

**CODE OF REGULATIONS  
FAIRFIELD CHRISTIAN ACADEMY**

**ARTICLE I**

**NAME AND ORGANIZATION**

Section 1.1 The name of this Corporation shall be Fairfield Christian Academy. It may also be referred to herein as the “Academy.”

**ARTICLE II**

**PURPOSE**

Section 2.1 Fairfield Christian Academy partners with parents to educate and minister with excellence to the whole child—spiritually, academically, emotionally, physically, and socially—in a Christian Community of faith.

Section 2.2 The Academy shall be located at 1965 North Columbus Street, Lancaster, Ohio as a ministry of Fairfield Christian Church.

**ARTICLE III**

**RELATIONSHIP WITH THE FAIRFIELD CHRISTIAN CHURCH**

Section 3.1 Fairfield Christian Academy shall serve as a ministry of the Corporation known as Fairfield Christian Church.

Section 3.2 The governance and daily financial operations of Fairfield Christian Academy shall be under the control of its own Board of Trustees. In order, however, to protect the viability of the school, the following operations of the academy must be ratified by the Eldership of the Fairfield Christian Church upon recommendation from the Board:

- (a) The appointment of a Superintendent
- (b) The continuing contract of the Superintendent
- (c) The appointment of a Board of Trustees members
- (d) The annual budget of Academy
- (e) The purchase or disposal of any real estate to be titled through the academy
- (f) The establishment of bank accounts or other legally binding financial relationships that involve long term commitments
- (g) Any expenditure that exceeds \$100,000
- (h) Any adjustment to the Code of Regulations

Section 3.3 As a partnering ministry with Fairfield Christian Church, the Academy may form joint contracts or make financial arrangements that are agreed upon and/or which benefit both entities.

## **ARTICLE IV**

### **GOVERNMENT**

Section 4.1 The governing body of the Academy shall be a Board of Trustees, composed of not less than five nor more than eleven members, each to be elected for a term of three years. The number of Trustees and the initial term of each member of the Board of Trustees shall be determined by the Elders of Fairfield Christian Church. The final responsibility for the operation and management of the Academy shall be in the hands of the Board of Trustees. All officers of the Academy shall be elected by them as hereinafter provided, and all faculty appointments shall be confirmed by them.

Section 4.2 The officers of the Academy shall include the Superintendent, Assistant Superintendent and Principals.

#### Section 4.2

(a) The membership of the Board of Trustees shall consist of at least one Pastor and two elders of the Fairfield Christian Church who shall be appointed by the Eldership and such other persons who may be elected pursuant to this Code of Regulations.

(b) The membership of the Board of Trustees shall be active members of the Fairfield Christian Church.

(c) If a member of the Board of Trustees is absent from three consecutive meetings the members position will be considered open or must be resubmitted for reinstatement.

(d) The Board of Trustees shall hold not less than nine (9) regular meetings each year, one of which shall be the annual meeting. The annual meeting shall be the first meeting following the beginning of the fiscal year. Special meetings of the Board of Trustees may be called by the chairman and shall be called by the chairman upon written request of any four members. Robert's Rules of Order, latest edition, shall be observed in the conduct of the business.

(e) A simple majority of the voting membership of the Board of Trustees shall constitute a quorum for any called meeting.

(f) The Board of Trustees shall elect a Chairman, a Vice Chairman, and a Secretary/Treasurer, at its first meeting following the election of new members of the Board of Trustees. All officers shall be members of the Board of Trustees, but not employees of Fairfield Christian Academy or Fairfield Christian Church.

(g) Such committees of the Board of Trustees as are needed may be authorized at any meeting of the Board of Trustees. The Chairman, in consultation with the Superintendent, shall appoint the chairmen and members of the committees.

(h) Vacancies on the Board of Trustees, either for a full term or any portion of a term, shall be filled by Elders of Fairfield Christian Church, but only from nominations made in a previous meeting of the Board held at least one month prior. Names may be presented for nomination by any Trustee and must be approved by a majority vote of the members present. Each Trustee shall be notified of such nominations at least thirty days prior to the election, but willing to accept the responsibility, and endeavor to attend the meetings.

(i) Duties and authorities of the Board of Trustees shall include:

- (1) To manage all assets, real estate, endowment and other invest able funds;
- (2) To purchase, acquire, sell and convey, mortgage, pledge, and otherwise dispose of real estate and
- (3) To set salaries of chief administrative officers. Salaries of faculty, and other administrative or staff positions shall be assigned within salary ranges defined by the Board;
- (4) To adopt policy statements for the internal operation of the Academy after consultation with the faculty, students and administrative officers;
- (5) To elect, principals, other administrative personnel, instructors and faculty members, and to discipline, suspend, or discharge them in accordance with provisions of adopted policy statements;
- (6) To approve the educational program as recommended by the faculty in consultation with students and representatives of the Academy.
- (7) To develop policies that assists the institution to achieve its purpose;
- (8) To maintain a sound basis of financial support and oversee the financial affairs of the Academy;

- (9) To receive and review reports from the administration;
- (10) To report regularly to the membership;
- (11) To adopt and review on a continuing basis long-range goals and short-range objectives;
- (12) To recommend adopt, and, as necessary, amend an annual budget

Section 4.3 Any Trustee, officer, or key employee who has an interest in a contract or other transaction presented to the Board or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of his interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction, which might reasonably be construed to be adverse to the Academy's interest.

The body to which such disclosure is made shall thereupon determine, by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such persons shall not vote on, not use his personal influence on, nor participate (other than to present factual information or to respond to questions) in, the discussions or deliberations with respect to such contract or transaction. Such persons may be counted in determining whether a quorum is present but may not be counted when the Board of Trustees or a committee of the Board takes action on the transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon, the abstention from voting and participation, and whether a quorum was present.

Section 4.4 The majority of the members of the Board will be non-salaried and will not be related to salaried personnel or to parties providing services. In addition, the salaried individuals can not vote on their own compensation or the compensation of relatives and compensation decisions will be made by the Board.

Individuals on the Board that are also employed by the Academy will:

1. Remove him/her self from the voting process when determining compensation, benefits, etc in his/her capacity as an employee.
2. Ensure that all compensation/salaries paid to any employee of the Academy will be reasonable for the service rendered and comparable with other like exempt organizations.

## **ARTICLE V**

### **ADMINISTRATION**

Section 5.1 The Superintendent shall be the Chief Executive Officer of the Academy. The Superintendent shall be selected by the Board of Trustees of Fairfield Christian Academy

and ratified by the Elders of Fairfield Christian Church. The Superintendent shall have faculty status.

Section 5.2 The Principal Elementary, Principal Jr./Sr. High, and Principal Kindergarten/Preschool shall be elected by majority vote of the Board of Trustees. They shall have faculty rank and status.

Section 5.3 The Superintendent shall recommend for approval of the Board of Trustees any assistant principals, and other administrative personnel with academic responsibilities.

Section 5.4 Administrative personnel without academic responsibilities shall be appointed by the Superintendent.

## **ARTICLE VI**

Section 6.1 The Board shall have the right to appoint a bank or Trust Company as its agent in connection with the funds and endowment of the Academy, under proper regulation of the Board as ratified by the Eldership of Fairfield Christian Church.

Section 6.2 The Board shall provide for the establishment of an Endowment Fund and expend the same according to the wish of the donors insofar as this conforms to the standards of the Academy.

Section 6.3 No loans shall be made to any Trustee of the Academy or fraternal organizations.

Section 6.4 (a) A budget shall be presented by the Superintendent at the annual meeting covering the ensuing year.

(b) The budget shall consist of carefully itemized departments of the estimated expense, and anticipated income, to wit; salaries, maintenance, taxes, assessments, athletics, etc.

(c) After adoption, the budget becomes the distribution guide for the Treasurer. Each request for money shall be by requisition and indicate the responsibility or department to which the amount is to be charged by the Treasurer. Requisitions must have the approval of the Chief Administrative Officer. Single requisitions exceeding \$10,000 must receive approval from the Board of Trustees.

(d) No amount beyond that budgeted may be spent without the approval of the Board of Trustees.

Section 6.5.

## **ARTICLE VII**

### **FISCAL YEAR**

The fiscal year of the Corporation shall be the period beginning July 1 and ending on June 30 of each year. Annual contracts for teachers and administrative personnel shall begin on August 1 after the first term of service.

## **ARTICLE VIII**

### **AGENDA**

Section 8.1 At all regular meetings of the Board of Trustees, the order of business shall be:

- (a) Devotions and Prayer
- (b) Roll Call
- (c) Reading of Record
- (d) Report of the Treasurer
- (e) Report of the Superintendent and Recommendations
- (f) Reports of Committees
- (g) Unfinished Business
- (h) Assignment of Special Matters and Recommendations to Committees
- (i) New Business
- (j) Election of Trustees
- (k) Adjournment with Prayer

Section 8.2 An agenda shall be prepared and mailed to each Trustee seven days prior to the regular meeting with as much information as possible concerning each item of business. This information shall be sent to the Trustees from the Superintendent's office.

Section 8.3 The report of the Treasurer shall always be in written form, as will all committee reports and recommendations.

## **ARTICLE IX**

### **FACULTY**

Section 9.1 The faculty of the Academy shall be as follows: superintendent, assistant superintendent, principals, assistant principals, heads of departments, instructors, and secretaries

as the Board members may, from time to time, employ. The faculty shall have the power to adopt and enforce such by-laws as may be deemed expedient for their own organization, which by-laws and all amendments thereto shall be submitted to the Board of Trustees and, when approved, shall be in force until altered, amended, disapproved or annulled by the Trustees. The faculty shall conduct the educational activities of the Academy.

Section 9.2 All members of the faculty shall be recommended by the Superintendent and be approved by the Board of Trustees.

Section 9.3 All vacancies occurring in the faculty between regular Board meetings shall be filled temporarily by the Superintendent.

Section 9.4 The Board of Trustees, having received approval upon recommendations and contracts for faculty, shall present such contracts and agreements to each faculty member in writing and obtain the faculty member's agreement to the contract.

Section 9.5 The faculty shall have the right of communications with the Trustees at any time through the Superintendent.

## **ARTICLE X**

### **AMENDMENTS**

Section 10.1 Amendments to this Code of Regulations may be considered for adoption with a two-thirds vote of the members of the Board of Trustees, provided, however, that notice of the proposed change shall have been mailed to each member of the Board, together with a copy of the proposed change, within the same time and in the same manner as notices of meetings are required to be given.

Section 10.2 The Board of Trustees may adopt by-laws not in conflict with this Code of Regulations. Such by-laws may be recommended for adoption following a two-thirds vote of the members of the Board of Trustees present and voting at such meeting. The recommended changes may be considered adopted following approval granted by a two-thirds vote of the Eldership of the Fairfield Christian Church.

## **ARTICLE XI**

### **STUDENTS**

Boys and girls of the Christian faith, who with their parents agree to allow the teachings described in the Academy's statement of faith. Students shall be admitted as students and shall be permitted to complete courses offered so long as they comply with the rules and regulations made and provided by the Board of Trustees and faculty.

## **ARTICLE XII**

### **STAFF**

Within approved budgetary guidelines, the Superintendent shall be authorized to hire such staff as is necessary for efficient operation of the Academy.

## **ARTICLE XIII**

### **NON-DISCRIMINATION**

The Corporation shall pursue the purposes and goals set forth in its Articles of Incorporation without regard to race, color, sex, physical handicap, national or ethnic origin. The school shall not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, athletic or other school administrated programs. In addition, the Corporation will not discriminate or otherwise base any matter regarding employment, appointment or election to the Board of Trustees, or appointment as an officer of the Corporation on the basis of race, color, national origin, military service, ancestry or sex.

## **ARTICLE XIV**

### **TAX EXEMPT STATUS**

This Corporation is incorporated under the laws of the State of Ohio as a corporation not-for-profit and is exempt from taxation