

Oak Hill Classical School
(formerly Dominion Classical Christian Academy)
Association
By-Laws

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Oak Hill Classical School Association By-laws

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Article 1. Name of School

The name of the school shall be Oak Hill Classical School. The name of the association of founders, parents, and patrons of Oak Hill Classical School will be the Oak Hill Classical School Association.

Article II. Objectives and Statement of Faith

Section 1. Objectives

The primary mission of this association is to operate a school owned by Oak Hill Classical School, Inc., that will closely adhere to the statement of faith and purpose as set out in Sections 1 and 2 of Article II of these by-laws.

Education at Oak Hill Classical School is defined as inherently different than modern education in philosophy and content. Oak Hill Classical School attempts to operate as an extension of the family. At all its levels, programs and teachings, Oak Hill Classical School seeks to:

- A. To enable parents to fulfill their God given responsibility to educate and raise their children in the nurture and admonition of the Lord (Ephesians 6:4).
- B. Teach all subjects as parts of an integrated whole with the Scripture at the center (2 Timothy 3:16-17).
- C. Provide a clear model of Biblical Christian life through its staff and board (Matthew 22:37-40).
- D. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20).
- E. Emphasize grammar, logic, and rhetoric in all subjects.
- F. Encourage every student to develop a love for learning and to achieve his academic potential.
- G. Provide an orderly atmosphere conducive to the attaining of these goals.

The mission of Oak Hill Classical School is to provide an education that cultivates wisdom, joyful learning, and love for God and others.

Section 2. Statement of faith

- A. We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
- B. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- 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.
- D. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- E. We believe that salvation is by grace through faith alone.
- F. We believe that faith without works is dead.
- G. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- H. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- I. We believe in the spiritual unity of all believers in our Lord Jesus. As a matter of firm policy, it is mandatory that all board members subscribe to the above statement of faith in a manner and method prescribed by the board of directors, either by written statement or by oral testimony before the board.

Article III. Offices

The principal office of the association in the State of Georgia is located in Dacula, Georgia, at 2955 Old Fountain Road, in the county of Gwinnett. The offices may be maintained at this location but may, from time to time, be changed at the discretion of the board of directors.

Article IV. Members

Section 1. Membership

The membership of the association shall include the founders, patrons, and parents of all duly enrolled full time students of Oak Hill Classical School, members in good standing of any duly authorized ad hoc committee, school staff, and such other members as may be approved by the board of directors, such as alumni and their parents.

Article V. Board of Directors of Oak Hill Classical School Association

Section 1. Election and Tenure

The Board of Directors shall consist of not less than 6 and no more than 10 members: up to four appointed board seats and six elected seats. The four appointed seats will be filled when necessary by the existing board. Board members must be members of the Association for at least one year before board service.

The elected board seats will serve three-year terms; one seat will be filled by election every year unless a nomination is not made. New board members may be nominated for their terms of service by two or more sitting board members or by petition of no fewer than ten percent of current Oak Hill Classical School families. Any two sitting board members may remove a nominee from consideration.

Election will be affirmed by a majority of ballots returned to the board by the date set and written on the distributed ballot.

The board will make ballots available to association members not less than two weeks prior to the annual election date (normally no later than 31 May).

Elected members of the board shall serve for a maximum of three calendar years. No elected board member may serve consecutive elected terms.

Section 2. Qualifications

Subject to availability of suitable board members subscribing to the agreed upon statement of faith, every attempt will be made to secure board members having expertise valuable to the school and a demonstrated commitment to Christian education. In all cases, the demonstrated Christian walk of the individual board member shall be a major consideration as to their suitability as board members. Full-time staff members are excluded from elected board seats. The board may institute prescribed reading and other educational requirements for board nominees and require a board member agreement that is consistent with the mission of the school.

Section 3. Vacancies

A vacancy due to member and/or board action, death or resignation, or lack of nominees may be filled by the board for the unexpired portion of the term. In all such circumstances, the board shall remain sensitive to the needs and desires of the parents and students and to the spiritual mission of the school. Any vacancy occurring in the board of directors may be filled by the affirmative vote of a majority of remaining directors though less than a quorum of directors remain.

Section 4. Ex-officio Board Members

The board of directors may designate non-voting, ex-officio members of the Oak Hill Classical School Board by a two-thirds majority vote of the full board. Their term of service will continue at the discretion of the board. At the direction of the board, nonvoting ex-officio members may be designated as secretary of the association.

Section 5. School Administrator

The board, by two-thirds majority vote, shall employ a chief administrator whose duties shall include, but not be limited to, pre-qualifying all staff, hiring support staff, developing budgets, preparing financial

statements, maintaining the spiritual quality of the school, developing the curriculum, dismissing staff, and all day-to-day administrative duties. While matters of staff policy remain the primary duty of the school administrator, no permanent (i.e. full-time, 12 month employees) hiring decision shall become final without the concurrence of the appropriate board committee.

Article VI. Officers of the Board

Section 1. Number

The officers of the association shall be a chairman, a vice chairman, and a secretary, each of whom shall be elected by the board of directors. Such other officers and assistants as may be deemed necessary may be elected by the board. Any two or more offices may be held by the same person except the offices of chairman and secretary. First year board members are not eligible for officer positions unless there are insufficient tenured members of the board. The officers of the board are authorized to take action in circumstances in which full-board canvassing is impractical. Any such actions taken by the officers may be revoked by a 2/3 vote of the full board.

Section 2. Election

The officers of the association to be elected by the board of directors shall be elected annually at the first meeting of the new board. Each director and officer shall hold office until his successor has been duly elected.

Section 3. Removal of Officers

Any elected officer or agent may be removed from office by the board of directors whenever in its judgment the best interests of the school will be served thereby. Three consecutive absences from regular board meetings constitutes valid grounds for removal from office.

Section 4. Removal of Board Members

Three or more sitting board members or fifteen or more parents of Oak Hill Classical School students may petition the board for removal from the board of any board member they feel lacks a basic commitment to the association's statement of faith, goals of the school, or wisdom and diligence in matters brought before the board. A board member may be removed from the board by a unanimous vote of the board members not under consideration.

Section 5. Chairman

The chairman shall, when present, preside at all meetings of the board, as well as all general meetings of the association.

He may sign with the secretary, or any other full and proper officer duly authorized by the board, any checks, deeds, contracts, or other instruments which the board has authorized to be executed.

Section 6. Vice Chairman

In the absence of the chairman, or in the event of the inability of the chairman to act, the vice chairman shall perform the duties of chairman.

Section 7. Secretary

The secretary or his designee shall (a) keep the minutes of the proceedings, (b) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law, (c) keep a current, valid post office address of each association member, (d) sign with the chairman of the board any legal instrument approved by the board, and (e) generally perform the duties of the office of secretary for the association including such other duties as from time to time may be assigned to him by the chairman or by the board, including maintenance of the association offices.

Article VII. Committees of the Board

Section 1. Standing Committees

A committee on trustees, comprised of at least two board members, one of which should be a permanent board member, duly appointed by the chairman, will serve to lead the building of the board, monitor the

strategic nature of the board and to enhance board culture. These duties will include but are not limited to recommending committees necessary to advance the annual board strategic plan, cultivate future board members, orient new board members and educate the board on its responsibilities.

A head support and evaluation committee, comprised of at least two board members, duly appointed by the chairman, will serve to span the gap between board governance and school operations with the school administrator. These duties will include but are not limited to setting annual objectives, performing annual assessments, determining resources required, mentoring and coaching the school administrator.

Section 2. Ad Hoc Committees

The board of directors may, at their discretion, designate such ad hoc committees as may be appropriate, consisting of one or more board members and others, as deemed necessary to carry out the activities and purposes of the board. All committees serve at the pleasure of the board and may be comprised of board members, regular and ex-officio, parents, or any others who may be approved to serve.

Article VIII. Annual Reports/Meetings

Section 1. Annual Reports

The Oak Hill Classical School Board will compose, review with the administration, and issue an annual, written report to the entire constituency of the Oak Hill Classical School Association. The report should include, but not be limited to, the year-end financial reports, year-to-date scholarship funding, enrollment figures, standardized test results, the board's annual evaluation of the school, the listing of all board members-identifying the newly-elected board member, listing of significant accomplishments and events of the school year, and such other business as may be deemed appropriate by the board for the membership's information.

Section 2. Regular Meetings of the Board

The full board of directors of Oak Hill Classical School shall meet at regular intervals of not less than once per quarter at a regularly designated place at a pre-announced time. All regular meetings of the board shall be open to any member of the association and shall be conducted from a pre-published agenda, posted electronically or outside the administrative offices at least two days in advance.

Section 3. Special Meetings

Special meetings of the membership or the board may be held at a time and place designated by the board to address such issues as may come before the board and shall be called by the chairman or whenever a petition requesting such special meeting, signed by twenty or more members, has been submitted.

Section 4. Decorum

All meetings of the board shall be conducted per Roberts' Rules of Order using a pre-published agenda.

Minutes of all regular board meetings will be published and maintained in a permanent binder in the association offices or electronically.

Section 5 Quorum[s]

Four members of the full board plus the chairman shall constitute a quorum for full board action. Board proxies may only be held for specific issues, exercised only in behalf of that issue.

Attendance at the membership meeting of ten or more members shall constitute a quorum of a membership meeting. If less than ten members are present at a meeting, a majority of the members may adjourn the meeting from time to time without further notice.

Section 6. Executive Session

The board may, as circumstances dictate, adjourn to closed session from time to time as the need to address spiritual, personnel, disciplinary or other sensitive issues arises.

Section 7. Board Action

The board will be considered as having formally acted when, in a duly-constituted meeting, a proposal is moved, seconded, discussed, passed with the appropriate margin of votes, entered in minutes, and duly-approved.

Board discussion, consensus, debate, etc. does not constitute formal board action.

Article IX. Fiscal Responsibility

Section 1. General Policy

The Board is responsible through the budgeting process to ensure that the day-to-day operations of the school, including facility maintenance, shall be fully funded. Budgeted revenue for the day-to-day operations will be comprised of the projected tuition; other planned revenues, non-donation/undesignated proceeds; and projected undesignated donations.

Section 2. Budgets

The board will approve annual operating budgets. The administrator will submit an operating budget for the following fiscal year to the board in February with final board action to approve the budget taken no later than March 15.

Section 3. Financial Statements

It shall be the administrator's responsibility to prepare a monthly financial statement, to be submitted to the board prior to the next regular board meeting. All financial statements are subject to board review.

Section 4. Financial Inspection

The books of Oak Hill Classical School will be reviewed by an outside agency comprised of qualified persons at no less than yearly intervals. Findings of this committee will be made available to interested association members.

Section 5. Fund Raising

It shall be the board's responsibility to set policy for the fundraising activities of the school staff and to be responsible for their effectiveness and thoroughness.

Section 6. Board Action

The board of directors of the association will not take any action which would cause, or be reasonably likely to cause, the school to lose its preferred tax exempt status.

Article X. Contracts, Loans, Checks and Deposits

Section 1. Contracts

The board may authorize any officer, officers, agent, or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the association.

Section 2. Loans

No loans shall be contracted on behalf of the association without two thirds approval of the board of directors and a minimum of seven days advance written notice to the association members.

Section 3. Checks and Drafts

All checks or drafts issued by Oak Hill Classical School shall be signed by such officers in such a manner as shall be determined by resolution of the board of directors.

Section 4. Deposits

All funds of the association shall be deposited in such depositories as the board may select.

Article XI. Fiscal Year

The fiscal year of the association shall begin on the first day of July and end on the thirtieth day of June of each year. Terms of the board members will run concurrent with the fiscal year.

Article XII. Amendments to By-laws

These by-laws may be altered, amended, or repealed by a two-thirds vote of the board at any regular or special meeting, provided a minimum of ten days written advance notice of the special meeting has been mailed to all association members of record at their last known address or electronically, specifically enumerating such proposed changes or amendments. Minor changes can be authorized by the board without Association notification.