



Approved Revised Constitution  
P.C.S. Association Meeting 6/98

## Constitution

For

### The Plumstead Christian School

Mindful of God's will that children be taught the content and practical applications of His Word in every respect of learning and every activity of life (Deuteronomy 6:4-9), and firmly believing that a Christian School will help us carry out our child-training responsibilities in a God-pleasing manner, we adopt this amended constitution of this corporation also known as Plumstead Christian School, hereinafter the Association.

#### ARTICLE I - STATEMENT OF FAITH

The basis of the Association shall be the Word of God as interpreted by the following statement of faith:

- A. We believe the Bible to be the inspired and the only infallible authoritative Word of God (II Timothy 3:16)
- B. We believe that there is one God, eternally existent in three persons; Father, Son and Holy Spirit (I John 5:4-6)
- C. 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, and in His personal return in power and glory (I Corinthians 15:3; I Peter 2:21-24; John 3:16).
- D. We believe that for salvation of lost and sinful men, faith in Jesus Christ and regeneration by the Holy Spirit are absolutely essential (Romans 3:21-30; Galatians 4:4-7).
- E. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:22-25).
- F. 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, 28, & 29).
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:21-23).

#### ARTICLE II - NAME & ADDRESS

The name by which this association shall be known and incorporated is Plumstead Christian School. The school has two campuses. The main campus is located at 5765 Old Easton Road Plumsteadville, PA 18949; the elementary/preschool is located at 753 New Galena Road in Chalfont, PA 18914.

#### ARTICLE III - PURPOSE

The Association is charitable in its nature, and its purpose is to

organize and operate, without profit, one or more Christian Schools which will give to the youth of the vicinity instruction in all subjects usually taught in public and private schools together with specific Bible instruction; such instruction to be given in accordance with the tenets of Biblical Christian faith and this Constitution, 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.

#### ARTICLE IV - MEMBERSHIP

Membership in this association shall be open to all those over the age of eighteen (18) whose character and testimony support the Statement of Faith and Purpose as set forth in this Constitution, and who shall be approved by the Board. Members shall contribute at least fifty (\$50.00) dollars per year for the support of the annual budget. Tuition payments shall be considered support of the annual budget. Members over the age of twenty-one (21) shall have the right to hold office in the Association.

#### ARTICLE V - ORGANIZATION

The Board shall direct and conduct the affairs of the Association and its school. It shall consist of twelve (12) or fifteen (15) persons; 2/3 of whom shall be members of families with students currently in the school, elected by the Association from among its membership. (Revised 6/96) Board members shall be those who confess a personal faith in Jesus Christ and are actively participating in a Christian Church.

- A. No employee of the School or spouse of any employee shall be eligible to serve on the Board. The administrators shall be advisory members of the Board, with no voting privilege (ie. ex-officio members).
- B. The term of office shall be three(3) years. Maximum of two(2) consecutive terms. Board members "who are elected" are eligible to succeed themselves for a second term if approved and appointed by the Board. Vacancies occurring during the year may be filled by the Board until the next regular election is held, at which time a person will be elected to finish the unexpired term (if any). (Revised 6/98)
- C. The Board shall make provision for overlapping terms so that as nearly as possible one-third of the Board is elected each year.

#### ARTICLE VI - ELECTION OF OFFICERS

- A. At the first meeting after the annual election, the Board shall elect by ballot from among its members, a chairman, a vice-chairman, a secretary, and a treasurer. The Board Chairman shall also be permitted to appoint up to two additional board members to serve on the Executive Committee. (Revised 6/96) The term of office shall be one (1) year. These members comprise the Executive Committee and shall be the legal representatives of the

Association. They shall perform such duties as are required by law in the business and financial affairs of the Association.

- B. The officers of the Board shall be the officers of the Association.
- C. The nominating committee, which is to prepare the slate for election of Board members, shall consist of those Board members whose terms do not expire in the current year and one (1) member selected by the Association. Recommendations of nominees by members of the Association are welcomed and must be received prior to the April Board meeting.
- D. Prepared ballots shall be mailed to the voting membership at least two (2) weeks before the annual meeting. Ballots shall be returned by mail or in person at or before the annual meeting.

#### ARTICLE VII - DUTIES OF OFFICERS

- A. The Chairman shall preside at all meetings of the Board and of the Association and perform the other duties generally incumbent upon his office. He shall be directly responsible for supervising and counseling the Head Administrator of the school, setting up the agenda for meetings, etc.
- B. The vice-chairman shall perform the duties of the chairman in the latter's absence or disability.
- C. The secretary shall keep the minutes of the Board and the Association, conduct the correspondence, and perform other duties of meetings and 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 school.
- D. The treasurer, who shall be bonded, shall oversee all financial transactions of the school. He shall submit a budget report at each regular meeting to the board and at the annual Association meeting. The books of the treasurer shall be reviewed annually by a CPA.
- E. The treasurer shall be required to submit a balanced budget annually.
- F. The board shall be required to submit a written annual plan to accompany the budget.
- G. The Board, for the Association, shall be responsible to approve all employees including those engaged by the administration, to acquire, hold and dispose of property (real and personal) and equipment, and to engage in such other activity as may be necessary to conduct its work.
- H. The Board shall designate one member of the paid staff as the Head Administrator of the school. The Head Administrator of the school shall be responsible for the operation of the school according to the policies established by the Board.

Questions regarding the administration of the school shall be referred to the Head Administrator. If policies are to be reviewed or changed, this shall be done in the Board meeting with the Head Administrator present and participating.

## **ARTICLE VIII - MEETINGS**

- A. Members of the Association shall meet annually. Fifteen (15) percent of members present shall constitute a quorum.
- B. The Chairman of the Board shall call a special meeting of the Association if at least (10) percent of the voting members of the Corporation request it, or the signed request of the majority of the members of the Board. At least ten (10) days notice shall be given in writing to all the members of the Association in advance of the meeting. After notice has been given, a quorum shall be necessary to have an official meeting at the time and place specified.
- C. At the annual meeting of the Association, the Chairman shall give a report of the actions taken by the Board and the activities and progress of the school. The Treasurer shall make a report of financial matters.  
Reports referred to in this section shall be filed with the Secretary.
- D. The Board shall meet a minimum of six (6) times per year. At least fifty (50) percent, not counting ex-officio members, shall constitute a quorum. Special meetings of the Board shall be called by the Chairman, or at the request of at least one third of the members of the Board. (Revised 6/96)
- E. Members of the Board shall be required to attend all meetings, with exceptions being allowed upon notification of the Chairman. Attendance at less than seventy-five (75) percent of the meetings shall necessitate review of that Board member by the Board.
- F. The Fiscal Year shall begin July 1 and end June 30 of the following year.

G. To further communicate between the constituent parents of children in the school, the Association with its elected board members, and those authorized to administer the school, a Parent-Teacher Fellowship is hereby authorized. This group shall have no administrative responsibilities or authority. However, it is expected to cooperate with the administration and board, and to assist the patron families by maintaining open and mutual communication concerning the education of their children.

Its name would indicate that primarily parents and teachers are involved, but all those interested in the welfare of the school can be included in its activities. Regular meetings of the PTF are scheduled on the school calendar. These meetings, and other social, recreational and spiritual gatherings, are directed by the PTF officers consisting of a chairman, vice chairman, secretary, and other members elected by the fellowship, and a representative of the faculty appointed by the Head Administrator, and a school board

member appointed by the Chairman of the Board.

## **ARTICLE IX - COMMITTEES**

- A. The Chairman shall appoint, from the Board membership, chairmen of Committees on Educational Policies, Development, Finances, and Facilities. Additional Committees as determined by the Board may be established. (Revised 6/96)
- B. Committee chairmen shall have the liberty to appoint their own committees subject to approval of the Board.
- C. The Head Administrator of the school shall be a non-voting member of all committees. He will supply information regarding school operations as requested and will evaluate the operating implications of all proposed policies.

## **ARTICLES X - DUTIES OF COMMITTEES**

- A. The EDUCATIONAL POLICIES COMMITTEE shall have the responsibility for investigating and proposing to the full Board all policies that directly relate to the academic effectiveness of the school.
- B. The FINANCE COMMITTEE shall be responsible for reviewing and recommending action on all matters that directly relate to financial operations of the school. The Board Treasurer shall be chairman of this committee.
- C. The PUBLIC RELATIONS COMMITTEE shall communicate the principles and philosophy of Christian Education to the various publics that are affected by the school operation and publicize the purpose and program of the school as widely as possible.
- D. The FACILITIES COMMITTEE shall be responsible for the oversight of all issues pertaining to the property, plant, and equipment of the school.
- E. The DEVELOPMENT COMMITTEE shall be responsible for oversight of fund raising of the school.

## **ARTICLE XI - PERSONNEL**

- A. All employed personnel shall be appointed annually by the Board. All faculty members must receive the approval of the Educational Policies Committee and the majority vote of the Board. All employees shall be appointed for such time, and under such conditions, and upon such salary as the Board may determine from time to time.
- B. The Board shall offer employees either a contract or an employment confirmation letter based on their respective position.

## **ARTICLE XII - COURSE OF STUDY**

The minimum educational standard of the school shall be that of the public school. Further standards shall be developed by the Educational Policies Committee. All teachers shall be responsible to the administrative head for adherence to these

standards.

## **ARTICLE XIII - TEXTBOOKS**

Besides the Holy Scriptures, only such books shall be used as are approved by the Board upon the recommendation of the Educational Policies Committee.

## **ARTICLE XIV - DISCIPLINE**

Principles of discipline shall be determined by the appropriate Board appointed committee subject to the approval of the Board. (Revised 6/96)

Administration of discipline, including suspension, shall be the responsibility of the Head Administrator. Upon written request the Educational Policies Committee will review any general principle or specific disciplinary action.

## **ARTICLE XV - AMENDMENTS**

Amendments to this Constitution may be proposed to the Association by a vote of a two-thirds majority of the Board in any of its regular meetings, provided the amendment shall have been proposed and discussed in a previous meeting of the Board. Such amendment may be considered and voted upon at any subsequent official meeting of the Association and will be ratified with a two-thirds vote of members present.

## **ARTICLE XVI - NEW CONSTITUTION**

The previous Constitution dated April 1970, with all amendments will become void with the adoption of this new and revised Constitution.

## **ARTICLE XVII - LIABILITY OF DIRECTOR**

A director shall not be personally liable for monetary damages for any action taken, or any failure to take any action, unless the Director has breached or failed to perform the duties of his or her office under Section 5712 of the Non-Profit Corporation Act (relating to standard of care and justifiable reliance); and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this Article shall not apply to the responsibility or liability of a Director pursuant to any criminal statute; or the liability of a Director for the payment of taxes pursuant to Federal, State or local law.

