

BYLAWS OF THE NORTHWOODS CHRISTIAN ACADEMY

P.O. Box 186, Hurley, WI 54550

Revised October 30, 1992

Currently meeting at the Range Community Bible Church, 610 Hwy 51 S, Hurley, WI

PREAMBLE

These bylaws are adopted to:

1. Provide for the organization of the faculty and administration of the Northwoods Christian Academy
2. Provide the professional and legal structure for:
 - (a) the administration
 - (b) organized relations between the board and administration
 - (c) organized relations between the employees, board, administration, and students and parents

ARTICLE I

NAME/DEFINITION\PURPOSE

1. The name of this organization shall be the "NORTHWOODS CHRISTIAN ACADEMY, Inc." hereafter, in this document it shall be abbreviated as NCA.
2. It is an independent Christian elementary school.
3. The NCA has no members and is not a membership organization.
4. The purposes of this organization are:
 - A. To ensure that a quality education is received by those students enrolled. This areas of curriculum outlined in the policy manual.
 - B. To promote Christ-like qualities first in the faculty and employees and then in the students enrolled.
 - C. To educate parents and community members concerning Christian education.

ARTICLE II

NONDISCRIMINATORY POLICY

The NCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

ARTICLE III ORGANIZATIONAL STRUCTURE

The organizational structure of NCA includes:

1. SCHOOL BOARD

A. Board members – This body consists of three or five members.

B. Qualifications – Each is to possess qualities of biblical leadership outlined in the scripture, especially in 1 Timothy chapter 3. This implies that he/she be: of a character above reproach, of temperate disposition, self-controlled, able to teach, not an indulger in alcohol, not violent, but gentle, a good, prudent manager of family, financial, and professional affairs, of good reputation and moral repute, active in local church life.

C. Officers/Directors – The board consists of three offices: President, Vice President/Treasurer, and Secretary.

1. The President has the following responsibilities:

- (a) Preside over the board and advisory board committee meetings
- (b) Act as liaison between the board and the school administration
- (c) Organizing and calling meeting of the board\advisory committee
- (d) Convoke special closed board meetings
- (e) Assign sub-committees of the advisory committee to report to the board
- (f) Disallow members to the advisory committee

2. The Vice-president/Treasurer has the following responsibilities:

- (a) All actions of the President in the President's absence.
- (b) Keeping accurate records of reimbursements and disbursements
- (c) Providing financial information and advice to the board.

3. The Secretary has the following responsibilities:

- (a) Keeping records of each meeting
- (b) Updating, creating forms, as needed

D. Election – Board members may be nominated by members of the advisory board or the board and are elected by unanimous decision of the board.

E. Board responsibilities – The board is to take counsel from the advisory board and vote on issues as needed in closed session.

F. Term – Term of office may be unlimited. Every three years each member's status is to be reviewed by other board members; renewal is granted only after unanimous vote.

G. Removal from office – Any board member may be removed upon evidence of moral failure as outlined in "qualifications" above. The member is to be advised in letter form by either the President (or in the case of his/her absence or wrongdoing) the Vice-President. The charges are to be clear and specific. The accused is to respond by letter within 15 days. This is to be distributed among board members within 10 days. A hearing to the board must then occur within 15 days. A 2/3 vote (in the case of a three-person board) or a 3/4 vote is needed before removal.

H. Vacancies – The board must always be of three voting members. If a vacancy is created from a five-member board, the “non-officer” may not vote until a fifth member is found, unless the matter is one of removal of another board member.

I. Quorum - Consists of 2/3 or 3/5.

2. ADVISORY BOARD - This board is made up of interested parents, community members, or others with special interests. The number of positions is unlimited, and anyone may attend. Exception may be an individual who presents at the meeting with the continued desire to create disharmony, divisiveness, or who uses vulgarity, profanity, or displays blatant anti-Christian behavior at such meetings. This person may be disallowed by the president of the board. Permanent banishment will be discussed and voted upon by the board.

3. SCHOOL ADMINISTRATORS

A. Superintendent – volunteered or paid position

1. Liaison between faculty and the board

2. May be present at “closed sessions” of the board, unless deemed as a conflict of interest by the president.

3. Responsible for curriculum development, ordering, and establishing a budget.

B. Principal – may be the same person as superintendent, or will act as liaison between teachers and superintendent.

C. Teachers

1. Responsible for classroom instruction of students

2. Organize and facilitate regular parent teacher conference.

ARTICLE IV EMPLOYEES

A. Qualifications – each employee is subject to the same moral qualifications outlined in Article III item

1. Educational qualifications are outline in the policy of teacher qualifications.

B. Hiring policy:

1. Nondiscriminatory policy is followed as in Article II

2. Termination – for immoral conduct, failure to adequately perform curricular responsibilities, failure to comply with policies and regulations.

3. Teacher Responsibilities

i. Classroom teaching

ii. Individualized counseling and attention to students, as needed

iii. Participate in recommended training programs, and other aspects of professional growth

iv. Assist in public relations of school

v. Keep accurate records of student attendance, work and progress

vi. Implement methods of establishing a positive working relationship with parents of students.

ARTICLE V FISCAL YEAR

The fiscal year of the NCA shall be from July 1 to June 30.

ARTICLE VI MEETINGS

- A. Board and advisory board meeting to be held at least bi-monthly.
- B. Quorum as outline in Article III, Section I, item i.
- C. Meetings conducted by Board President
- D. Voice vote in closed board session, majority required for passage.
- E. Notice of meetings given via parent letter, or newspaper announcement

ARTICLE VII BYLAWS AMENDMENTS

- A. Notice of, or request for by-law changes and details are to be presented to each board member before the meeting.
- B. Potential changes must be discussed at two advisory\board meetings.
- C. Ratification of majority is necessary.

ARTICLE VIII ASSETS

- A. This corporation is organized exclusively for educational purposes and no for the benefit of any private interest or persons, pursuant to section 501c(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- B. No part of the net income of this corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes for which it is organized.
- C. No substantial part of the activities of this corporation shall be to carry on any political propaganda or otherwise attempt to influence legislation, nor shall this corporation participate in or intervene in any political campaign or in the behalf of any candidate for public office.
- D. In the event of dissolution of this corporation, all assets of the corporation shall be transferred, conveyed, or distributed to one or more nonprofit, domestic, or foreign corporations, societies, or

organizations engaged in activities substantially similar to those of this corporation, pursuant to a plan adopted by the Board of Directors of this corporation at the time of dissolution. In no event shall any of the assets or property, distributed to the corporation's members, directors, officers, or other private persons, for any reason or purpose.

ARTICLE IX COMPLETE BYLAWS

The aforementioned By-laws, in addition to the provisions stated in the Articles of Incorporation of NCA, Inc. and the provisions contained in Chapter 181, "The Wisconsin Non-Stock Corporation Law" of the State of Wisconsin comprise the complete By-laws of the NCA, Inc.