

**Articles of Organization and Bylaws  
Of  
HOPE CHRISTIAN ACADEMY of FULTON COUNTY**

**ARTICLE I  
NAME and PURPOSE**

**Section 1.01. Name.** The name of the organization is Hope Christian Academy of Fulton County. The principal office of Hope Christian Academy is 23170 Great Cove Road McConnellsburg PA 17233.

**Section 1.02. Purpose.** The purpose of this organization is to provide quality Christian education at reasonable cost to families, without profit to the organization. It is our intention to partner with Christian families to teach and train children and youth, to build Christ-like attitudes and behaviors in them, while also providing a Biblically based education in reading, writing, speaking, and mathematical and scientific understanding.

**ARTICLE II  
Philosophy of Christian Education**

**Section 2.01. Statement of Faith and Guiding Principles.** We believe the Bible to be the only inspired, infallible, authoritative Word of God. (*2 Timothy 3:16, 2 Peter 1:21*)

We believe there is only one God, in three persons, the Father, Son, and Holy Spirit. (*Matthew 28:19*)

We believe in Jesus Christ, the only Son of God; that He was conceived by the Holy Spirit, born of the Virgin Mary (*Isaiah 7:14*); that He suffered under Pontius Pilate, was crucified, died, and was buried (*1 Corinthians 15:3*); that He arose on the third day (*1 Corinthians 15:4*), ascended into heaven, where He sits at the right hand of God the Father (*Mark 16:19*) and will come again to judge the living and the dead. (*Acts 1:11*)

We believe in the Holy Spirit (*Romans 8:13,14*), the worldwide Church, the communion of saints, the forgiveness of sins (*John 3: 16-18*), the resurrection of the body and life everlasting. (*John 5:28-29*)

We believe that salvation is only through faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

We believe that the term "marriage" has only one meaning: the unity of one man and one woman in a single exclusive union, as delineated in Scripture. (*Genesis 2:18-25*)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1 Corinthians 7:2-5*)

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex (*Genesis 1:26-27*). Those who reject their biological sex reject God's design and the person He created them to be.

We believe that life, created by God, begins at conception and continues until natural death. Any attempt to end life after conception is against God's design.

We believe that God offers every person forgiveness, redemption, and restoration to all who confess and forsake their sin. (*Acts 3:19-21, Romans 10:9-10; 1 Corinthians 6:9-11*)

We believe that a Christian believer is to be distinct from the world by consistent Christ-like conduct and be in the world as life-giving light.

We believe that it is our task as Christians to fulfill the great commission, to make disciples of all nations and to pass that on to the students and their families.

We believe that it is our task to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities provided and made available to students at the school.

**Section 2.02. Philosophy of Education.** We believe in the Divine inspiration and inerrancy of Scripture, depending upon its truths as the basis for all learning. Therefore, all curriculum and teaching will be based upon those truths.

**Section 2.03. Objectives of Hope Christian Academy.**

1. To teach that Jesus Christ is to be the most important role model in all areas of life.
2. To encourage students to receive Jesus Christ as their personal Savior.
3. To urge and encourage them to be involved in caring for others, both in civic life and Christian service.
4. To instill in students the habit of discerning, using a Christian mindset.
5. To integrate the Scriptures into all subject areas.
6. To encourage students to become involved in their local church.
7. To maintain an outstanding academic program that will be a solid basis for whichever course of study a student will choose upon graduation.
8. To instill the knowledge, study habits, and academic skills necessary for further avenues of study or occupational endeavor.
9. To advocate daily devotional times involving Bible study and prayer.
10. To provide an academically complete Christian -based curriculum.
11. To employ administration, faculty and volunteers who display how to live for the Lord.
12. To maintain a physical plant in which students, administrators, teachers, and volunteers can work effectively.

**ARTICLE III  
BOARD OF TRUSTEES**

**Section 3.01. Number, Selection, and Tenure of Board of Trustees.** The Board shall consist of not less than five (5) and not more than twelve (12) trustees. Each trustee shall hold office for a term of three (3) years. Each trustee may serve for two terms and then must take a mandatory sabbatical year before being eligible to be nominated for re-election. The original Board shall be elected by a vote of all those present at the advertised time of election. Terms will be staggered so that the whole Board will not need to be replaced at the same time. Thereafter, an annual election date will be set, prior to June 30<sup>th</sup>. Election will be determined by a majority of ballots returned to the Board, by hand or by mail, by the date specified on the ballot. Eligible voters will include the following:

1. One vote for every family enrolled at the time of election.
2. If not included in #1, every employee of the school who is employed at least half time shall be entitled to one vote.
3. If not included in #1 or #2, every member of the Board shall be entitled to one vote. (Note: In consideration of the above specifications, each household shall be limited to one vote and the first vote received by the Board will be the one counted.)

Vacancies for any reason shall be filled by a majority vote of the remaining trustees. A trustee elected to fill a vacancy shall be elected for the unexpired term of that trustee's predecessor in office.

**Section 3.02. Authority of Trustees.** The Board of Trustees is the policy making body and may exercise all the powers and authority granted to the organization by law.

**Section 3.03. Resignation.** Resignations are effective upon receipt by the President of the organization by written notification.

**Section 3.04. Regular Meetings.** The Board of Trustees shall hold regular meetings once each month. Meetings shall be at such dates, times, and places as the Board shall determine.

**Section 3.05. Special Meetings.** Special meetings shall be at such dates, times, and places as the Board shall determine.

**Section 3.06. Notice of Meetings.** Meetings may be called by the President of the organization or at the request of any two (2) trustees by notice emailed, mailed, or telephoned to each member of the Board not less than forty-eight (48) hours before such meeting.

**Section 3.07. Quorum.** A quorum shall consist of a majority of the Board attending in person or through teleconferencing. All decisions will be by majority vote of those present, which must consist of a majority of the full Board of Trustees. If less than a majority of the Board is present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

**Section 3.08. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board of Trustees (including amendment of these Bylaws) or of any committee may be taken without a meeting if all members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as decisions made at an in-person meeting.

**Section 3.09. Committees.** The Board of Trustees may establish committees of the Board. Such committees shall be composed of at least two (2) persons and may include non-Board members, except for the Executive Committee. The Board may appoint the chair of such committees, establish procedures to govern their activities and delegate such authority as may be necessary or desirable for the management of the organization.

**Section 3.10. Salaries and Reimbursement.** Trustees shall serve without compensation or salary but may be reimbursed for expenses incurred in the interest of the Board or the organization, with documentation and prior approval.

**Section 3.11. Removal.** A Trustee may be removed by the Board at a meeting, or by action in writing, whenever in the Board's judgment the best interests of the organization will be served by so doing. Specific reasons for removal may include failure to abide by the bylaws, or failure to attend three consecutive meetings. These concerns may be brought to the Board by a set of three sitting Board members or 30% of the current parents, or 30% of the staff.

**Section 3.12. Conflict of Interest.** Any member of the Board who has a financial, personal, or official interest in, or conflict with, any matter pending before the Board, of such nature that it may prevent the member from acting in an impartial manner, must abstain from voting on that matter.

**Section 3.13. Qualifications.** All members of the Board of Trustees shall be regular attendees in a Bible-believing church and must be in agreement with the Statement of Faith. Each family may have only one representative serving on the Board. (Parents, adult children, spouses, or siblings cannot serve at the same time.)

**Section 3.14. Nominating Committee.** The Nominating Committee shall be composed of five (5) persons; one from the Executive Committee, one other from the Board, one Pastor, one parent, and one staff member. This Committee shall prepare a slate of nominees to be affirmed at the annual meeting of the organization. Votes may be cast by signed written ballot that will be provided with the slate of nominees.

**Section 3.15. Duties of the Board.**

1. The Board shall be responsible for the general policy making and for the maintenance of real property and school equipment.
2. The Board shall select the Administrator of the school by a two-thirds vote of the full Board.
3. The Board shall establish policy for the hiring of the Administration, Faculty, and Staff.
4. The Board shall oversee the financial operation of the school by approving annual budgets, devising methods of raising the necessary operating funds and determining how the funds shall be disbursed.
5. The Board shall arrange for a certified financial review on an annual basis. A full report shall be provided to the Board by the reviewers.

**Section 3.16. Annual Meeting.** There shall be an Annual Meeting of the Board and all other interested parties. At that time, there shall be a complete report of the current or just-past year, including the audit, and a written published report. The election of Board members shall occur at this meeting.

**ARTICLE IV**  
**AUTHORITY and DUTIES OF OFFICERS**  
**of the Board of Trustees**

**Section 4.01. Officers.** The officers shall be a President, a Vice President, a Secretary and a Treasurer, and such other officers as the Board of Trustees may designate. These officers shall constitute the Executive Committee.

**Section 4.02. Terms of Offices.** The officers of the Board shall be elected by the Board at a regular meeting. New offices may be created and filled at any meeting of the Board. Terms of office may be established by the Board but shall not exceed three (3) years. Officers shall hold office until a successor is duly elected. Officers shall be eligible for reappointment. Resignations are effective upon receipt by the President. Resignation must be given by written notification.

**Section 4.03. President.** The President will preside at all meetings of the Board of Trustees. The President shall perform all duties appropriate to that office, subject to the control of the Board of Trustees, and shall perform other duties as shall be assigned by the Board on occasion.

**Section 4.04. Vice President.** The Vice President will preside at meetings of the Board of Trustees in the absence of, or request of, the President. The Vice President shall perform duties as requested and assigned by the President, subject to the control of the Board.

**Section 4.05. Secretary.** The Secretary shall keep minutes of all meetings and shall present the minutes prior to the next meeting of the Board. The Secretary shall perform duties as assigned by the Board.

**Section 4.06. Treasurer.** The Treasurer shall report to the Board of Trustees at each regular meeting on the status of the organization's finances and such report shall be attached to the minutes of the Board meeting. The Treasurer shall work closely with the Administrator to ascertain that appropriate procedures are being followed in the financial affairs of the organization and shall perform such other duties as occasionally may be assigned by the Board.

**Section 4.07. Removal.** An officer may be removed from office by the Board of Trustees at a meeting, by a 2/3 majority of the Trustees, or by action in writing, whenever in the Board's judgment the best interests of the organization will be served by so doing, according to the directive specified in Article 3.11.

## **ARTICLE V FINANCIAL ADMINISTRATION**

**Section 5.01. Fiscal Year.** The fiscal year of the organization shall be July 1 - June 30.

**Section 5.02. Deposits, Accounts, Payments.** All funds of the organization shall be deposited in general or special accounts, in such banks as the Board of Trustees may select. For deposit and for collection, checks, drafts, and other orders may be endorsed, assigned and delivered on behalf of the organization by two officers or agents assigned by the Board.

**Section 5.03. Investments.** The funds of the organization may be retained in cash or be invested as the Board deems desirable, which are permitted to organizations exempt from Federal income taxation under Section 501(c)3 of the Internal Revenue Code.

**Section 5.04. Books and Records.** Correct books of account of the activities and transactions of the organization shall be kept at the office of the organization. These shall include a minute book, which shall contain a copy of the Certificate of Organization, a copy of these Bylaws, and all minutes of meetings of the Board of Trustees.

## **ARTICLE VI DISSOLUTION OF THE ORGANIZATION**

**Section 6.01. Considerations for dissolution.** Should it become necessary for the organization to be dissolved, the Board of Trustees shall, after paying and making provisions for the payment of all liabilities of the organization, dispose of all assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Fulton County, Pennsylvania, exclusively for such purposes as said Court shall determine which are organized and operated exclusively for such purpose.

## **ARTICLE VII AMENDMENTS**

**Section 7.01. Amendments.** These amendments may be altered, amended, or repealed by a two-thirds majority of the Board at any regular or special meeting, provided a minimum of ten days written advance notice of the action has been mailed or emailed to all parents of

record and staff at their last known address, specifically listing such proposed changes or amendments.

**Section 7.02. Amendment Change History.**

**2/19/18: Initial Document approval**

**CERTIFICATION:**

These bylaws were approved by the Board of Trustees by a two-thirds (2/3's) majority on

\_\_\_\_\_  
Acting Secretary: \_\_\_\_\_ Date: \_\_\_\_\_