

Constitution of the Community Christian School  
Society of Pease, Minnesota

*Preamble*

Believing that it is our duty and privilege as Christian parents to provide Christian education for our children and believing that this can best be accomplished by concerted action, we do hereby make and adopt the following articles of association, to-wit:

Article I  
Name

This Organization shall be known as the Community Christian School Society of Pease, Minnesota, for the Christian Education of our children.

Article II

The society is founded on God's Word interpreted in accordance with the standards of the Reformed Churches.

Article III

The purpose of this society is to erect and maintain schools where instruction is given in accordance with the ideas expressed in Article II.

Article IV

This Article and Article II and III may not be amended. All the other articles may be amended at a general meeting by a majority vote.

## Bylaws of the Community Christian School Society of Pease, Minnesota

### Bylaw I Basis

The Community Christian School is not church owned or governed but is self-ruling according to the following principles.

1. The Bible: Both the Old and New Testaments are the inspired Word of God. In the Bible, God reveals Himself and directs man in his relationship and activities. This revelation also guides His people in the education of their children.
2. The Trinity: God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.
3. Jesus Christ: Jesus is the true God and true man, having been conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. He arose bodily from the dead, ascended into heaven where He is now our Advocate. Through Him, there is renewal of our educational enterprise, because He is the redeemer of, and the Light and the Way for our life in all its range and variety.
4. Holy Spirit: He is true and co-eternal God with the Father and Son. He convicts men of sin, regenerates the believing sinner, guides, instructs and comforts. Through the work of the Spirit, we are guided in the truth and recommitted to our original calling.
5. Creation: God, the Father, of nothing made the heaven and earth and their contents and in their education, children must learn that the world and man's calling in it, can rightly be understood only in their relation to the Triune God who restores, governs and directs all things to His ultimate glory.
6. Sin: Man's sin, brought upon all mankind the curse of God, alienates him from his Creator, his neighbor and the world, distorts his view of the meaning and purpose of life and also corrupts the education of children.
7. Schools: The purpose of Christian Schools is to educate children in a Christian environment with the goal of preparing the student to live in the world, not sheltering him from it. As image-bearers of God, their calling is to know God's Word and His creation, to consecrate the whole of life to Him, to love their fellow man and to be stewards in their God-given vocations.

8. Parents: The primary responsibility for education rests upon parents to whom children are entrusted by God. Christian parents should accept this obligation in view of the covenantal relationship, which God established with believers and their children. Classroom education should be geared toward supplementing the family's educational role and Christian parents should seek to implement their obligation through school association and boards, which engage the services of Christian teachers in Christian School.
9. Teachers: Christian teachers both in obedience to God and in cooperation with parents have a unique responsibility, while educating the child, to develop the whole person in Christ.
10. Pupils: Christian schools must take into account the variety of abilities, needs and responsibilities of young persons. The talents and calling of young persons as God's image-bearers and their defects as sinners require that learning goals, discipline and curriculum be selected as will best prepare them to live as obedient Christians and only with constant attention to such instruction, will education be truly Christian.
11. Community: God's covenant embraces not only parents and their children, but also, the whole Christian community to which they belong. Christian education contributes directly to the advancement of God's kingdom and it is the obligation not only of the parents but also of their Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.
12. Educational Christian Schools, organized and administered in accordance with Freedom: legal standards and provisions for day schools should be fully recognized in society as free to function according to Christian principles.

## Bylaw 2 Purpose

The Purpose of this society is to maintain a school for the daily instruction of our children, with such instruction to be in accordance with the preceding twelve principles and a goal of academic excellence as achieved by an emphasis on meeting individual student needs and a close working relationship among teacher, pupil, and parents, directed toward the end that these children may occupy their places worthily in home, church, society, and state.

### Bylaw 3 Memberships

1. All parents and guardians of children attending the school who are in agreement with Articles II and III of their Constitution and with Bylaws 1 and 2 may be members of the School Society.
2. All other persons who are in agreement with Articles II and III of their Constitution and Bylaws 1 and 2, are 18 years or older, and contribute no less than \$5.00 per year to the organization may be members of the Society.
3. New members may be eligible to vote at the meeting following School Board or School Society meeting at which they joined.
4. Membership includes the privilege of voting and a willingness to participate in activities of the Society.
5. Any member forfeits their rights of membership upon being unfaithful in conduct.

The Constitution and Bylaws of Community Christian have been amended as follows:

### Bylaw 4 Meetings

1. The society shall hold two meetings annually.
2. A spring meeting will be held to:
  - a. Elect new board members for the following year
  - b. To discuss the budget for the coming year
3. A second meeting shall be held at the beginning of the school year for the purpose of discussing and approving a budget for the ensuing year.
4. After board member nominations have been presented to the society, the society will vote for the number of candidates needed to fill the vacant board member positions. Only those present at the meeting may vote.
5. Special meetings may be called at any time by the School Board or if requested in writing, by at least one-fourth of the members. Such a request must state the reason(s) for calling the meeting. Notice of a special meeting must also include a statement of the reason(s) for calling such a meeting.
6. The presence of 20 Society members at a meeting shall constitute a quorum to transact business.

## Bylaw 5 Board of Directors

1. A board of directors consisting of 7 – 9 members shall be chosen by the Society from its membership or parents of CCS students at the spring meeting. The members of the Board are chosen for an initial term of three years. After the three-year term, the board member will have the option to continue on a yearly basis for up to three additional years with board endorsement.
2. The Board shall maintain a minimum of two members with Christian Reformed Church membership. (By Law changed approved April 2019)
3. The Board shall seek nominations of two candidates for each vacancy. Nominations from the floor are acceptable.
4. Vacancies occurring during the year shall be filled as soon as is reasonable possible by appointment by the School Board. Qualified candidates will be presented by the Executive Committee and the new Board member determined by a drawing after a prayer is offered asking for the Spirit's guidance.
5. The board shall hold regular meetings as scheduled, not less than six times per year.

## Bylaw 6 *Duties of the Board*

The Board of Directors shall perform the following duties:

- a. Determine school policies in harmony with the Constitution and Bylaws in accordance with Society decisions.
- b. Select an administrator and teaching staff who are qualified to carry out the education programs and policies of the school
- c. The Board reserves the right to reject or expel any student or hinders or disrupts the cause of Christian education.
- d. The Board shall devise ways and means of obtaining the necessary funds for operating the school, maintain accurate records, and determine how these funds shall be distributed.
- e. Appoint one of its own members to visit the school each month to assure itself of the faithful carrying out of the school's educational program and policies, unless public health or safety measures prohibit such visitation.
- f. Promote Christian education in the community by means of public meetings, literature, advertisements, etc.
- g. Appoint out of its membership such committees as it may deem necessary

for performance of its duties. When appropriate, school board members may serve on said committees, and otherwise act as liaisons to all committees. The Board shall determine appointments annually, based on skills and strengths of board members. Additional committee members may be appointed from the membership of the society.

- h. The Board shall complete an annual self-evaluation, individually and collectively.

## Bylaw 7

### *Officers of the Board and Their Duties*

Section 1.a. The newly elected Board members shall attend the Board meetings prior to taking office in August.

- i. At the first regular Board meeting in July, the Board should elect the following officers: President, Vice-President, Secretary and Treasurer. These officers will take office in August. Incoming Board members are allowed to vote for Officers of the Board. Prior to that time, they will observe and assist the retiring officers in order to make an orderly transition of executive duties.
- ii. Before starting their term, board members will participate in an orientation held during the summer months.
- iii. All board members are required to participate in ongoing board training coordinated by the board chair and the school administrator.

Section 2. It shall be the duty of the President to preside at all meetings of the Board and of the Society and to enforce the provisions of the Constitution and Bylaws. The President shall act as a visionary for the board, keeping the board focused on the future while creating and casting a vision. The board President will also work closely in coordination with CCS administration and staff.

Section 3. The Vice-President shall assist the President whenever possible in the discharge of his/her duties. In the absence of the President, the Vice President shall take his/her place.

Section 4. The Secretary shall take care of the official documents of the organization; he/she shall conduct all correspondence, and enter into the records of the organization the minutes of all meetings of the Society and Board after they have been approved.

Section 5. The Treasurer will serve as a liaison between the Bookkeeper and the Board.

The Treasurer shall report regarding the finances of the organization at the Board meetings and assist the Bookkeeper in reporting finances at the stated meetings of the organization as herein previously defined.

## Bylaw 8 *Committees of the Board and Their Duties*

### Section 1. Education Committee – this committee shall:

- a) Consist of at least one chairman and three members from the Society.
- b) Consider all matters relative to the educational program and policies of the school and make recommendations concerning the same to the Board.
- c) Investigate the qualifications of candidates for administrative and teaching positions and make recommendations concerning such candidates to the Board for appointment.
- d) Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the course of study, discipline, equipment, etc. and make recommendations concerning these and allied matters to the Board.

### Section 2. Building Committee - this committee shall:

- a) Consist of at least one chairman, and two other members from the Board or Society.
- b) Make periodic visits to the school in order to determine physical needs and maintenance requirements of the school building and grounds.
- c) Concern itself with all phases of the proper care, maintenance and adequacy of the physical equipment of the school, and make recommendations to the Board concerning these matters.
- d) Make recommendations to the Board concerning the appointment, work and salary of the custodian.

### Section 3. Promotions Committee – this committee shall:

- a) Consist of at least one chairman and other members from the Board or Society.
- b) Recommend to the Board a program of action, which will strengthen and

advance the cause of Christian education.

- c) Make the necessary arrangements for carrying out such a program.
- d) Expose CCS to new families in the area through promotional events.

Section 4. Finance Committee – this committee shall:

- a) Consist of at least one chairman and other members from the Board or Society.
- b) Oversee the budget development process
- c) Review salary and compensation package for CCS staff and make recommendations
- d) After receiving a recommended budget from the principal, bring the budget to the board for approval.
- e) Present a proposed tuition schedule to the board.
- f) Be the body to which all fundraising groups of the school answer. g) Have a representative present at all interviews of bookkeeping and development staff.
- h) Bring an annual financial report to the association
- i) Develop and implement a tuition collection policy.

Section 5. Executive Committee – this committee shall:

- a) Consists of the President, Vice President, Secretary, and Treasurer as voting members; and the Principal as an ex-officio member.
- b) Has the power to act on behalf of the full Board when matters must be decided between regular meetings, when the Board is unavailable or unable to meet, and in matters of high confidentiality.
- c) Acts as steering committee for the full Board, prioritizing issues for the full board to address.
- d) Reports to the full Board, and does not have the authority to adopt, amend or repeal any provision of the Bylaws or take any other action which has been reserved for action by the full Board pursuant to the Bylaws.

## Bylaw 9

### *Order and Procedure at Monthly Board Meeting*

- a) Order and Procedure at the Monthly Board Meeting Devotions and Prayer
- b) Roll Call
- c) Confirmation of distributed minutes
- d) Treasurer's Update
- e) Administrator's Update
- f) Necessary Committee Updates
- g) Consideration of Unfinished Business

- h) Consideration of New Business
- i) Review Visionary Progress
- j) Adjournment and Prayer

## Bylaw 10 Finances

The funds necessary for the operation of the school shall be obtained primarily from the payment of tuition by the parents of the children in school. Tuition fees shall be due and payable according to the method chosen on the signed CCS Family Covenant Agreement. The budget adopted by the Society shall serve as a guide to the Board in its determination of the annual tuition rate per child.

Young people, newly married couples, families with no children, and families whose children are not now in school shall be encouraged to share in the financial, moral, and prayerful support of the school.

In the event tuition receipts do not meet the requirements of the budget, monies shall be raised by special donations, church offerings, fund drives, contributions from organizations and by other means consistent with the basis and character of the organization.

## Bylaw 11 *The Staff*

Section 1. The Board shall appoint the principal and teachers after careful consideration of their spiritual, academic, and physical qualifications. They shall be appointed for such terms and with such salaries and other conditions the Board may determine.

Section 2. All administrators and members of the teaching staff must declare their unconditional agreement with Articles II and III of this Constitution and Bylaws 1 and 2, must be scripturally sound in their teaching and must lead exemplary Christian lives. All members of the teaching staff must be a member of a reformed church.

Section 3. Should a situation arise in which a member of a reformed church is not available to fill a teaching position, the Board may hire qualified persons who are in agreement with Articles II and III of this Constitution and Bylaws 1 and 2, are scripturally sound in their teaching and lead exemplary Christian lives.

Section 4. All teachers as well as the Board shall abide by the terms of the contract

entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a teacher who proves to be unfit for the work because such teacher's instruction or personal life conflicts with the basis and purpose of the organization.

Section 5. The Board shall determine the school term and such holidays and vacations shall be allowed as may be decided upon by the Board.

Section 6: The principal as the expert in all school matters shall be a non-voting member of the school Board and serve in an advisory capacity to its standing committees.

Section 7. The substance of this article shall be made part of all contracts entered into with members of the teaching staff.

#### Bylaw 12 *Amendments*

These bylaws may be amended by two-thirds vote at any regular meeting or by the organization provided that two weeks previous notice has been sent to each member stating the desired change. Bylaws 1, 2, 11 sections 2 and 3, 12, and 13 are not subject to change.

#### Bylaw 13 *Dissolution*

In case of dissolution of the Society, the property and monies belonging to the organization shall be donated, upon liquidation, to the Christian Reformed Church of Pease, Minnesota, to be used in the interest of Christian education.

The Constitution and Bylaws were revised in their present form by a unanimous vote of the Community Christian School Society on April 25, 2013, October 30, 2018, April 25, 2019, and October 29, 2020. Bylaws 7.5, 8.4.g, 10 approved April 22, 2021. Bylaw 4.4 approved April 2025. Bylaws section 8.5 addition approved on April 23, 2026.