

McKinney Christian Academy



CONSTITUTION
&
BY-LAWS

Revision C

McKinney, Texas

MCA CONSTITUTION & BY-LAWS

CURRENT REVISION: C

APPROVAL SIGN-OFF

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MCA CONSTITUTION & BY-LAWS

REVISION HISTORY

Rev. Level	Description	Revision Acceptance Date
-	Initial Release	04/1992
A	<p>Section 1 – “Number and Qualifications” of Article II – “Board of Trustees” of “By-Laws”, which reads “The government of the McKinney Christian Academy, under the direction of the Holy Spirit, shall be vested in a Board of Trustees consisting of not less than three nor more than seven persons, each of whom shall be in agreement with the Doctrinal Statement, and at least one-half of whom shall be parents of children enrolled in McKinney Christian Academy.” The words “nor more than seven persons” shall be changed to “nor more that nine persons”.</p> <p>First sentence of Paragraph 1 of Section 3 – “Terms” of Article II – “Board of Trustees” of “By-Laws”, which reads “The terms for the Trustees shall begin on June 1 and expire on May 31 three years later.” The following words shall be added to the end “except in the case described below”</p> <p>Paragraph 2 of Section 3 – “Terms” of Article II – “Board of Trustees” of “By-Laws”, which reads “Terms shall be fixed to insure a reasonable continuity, with not more that one-third of the terms expiring each year.” The following sentence shall be added “Terms shall be extended for one year for trustees serving their first term in order to avoid having more than one-third of the terms expire in the same year.”</p>	10/11/2001
B	<p>Constitution Of McKinney Christian Academy, Article V – “Doctrinal Statement” which had no text associated with the heading, change the Article V heading to “Statement of Faith” and insert the statement of faith text contained within the document titled “Statement of Philosophy.doc”.</p>	7/14/2003
C	<p>Major Revision to Entire Document to assimilate with new Board Governance Policy Manual</p>	4/13/2004

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MCA CONSTITUTION & BY-LAWS

CONSTITUTION OF MCKINNEY CHRISTIAN ACADEMY

Article I - Name

The name of this nonprofit corporation shall be McKinney Christian School. The assumed name is McKinney Christian Academy. The school may conduct its affairs under the assumed name.

Article II - Purposes

The purposes of this nonprofit corporation are to maintain, support, operate, and promote private schools which provide excellence in education with an enhanced curriculum to include instruction from the Bible and to carry on such other activities as may be necessary or appropriate to carry out the foregoing.

Article III - Government

The government of this organization, under the leadership of the Holy Spirit, is vested in a Board of Trustees and carried out by the duly appointed administration and faculty. Each Trustee and each member of the administration and the faculty shall be in agreement with Doctrinal Statements, including the Statement of Faith below, and those within Board policies.

Article IV - Statement of Faith

We believe that only the Bible is the inspired, infallible, authoritative Word of God. II Timothy 3:16 ♦ II Peter 1:21

We believe there is only one God, existing eternally in three coequal persons: Father, Son, Holy Spirit. Matthew 28:19 ♦ I Peter 1:2 ♦ II Corinthians 13:14

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father in heaven, and in His personal return in power and glory. John 1:1 ♦ Titus 2:13 ♦ John 10:30 ♦ I Corinthians 15:3-4 ♦ Acts 1:11

We believe in the deity of the Holy Spirit, in His present ministry, and that He indwells all who receive Jesus Christ as personal Savior and Lord and enables them to live a Godly life. Acts 5:3-4 ♦ Romans 8:9 ♦ Galatians 5:22-25

We believe that mankind was created by a direct act of God in His image and likeness, that all have sinned and fallen short of the glory of God, and that salvation is a gift of God which cannot be received apart from personal faith in Jesus Christ alone. Genesis 1:26 ♦ John 14:6 ♦ Ephesians 2:8-9 ♦ Acts 16:30-31 ♦ Romans 3:23, 6:23

We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful mankind. John 3:5-6 ♦ Titus 3:5

We believe in the resurrection of both the saved and the lost: those who have received Jesus Christ as personal Savior and Lord unto the resurrection of life and the everlasting punishment of the lost. John 11:25-26 ♦ John 3:16-18

We believe in the spiritual unity of all who know Jesus Christ as their personal Savior and Lord. I Corinthians 12:12-13 ♦ Galatians 3:26-28 ♦ Romans 12:4-5

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Article V - Amendment

This constitution may be amended at any regular meeting of the Board of Trustees by an affirmative vote of three-fourths of those present and voting by proxy, providing the proposed change has been announced at the two consecutive meetings immediately preceding and written notice of the proposed change has been given to all Trustees at least three days prior to the meeting at which a vote is to be taken.

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BY-LAWS

Article I - Offices

The principal office of the McKinney Christian Academy shall be located in Collin County, State of Texas, at such place as the Board of Trustees shall from time to time direct. Such other offices shall be maintained as the Board of Trustees directs.

Article II - Board of Trustees

The purpose of the board is to see to it that McKinney Christian Academy, on behalf of our constituency, achieves its mission at reasonable cost and avoids unacceptable actions and situations. Our constituency (in order of priority) is (1) current students and their families, (2) staff, (3) alumni, (4) donors, and (5) the community. The board will operate under the leadership of our Lord and Savior Jesus Christ, using the Bible for guidance, and prayerfully seeking the Holy Spirit for empowerment.

The board will produce written governing policies that, at the broadest levels, address each of the following categories of organizational decision:

- a. Ends: Organization products, effects, benefits, outcomes, recipients, and their cost or relative worth
- b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
- c. Governance Process: Specification of how the board conceives, carries out, and monitors its own tasks.
- d. Board-Headmaster Linkage: How power is delegated and its proper use monitored; authority and accountability of the Headmaster role.

Governing Policies shall also include an amendment process.

Section 1 - Number and Qualification

The government of the McKinney Christian Academy, under the direction of the Holy Spirit, shall be vested in a Board of Trustees consisting of not less than three nor more than nine persons, with each person fully committed to the Ends Policies outlined in the Board Governance Manual and cognizant of the complete Board Governance Manual and policies defined within. At least at least one-half the members of the Board shall be parents of children enrolled in McKinney Christian Academy.

Section 2 - Election

Trustees may be elected at any regular meeting of the Board of Trustees, or at a special meeting called for that purpose. A nominee may not be elected as a Trustee if he receives more than one negative vote.

Section 3 - Terms

The terms of the Trustees shall begin on June 1 and expire on May 31 three years later except in the case described below. A trustee elected to fill a vacancy shall serve the unexpired portion of that term. A Trustee may be elected to succeed himself provided that he receives no more than one negative vote.

Terms shall be fixed to insure a reasonable continuity, with not more than one-third of the terms expiring each year. Terms shall be extended for one year for trustees serving their first term in order to avoid having more than one-third of the terms expire in the same year.

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Section 4 - Meetings

Regular meetings shall be held at a time and place designated by the Chairman.

Special meetings may be called at any time by the Chairman upon reasonable notice to each Trustee stating the purpose or purposes thereof, and such special meetings shall be called by the Chairman upon the written demand therefore by at least one-third of the Trustees.

Section 5 - Quorum

A majority of the Trustees shall constitute a quorum.

Section 6 - Voting

Each Trustee shall be entitled to one vote on all matters that come before the Board. Such vote may be in person or by written proxy stating his intention clearly and executed by him within one month prior to the meeting.

Section 7 - Rules of Order

All matters not otherwise provided for shall be governed by Robert's Rules of Order.

Other rules may be adopted as needed provided they are calculated to insure fairness.

Section 8 – Reports

The Board of Trustees shall from time to time report to the parents or other interested persons regarding the financial conditions of the school, activities, accomplishments, goals, needs, and other matters. The Board of Trustees may authorize the school administration to perform this function on the Board's behalf.

Section 9 - Executive Committee

The Board of Trustees may delegate certain authority to an Executive Committee.

Article III - Officers

The officers of the corporation shall be a Chairman (or President), Vice-Chairman (or Vice-President), Secretary, Treasurer, and such other officers as the Board of Trustees may from time to time designate.

Section 1 - Election and Term of Office

The officers shall be elected annually by the Board of Trustees for a term to begin on June 1 and end May 31.

Section 2 - Removal

Any officer may be removed by the Board of Trustees after prayerful consideration whenever in its judgment the best interests of the school would be served thereby.

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Section 3 - Vacancies

A vacancy in any office may be filled by the Board of Trustees for the unexpired portion of the term.

Article IV – Committees

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Headmaster. All committees, except the Executive Committee, shall be named by the Chairman and he/she shall assign duties to such committees. He shall appoint or remove committee chairs and members as he/she sees fit, and shall announce such action at regular board meetings.

Each Trustee shall be a member of at least one committee.

Section 1 - Committee Meetings

Each committee shall meet from time to time and shall report to the Chairman and/or the Board of Trustees.

Any Trustee may attend any committee meeting and shall have the right to speak but not to vote at such committee meeting.

Section 2 - Executive Committee

The Board of Trustees may from time to time delegate certain authority to an executive committee which shall be composed of at least three Trustees elected by the Board of Trustees and at least one of which shall be the Chairman of the Board of Trustees.

All official action taken by the Executive Committee shall be recorded at the time and reported at the next regular meeting of the Board of Trustees.

Section 3 - Quorum

A majority of committee members shall constitute a quorum.

Article V - Contracts, Checks, Deposits, and Funds

Section 1a – Real Estate Contracts

A majority of the total Board of Trustees may authorize any officer or officers, agent or agents, of the corporation in addition to the officers so authorized by these By-Laws to enter into any contract or execute and deliver any instruments in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

No contract to sell, lease, or convey any real estate owned by the corporation and no such conveyance of any real estate owned by the corporation shall be made by the board unless authorized by a majority of the total Board of Trustees at a regular meeting or at a special meeting called for that purpose. Any contract shall carry at least two signatures by such officers or agents of the corporation.

In the absence of any contrary direction by a majority of the total Board of Trustees, no conveyance, mortgage, lease, or bill of sale of real or personal property shall be valid unless signed by the Chairman or Vice-Chairman, sealed with the seal of the corporation, and attested by the Secretary.

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Section 1b – Other (Administrative) Contracts

All other contracts, specifically developed and managed at an administrative level, shall be bound by relevant subsections within the *Executive Limitations* section of board governing policies defined in Article II.

Section 2 – Checks

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall carry two signatures by such officers or agents of the corporation and in such manner as shall from time to time be determined by the Board of Trustees. In the absence of any contrary direction by the Board of Trustees, checks may be signed by the Chairman, Vice-Chairman, Treasurer, or the Headmaster. Each person authorized to sign checks may be bonded at the direction of the Board of Trustees.

Section 3 – Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Trustees may direct.

Section 4 – Gifts

The Board of Trustees may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

Article VI - Books and Records

The corporation shall keep correct and complete books and records and shall also keep minutes of the proceedings of the Board of Trustees and of its Executive Committee, and shall keep at its principal office a record giving the names and addresses of all Trustees, along with such other records as it may be required to keep. All books and records of the corporation may be inspected by any Trustee or his agent or attorney for any proper purpose at any reasonable time.

The books and records of the corporation may be audited at any time at the direction of the Board of Trustees.

Article VII - Fiscal Year

The fiscal year of the corporation shall begin on July 1 of each year and end on June 30 of the year following.

Article VIII - Seal

The seal of the corporation shall consist of a circle within which shall be inscribed "McKinney Christian School, McKinney, Texas."

Article IX – Policies

The policies by which MCA performs day-to-day operations shall be defined in board governing policies and articulated in administrative level policies to the extent required by law and by the board policy governing manual directives. The following policies shall be defined and articulated:

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Section 1 – Non-Discrimination Policy

McKinney Christian Academy shall develop a policy or policies that unequivocally states that:

McKinney Christian Academy will not discriminate against any persons, including, but not limited to, students, employees, teachers, administrators, or board members on the basis of race, color, or national origin in its policies, procedures or practices.

McKinney Christian Academy shall accept students of any color, race, or national origin without prejudice. Said students are entitled to all rights, privileges, programs, and activities generally accorded or made available to students of the Academy. The school will not discriminate on the basis of race in administration of its educational policies, activities, and other school administered programs.

McKinney Christian Academy does not discriminate in awarding financial aid based on race, color, or national origin.

McKinney Christian Academy does not discriminate on the basis of race, color, or national origin when hiring faculty and staff.

Section 2 – Other Policies

McKinney Christian Academy shall, as a minimum, develop policies in the areas of Admissions, Recruitment, Financial Aid, Hiring, Sick Days/Personal Days/Leave of Absence, Drug/Alcohol Abuse, Communicable Diseases, Refunds, and Sexual Harassment.

Article X - Amendment

These By-Laws may be amended by an affirmative vote of two-thirds of all Trustees with each Trustee being entitled to vote in person or by written proxy, provided that such proposed change has been announced at the immediately preceding regular meeting of the Board of Trustees and written notice of such proposed change has been given to each Trustee at least three days prior to a regular meeting or special meeting called for that purpose.