shall be done in Board meetings when the administrative head can be available for advice.

The administrative head shall be the only employee under the supervision of the Board; all other employees shall be under the supervision of the administrative head.

Article 3: Faculty/Staff Assembly

A. Purpose: The purpose of the Faculty/Staff Assembly (the Assembly) is to set educational policies and standards and help implement all school policies and standards.

B. Membership: The Faculty/Staff Assembly shall consist of all full-time employees, faculty, staff, and administration of WCA. In matters requiring a vote, each member shall have one vote. No absentee ballots shall be allowed.

The faculty, administration, other staff, and other employed personnel shall be appointed by the administrative head and hired by the Board. Ordinarily all faculty and staff contracts which are renewable on an annual basis shall be acted upon by the Board no later than March 31. The administrative head shall present the names of the faculty members whose contracts are to be renewed as a slate, and a vote of approval by 66% of the full complement of the Board shall confirm renewal of contracts for those included in the slate. All employees shall be hired for such time, and under such conditions, and upon such salary as the Board may determine.

C. Qualifications: All members of the Faculty/Staff Assembly (including the administrative head): shall be born-again Christians, shall be members in good standing of a local church (whose own statement of faith is found to be consistent with the WCA statement of faith), and shall annually subscribe to the WCA statement of faith and attest to their active membership in a local church.

All appointments shall be based on testimony, personal life, standards, academic merit, and experience as deemed necessary for the position by the administrative head and the Board.

The Board does not discriminate in the hiring of faculty, staff, or other employed personnel on the basis of sex, race, color, or national or ethnic origin for any appointment.

D. Assembly Responsibilities

- Pray diligently for WCA
- Share in the development of educational policies
- Provide members annually to serve on the standing committees maintained respectively by the Board, the Faculty/Staff Assembly, and the P.A. (Human Resources - 1 member, Finance - 1, Development - 1; Curriculum and Educational Strategies - 3; Nominating - 1) and provide members to serve on temporary committees established by the Board
- Provide a letter of recommendation for any Board candidate approved by the Faculty/Staff Assembly

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- Share in developing and complying with due process procedures (for resolving disputes and other conflicts – such procedures must be approved by both the Faculty/Staff Assembly and the Board)
- Share in maintaining certifications of the Academy and of the Faculty
- Share in the approval of amendments to the Constitution and Bylaws

E. Assembly Officers and their Duties: The administrative head of the Academy will serve as the chairman of the Faculty/Staff Assembly. At its annual meeting, the Faculty/Staff Assembly shall elect by ballot from among its members a vice-chairman and a secretary. The term of office shall be one year. These officers comprise the Faculty/Staff Assembly Executive Committee.

The chairman shall set the agenda for and preside at all meetings of the Faculty/Staff Assembly, ensuring they are prayerful and Bible-based, and shall perform other duties generally incumbent upon the office.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the Faculty/Staff Assembly, conduct the correspondence, and perform other duties generally associated with the office.

F. Assembly Meetings: The Faculty/Staff Assembly shall hold at least four (4) meetings each fiscal year.

At least 75% of the members of the Faculty/Staff Assembly shall constitute a quorum.

In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

G. Assembly Committees

Standing Committee: The following committee shall be permanent and standing: the Curriculum and Educational Strategies committee. The administrative head shall appoint a Faculty/Staff Assembly member to serve as the chairman of this standing committee.

The committee chairman shall appoint committee members, as specified here below.

This committee shall have a term of service of one year.

Curriculum and Educational Strategies Committee: The Curriculum and Educational Strategies Committee shall have the responsibility to research and propose to the Board strategies, curriculum, and policies that directly relate to the academic effectiveness of the Academy.

Specific responsibilities of oversight shall include:

- approving curriculum and course of study for each grade and subject, ensuring that spiritual growth of students is a top priority
- developing and managing the library and its resources
- developing disciplinary policies and reviewing their administration
- evaluating the total Academy program to establish policies regarding extra-curricular activities

The minimum educational standards of the Academy shall be the state's requirements for academic courses, as long as those requirements are not opposed to sound Biblical doctrine. All courses shall be developed in harmony with the WCA Christian philosophy of education and the WCA statement of faith.

All teachers shall be responsible to the administrative head for adherence to the curriculum approved by this committee.

The membership of the Curriculum and Educational Strategies Committee shall be comprised of at least: one Board member, the administrative head and two additional Faculty/Staff Assembly members, and one P.A. member.

The Committee shall hold at least four (4) meetings each fiscal year.

All curriculum and policies presented to the Board must be approved by no less than 66% of the full complement of the committee.

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Temporary Committees: The Faculty/Staff Assembly may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service, but only as they specifically relate to the functional duties of the Faculty/Staff Assembly.

Article 4: Parents Association

A. Purpose: The purpose of the Parents Association (P.A.) is to promote parent involvement in WCA by supporting the school's mission, programs, and activities.

B. Membership: The P.A. shall consist of all the parents and/or legal guardians of current Westlake students. In matters requiring a vote, there shall be one vote per family (regardless of the number of students enrolled in the Academy). No absentee ballots shall be allowed.

C. P.A. Responsibilities

- Pray diligently for WCA
- Encourage positive relationships internally among the students, faculty/staff, parents, and Board
- Foster positive relationships externally between the school and the community at large
- Be involved in school programs and activities
- Volunteer for school committees and projects as needed

[Note: The P.A. shall provide members to serve on the standing committees maintained respectively by the Board, the Faculty/Staff Assembly, and the P.A. (Human Resources - 1 member, Finance - 1, Development - 1; Curriculum and Educational Strategies - 1; Nominating Committee - 2 [including the chairman]). The P.A. shall also provide members to serve on temporary committees established by the Board or the Faculty/Staff Assembly.]

- Financially support WCA
- Share in the approval of amendments to the Constitution and Bylaws
- If necessary, initiate the recall of a Board member for any reason specified in Article 1.E.7, with the Board of Trustees making the final decision on any removal

[Note: The recall of a Board member may be initiated only after Biblical procedures for correcting an erring brother or sister have been followed (i.e., the Matthew 18 principle). Any recall initiation must be confirmed by at least two-thirds (2/3) of all the voting members (the two-thirds number being established from the full complement of families who make up the membership of the P.A.).]

D. Qualifications of Officers and Committee Members: All officers, as well as all parents who serve on standing or temporary committees of the school: •shall be born-again Christians, •shall be members in good standing of a local church (whose own statement of faith is found to be consistent with the WCA statement of faith), •shall annually subscribe to the WCA statement of faith and attest to their active membership in a local church, and •shall be in good standing with the Academy.

E. P.A. Officers and their Duties: The P.A. Executive Committee shall be comprised of three officers. At its annual meeting in September, the P.A. shall elect by ballot from among its members a chairman, a vice-chairman, and a secretary. The term of office shall be three years, staggered if possible.

The chairman shall set the agenda for and preside at all meetings of the P.A., ensuring they are prayerful and Bible-based, and shall perform other duties generally incumbent upon the office.

The vice-chairman shall perform the duties of chairman in the latter's absence or disability.

The secretary shall keep the minutes of the P.A., conduct the correspondence, and perform other duties generally associated with the office.

The P.A. Executive Committee shall recommend members annually (to respective committee chairmen) to fill required positions on the school's five standing committees (Article 4.C) and shall recommend members as needed to fill required positions on any temporary school committees.

F. P.A. Meetings: The P.A. shall hold at least four (4) meetings each fiscal year.

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A quorum shall be constituted by the number of P.A. member families represented at a P.A. meeting. In conducting all meetings, the latest edition of Robert's Rules of Order shall be used to decide any parliamentary question not covered by this Constitution and Bylaws.

G. P.A. Committees

Standing Committee: The following committee shall be permanent and standing: the Nominating committee. The P.A. Executive Committee chairman shall appoint a member of the P.A. to serve as the chairman of this standing committee.

The Nominating Committee chairman shall appoint committee members, as specified here below. An appointee of the Board shall be an ex-officio member of this standing committee. This Board member shall be responsible to supply necessary information regarding school operations as requested and shall evaluate all proposed actions recommended by the committee.

This committee shall have a term of service of one year.

Nominating Committee: The Nominating Committee shall seek out individuals who are qualified and willing to serve on the Board of Trustees. These qualified and willing individuals must then follow the process outlined in Article 1.E, "Election to (and Possible Removal from) the Board."

The membership of the Nominating Committee shall be comprised of at least: one Faculty/Staff Assembly member and two P.A. members (including the chairman). (As stated above, a Board member shall be an ex-officio member.)

The Committee shall hold at least four (4) meetings each fiscal year.

All recommendations presented to the Board must be approved by no less than 66% of the full complement of the committee.

Temporary Committees: The P.A. may establish other non-permanent committees as necessary. These committees shall be limited both in terms of scope and length of service, but only as they specifically relate to the functional duties of the P.A.

Article 5: Amendments

A. Passage: Any amendment to the Bylaws must be:

1. Passed by 66% of the full complement of the Board of Trustees, and
2. Ratified by 66% of the full complement of the Faculty/Staff Assembly, and
3. Ratified by 66% of the full complement of the Parents Association. However, in the event that less than 66% of the Parents Association votes on a proposed amendment that has been passed by the Board of Trustees and ratified by the Faculty/Staff Assembly, then the Board and the Assembly may override the non-ratification of the P.A. by a 100% vote of the full complement of the Board and a 90% vote of the full complement of the Assembly.

B. Operation of New Amendments: Ratified amendments to the Bylaws will go into effect at the beginning of the next fiscal year (i.e., July 1), unless another date is established along with the amendment and is passed and ratified in the same manner as the amendment.

(If it is discovered that a typo or grammatical mistake exists in the amended Bylaws which does not alter the meaning of any point in the Bylaws, this may be corrected by the Board at a Board meeting without going through the Amendment process – provided there is 100% approval by the full complement of the Board and that there is an entry in the official minutes of the meeting indicating both the correction and the 100% approval. The administrative head shall promptly relay such a correction to the administration so that future copies of the Bylaws [online and in print] reflect the correction.)