

1 **MURRIETA SPRINGS ADVENTIST CHRISTIAN ACADEMY**  
2 ***Murrieta, California***

3  
4 **CONSTITUTION**

5  
6 **August 2013**

7  
8 **PREAMBLE**

9  
10 Recognizing that a Christian school for Murrieta Springs Seventh-day Adventist Church, Valley  
11 Seventh-day Adventist Church, and all future constituents is the Lord's will, we, the members of  
12 this constituency, agree to work together in establishing and operating this Seventh-day  
13 Adventist Church School.

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15 **ARTICLE I, NAME**

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17 This organization shall be known as: Murrieta Springs Adventist Christian Academy.

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19 **ARTICLE II, PURPOSE**

20  
21 The purpose of this school shall be to conduct a Christian school, grades K-10, according to the  
22 plan established by God in the Bible and the Spirit of Prophecy.

23  
24 It is also our purpose to operate the school under the policies as recommended by the General  
25 Conference, and voted by the Pacific Union and Southeastern California Conferences of  
26 Seventh-day Adventists.

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28 **ARTICLE III, GOAL**

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30 The goal of this school is to educate and nurture the children of our congregations, as well as to  
31 offer the benefits of a Seventh-day Adventist Christian education to community and their  
32 families.

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34 **ARTICLE IV, CONSTITUENCY**

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36 **Section 1, Membership**

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38 The member churches of this constituency shall be the Murrieta Springs Seventh-day Adventist  
39 Church, the Valley Seventh-day Adventist Church, and any other Seventh-day Adventist Church  
40 that may either request to be a constituent, or may in the future be started in this geographical  
41 area.

42  
43 **Section 2, Meetings, Delegates, Quorum**

- 45 A. A yearly meeting of the constituency may be called by the chairperson of the School  
46 Board. Additional meetings may be called at any time when deemed advisable by the  
47 School Board.
- 48 B. Each constituent church shall be notified at least two weeks in advance of all  
49 constituency meetings.
- 50
- 51 C. A quorum at such meetings shall consist of five percent of the total membership of the  
52 constituency and shall have either a Board officer, a pastor of a constituent church, or a  
53 Southeastern California Conference representative. Once a quorum has been established,  
54 the meeting will be conducted until adjourned either by vote or declaration of the Chair.
- 55
- 56 D. Representatives of the Southeastern California Conference Office of Education and  
57 Conference Administration shall be considered voting delegates at any officially called  
58 constituency meeting.
- 59

### 60 **Section 3, Duties of the Constituency**

- 61
- 62 A. To receive reports of the operation of the school.
- 63
- 64 B. To consider and formulate plans and policies for conducting the school.
- 65
- 66 C. To act upon such items of school policy as may be presented for consideration.
- 67
- 68 D. To encourage the organization and maintenance of the Home and School Committee.
- 69
- 70 E. To consider and approve capital building expenditures that will be recommended to the  
71 constituent churches.
- 72
- 73 F. To act on proposed amendments to this constitution which have been submitted to each  
74 constituent church two weeks in advance of the meeting.
- 75

### 76 **Section 4, Changes of the Constituency**

- 77
- 78 A. **ADMISSION TO THE CONSTITUENCY:** Any church or group wishing to join the  
79 existing constituency may do so under the following guidelines:
- 80

81 It is the policy of the Southeastern California Conference that all churches participate in  
82 and support a Christian education program. New members to this constituency will be  
83 admitted as follows:

84

- 85
- 86 1. When a church wishes to change from another school constituency  
87 to this school constituency, the policy of the Southeastern  
88 California Conference for changing constituency shall be followed.
  - 89 2. When a church or company is new to this geographical area, the  
90 church or company will be notified of their right to School Board  
91 representation and subsidy participation in harmony with the  
92 conference policies.
- 93

94 B. **WITHDRAWAL FROM THE CONSTITUENCY:** Any church wishing to withdraw  
95 from the constituency must present their request in writing to the School Board  
96 Chairperson with a copy to the Conference Office of Education. This letter should give  
97 the rationale for withdrawal and state which other school the church wishes to support.  
98 The withdrawing church will be subject to the policies of the Southeastern California  
99 Conference in regard to this procedure.

## 100 101 102 **ARTICLE V, SCHOOL BOARD**

### 103 104 **Section 1, Membership**

105  
106 The School Board shall consist of the following:

107  
108 A. Ex-officio members as follows:

- 109  
110 1. A representative from the Southeastern California Conference of Seventh-day  
111 Adventists.
- 112  
113 2. The Principal/Teaching Principal of the school.
- 114  
115 3. The Treasurer of each constituent church.
- 116  
117 4. The Pastor or his/her associate of each constituent church.
- 118  
119 5. The Home and School Chair Person.
- 120  
121 6. The Treasurer/Bookkeeper of the school.

122  
123 B. Elected Church Representatives as follows:

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125 One member shall be elected by each constituent church and one additional member  
126 for each 100 members or fraction thereof, to serve for a term as designated by  
127 constituent church.

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129 C. If a relative of an employee of the school is a school board member, that school board  
130 member will not be present or have voting privileges during any discussion or voting  
131 pertaining to the relative.

132  
133 D. If an employee of the school is a school board member, that school board member  
134 will not be present or have voting privileges during any discussion or voting  
135 pertaining to personnel decisions, other than the Principal or Teaching Principal.

### 136 137 **Section 2, Officers and Their Duties**

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139 A. Officers

- 141 1. The officers to be chosen at the first School Board Meeting of each school year  
142 shall be the chairperson, vice-chairperson, secretary, and treasurer. The election  
143 process shall be chaired by the Office of Education representative.  
144  
145 2. The Principal/Teaching Principal of the school shall be considered the secretary  
146 of the board, though a recording secretary may be appointed.  
147  
148  
149 B. The duties of the officers shall be:  
150  
151 1. Chairperson  
152 a. To call and to preside at meetings of the School Board.  
153 b. To call and to preside at constituency meetings.  
154 c. To be responsible for the implementation of all official actions of the  
155 board not assigned to the Principal/Teaching Principal.  
156 d. To be an ex-officio member of all School Board Committees.  
157  
158 2. Vice Chairperson  
159 a. To act in the place of the chairperson in his/her absence.  
160  
161 3. Secretary/Principal/Teaching Principal  
162 a. To keep minutes and other records of the board.  
163 b. To carry on the necessary correspondence of the board.  
164 c. To notify all board members prior to all board meetings.  
165 d. To implement all official board actions pertaining to curriculum and  
166 pupil supervision appropriate in his/her role as Principal/Teaching  
167 Principal.  
168  
169 4. Treasurer/Bookkeeper  
170 a. To supervise the receiving and banking of all monies pertaining to  
171 the school.  
172 b. To pay all regular operational expenses.  
173 c. To submit monthly statements to each School Board member.  
174 d. To maintain records for conference auditing.  
175

### 176 **Section 3, Duties and Powers of the Board**

177  
178 The duties and powers of the School Board shall be:

- 179  
180 A. To organize the board and elect new School Board Officers at the first meeting of  
181 each school year using procedures as specified in Section 2A.  
182  
183 B. To meet a minimum of four times per year.  
184  
185 C. To arrange for the operation of the school on a budgeted basis.  
186  
187 D. To recommend for hire a Principal/Teaching Principal and faculty in counsel with the  
188 Educational Department of the Conference.  
189

- 190 E. To employ and assign wages of all ancillary personnel. For each job, there shall be a  
191 job description approved by the School Board.  
192 F. To carry out plans and policies outlined by the constituency.  
193  
194 G. To prepare an agenda, make recommendations, and organize the business of the  
195 constituency in business session.  
196  
197 H. To set tuition rates for students.  
198  
199 I. To approve classroom fund-raising activities.  
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201 J. To approve field trips in harmony with Pacific Union Educational Code policy.  
202  
203 K. To study and make recommendations regarding curriculum as approved by the Union  
204 Education Code and Conference Office of Education.  
205  
206 L. To review and approve methods for awareness of general student progress.  
207  
208 M. To elect committees as needed.  
209  
210 N. To determine and recommend the share of the operating budget to be paid by each  
211 constituent church in church school subsidy.  
212  
213 O. To determine and recommend to the constituency needed capital improvements not  
214 provided for in the annual operational budget.  
215  
216 P. To approve expenditures of school funds not provided for in the annual operational  
217 budget.  
218  
219 Q. To support the faculty in upholding academic, spiritual, and social standards as  
220 outlined in the current school bulletin.  
221  
222 R. To accomplish other tasks as requested by the Pacific Union Education Board and/or  
223 as voted by the Conference Board of Education.  
224

#### 225 **Section 4, Duties of the Individual Board Member**

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227 The duties of the individual board members shall be:

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- 229 A. To give full support to the school program and its operating policies as voted by the  
230 board.  
231  
232 B. To be present at all meetings of the board, and to take an active interest in the  
233 transactions of whatever business may come before this board at the time of a  
234 regularly called meeting.  
235  
236 C. To be aware that the board functions only when in official session. Individual board  
237 members have no authority regarding school matters except as specifically voted by  
238 the board.

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- D. To keep executive board sessions and committee deliberations confidential.

**Section 5, Quorum**

The quorum for the School Board shall consist of a simple majority of the members.

**Section 6, Vacancies**

- A. Whenever a vacancy occurs on the board, it shall be the duty of the church whose member vacated to elect a new member as soon as possible.
- B. Vacancies of the officers of the board shall be filled by the School Board.
- C. If an elected board member is absent three times in succession from regularly called board meetings, the board may consider the absence as his/her resignation and may request the church fill this vacancy.

**ARTICLE VI, FINANCIAL ORGANIZATION**

**Section 1, Operating Plan**

- A. The school shall operate on monies from subsidies by constituent churches, conference subsidies, fees, gifts, and tuition.
- B. The fiscal year shall be from July 1 through June 30.
- C. A subsidy to cover school operating expenses shall be determined by the school board and in conjunction with the constituency boards. The subsidy shall not be less than 10% of the previous year's tithe base. A subsidy to cover school operating expenses shall be subject to conference policy.

The Board of Education Policy states from section F-11:

*SETTING SCHOOL SUBSIDY*

*PREAMBLE:*

*It is very important that churches in a constituency support the local school with a subsidy according to a uniform formula. This policy is designed to foster the church board's participation in setting school subsidy. It provides for a period of time for review and a mechanism to review unusual circumstances. Once the subsidy is adopted, each church is responsible for its share until paragraphs 2, 3 and/or 4 have been completed.*

- 1. Each year the school board shall set the proposed subsidy for the following school year.*

284                    *The subsidy amounts shall be presented to the church boards or*  
285                    *school board. No final action shall be taken for one month. The*  
286                    *pastors and church treasurers of all constituent churches shall be*  
287                    *notified in writing of the proposed subsidy. He/She shall have the*  
288                    *opportunity to present the subsidy to his church board.*

289                    *After one month has elapsed and the church boards have had an*  
290                    *opportunity to review the proposed subsidy the school board may*  
291                    *take a final action on the subsidy. Such vote shall require a two-*  
292                    *thirds vote of all members voting to pass.*

293                    2. *A church that feels that its proposed subsidy calculated by the*  
294                    *uniform subsidy formula creates a substantial hardship may*  
295                    *negotiate with the school's finance committee\*. Any modification*  
296                    *must be voted by the school board.*

297                    3. *During the fiscal year the subsidy is in effect, any church that*  
298                    *experiences a significant changed condition may request the*  
299                    *school's finance committee\* for a modification of its subsidy. A*  
300                    *modification may be granted by vote of the school board.*

301                    4. *Issues that remain unresolved between a local church and the*  
302                    *school board may be heard and resolved by the Southeastern*  
303                    *California Conference Board of Education.*

304                    5. *If a church appeals its subsidy it shall continue to pay the prior*  
305                    *approved subsidy until the matter has been resolved.*

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307                    *\*Schools that do not have a standing finance committee may have this*  
308                    *done by the school board itself.*

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310                    *VOTED: Education Board 11/87 & Executive Committee 2/88,*  
311                    *Reaffirmed 1/93 EMT & Education Board; 4/94 SECC Executive*  
312                    *Committee*

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314                    D. Church subsidies will be payable by the tenth of each month and billed on the first of  
315                    each month for twelve months.

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317                    E. Each constituent church contribution to capital projects approved by the school shall  
318                    be determined by its local church board.

319  
320                    F. In accordance with conference educational policy, subsidy is to be determined by the  
321                    local constituent churches. This constituency has determined that the figure shall not  
322                    be less than 10% of the previous year end tithe.

323  
324                    G. Annual tuition rates are determined by the board in harmony with Union and local  
325                    conference recommendations.

326

327 **ARTICLE VII, HOME AND SCHOOL COMMITTEE**  
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- 329 A. On an annual basis, the principal shall appoint three to seven people to serve on the  
330 H&S Committee, and is an Ex-Officio member of this committee.  
331  
332 B. Members of the H&S Committee will select a chairperson, and a treasure. The  
333 chairperson is an Ex-Officio member of the school board.  
334  
335 C. All H&S funds will be entered into the School Accounting System as a Trust fund.  
336 The H&S Committee will submit recommended disbursements of the Trust Fund to  
337 the school board.  
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341 **ARTICLE VIII, NON-DISCRIMINATION**  
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343 Murrieta Springs Adventist Christian Academy admits students of any race, gender, color,  
344 national, and ethnic origin to all the rights, privileges, programs, and activities generally  
345 accorded or made available to students at the school. It does not discriminate on the basis of  
346 race, gender, color, nationality, or ethnic origin in administration of programs, and other school-  
347 administered programs.  
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349 **IX, INDEMNIFICATION**  
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351 Murrieta Springs Adventist Christian Academy shall indemnify any person who is serving or has  
352 served as a director or officer of the school (and his/her executor, administrator and heirs) against  
353 all reasonable expenses (including, but not limited to judgments, costs, and legal fees) actually  
354 and necessarily incurred by him in connection with the defense of any litigation, action, suit or  
355 proceeding, civil, criminal, or administrative, to which he may have been made a party by reason  
356 of being of having been a director or officer of the school, except he shall have no right to  
357 reimbursement for matters in which he has been adjudged liable to the school for negligence or  
358 misconduct in the performance of his/her duties.  
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360 ADOPTED August, 2013  
361 Murrieta, CA  
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371 *Revised as of 08/29/13*