



LIGHTHOUSE

CHRISTIAN ACADEMY

Bylaws

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LCA Association Bylaws

Article 1. Name of School

The name of the school shall be Lighthouse Christian Academy. The name of the association of founders, parents and patrons of Lighthouse Christian Academy will be the LCA Association.

Article II. Objectives and Statement of Faith

Section 1. Objectives

The primary mission of this Association is to operate a school which is a ministry of Island Alliance Church, Inc., that will closely adhere to the Statement of Faith and purpose as set out in Sections I and 2 of Article II of these By-laws. Education at LCA is defined as inherently different than public education in philosophy and content, LCA attempts to operate as an extension of the family. At all its levels, programs and teachings, LCA seeks to:

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

Section 2. Statement of Faith

Lighthouse Christian Academy is an inter-denominational Christian school. Teachers and Board members embrace the historic tenets of Christianity as presented in the Holy Bible and summarized in this Statement of Faith. The following is the foundation of belief on which Lighthouse Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in the classes. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise they will be referred back to the family and local churches for final authority.

1. We believe that the Bible (the 66 books of the Old Testament and New Testament) is the infallible Word of God, verbally inspired by the Holy Spirit, inerrant in the original, and the final authority in faith and practice.
2. We believe in one Living, Sovereign, and True God, existing eternally in three persons: Father, Son and Holy Spirit, co-equal in power and glory, and having the same essence and attributes.
3. We believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God, and came under the power and penalty of sin. All men fell in Adam being sinners by imputation, separated from God, and under His commandments.
4. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe that salvation is based on grace and grace alone, not by any works. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.
5. We believe that Jesus Christ was born of the virgin Mary, having been conceived by the Holy Spirit. He was born fully human and fully divine. He lived a sinless life, died a voluntary substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God.
6. We believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together form the true Church.
7. We believe in the personal, bodily and visible return of the Lord Jesus Christ to judge the world, one bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints.

Article III. Offices

The principal office of the association in the State of Maryland is located in Stevensville, Maryland at the site of the school at 510 Thompson Creek Road, in the county of Queen Anne's. 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

The membership of the Association shall include the founding board pastors of Island Alliance, Wye Bible, Chesapeake Church of Christ, Safe Harbor, parents of all duly enrolled full time students of LCA, members in good standing, 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 LCA Association

Section 1. Election and Tenure

There shall be a minimum of five and maximum of seven board seats. The term of service will be for three years. This term of service may be followed by an optional second three year term of service. A year absence from the board must be observed before the board member may be called back into active service. The terms will run from July first through June Thirtieth.

Prospective board members may be nominated by the "membership" to the Board of Directors throughout the school year. Upon receipt of a nomination for service to the board, the Board of Directors will contact the nominee to understand if there is interest in serving on the Board of Directors. In the affirmative a Pastor recommendation form, to be completed by the nominee's Pastor, will be provided to the nominee. Upon return of the Pastor recommendation form to the board, an interview will be conducted by the Executive Committee at a time of mutual agreement between the Executive Committee and the nominee.

Following the interview, the full board will be convened and a vote taken in regard to the nominee coming into active service on the board. A 2/3 majority vote in the affirmative is required for the nominee to become an active board member.

Section 2. Qualification

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. Board members should therefore possess the qualifications described in 1 Timothy 3: 1-13 and Titus 1:6-9. Board members are required to have all eligible children enrolled at LCA. Staff members may be excluded from elected board seats at the discretion of the board members by a majority vote.

Section 3. Vacancies

The board for the unexpired portion of the term may fill a vacancy resulting from member and/or board action, death or resignation. Any vacancy among the board of directors may be filled by the affirmative vote of a majority of remaining directors.

Section 4. Ex-officio Board Members

The board of directors may designate non-voting, ex-officio members of the LCA Board by a majority vote of the full board. Their term of service will continue at the discretion of the board.

Section 5. School Administrator

The board by majority vote may employ a administrator(s) 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 hiring decision shall become final without the concurrence of the board.

Article VI. Officers of the Board

Section 1. Number

The officers of the association, to be elected from the board of directors, shall be a chairman, a vice-chairman, treasurer and a secretary, each of whom shall be elected by the board of directors. The board may elect other officers and assistants as deemed necessary. Any two or more offices may be held by the same person except the offices of chairman and secretary.

Section 2. Election

The officers of the Association shall be elected annually by the board of directors at the July meeting of the new board. Each director and officer shall hold office until his successor shall have 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 unjustifiable 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 LCA 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 authorized by the board, any checks, deeds, contracts or other instruments that 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) sign with the president of the board any legal instrument approved by the board.

Section 8. Treasurer

The treasurer shall chair the finance committee. The treasurer shall in general perform all duties incidental to the office of treasurer as set out by the board, and shall be selected from among the members of the board.

Article VII. Committees of the Board

Section 1. Executive Committee

An executive committee, comprised of the chairman, school administrator and one or more board members duly appointed by the full board, may in the absence of the full board, exercise all authority of the board to the extent of the full board authorization. However, said authorization shall not enable the executive committee to incur indebtedness, sell or lease school property, revoke or amend the by-laws, hire staff, or establish policy.

Section 2. Ad Hoc Committees

The board of directors may, by resolution passed by a majority, designate such *ad hoc* committees as may be appropriate, consisting of two 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 and Meetings

Section 1. Annual Reports

The LCA Board will compose, review with the administration, and issue an annual report to the entire constituency of the LCA 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 LCA shall meet at regular intervals of not less than once per month 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 printed agenda, posted 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 according to *Roberts'Rules of Order* using a printed, pre-published agenda. Minutes of all regular board meetings will be published and maintained in a permanent binder in the association offices.

Section 5. Quorums/Proxies

Majority of board 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.

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 or disciplinary 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, any anticipated publication sales, building rental, other planned, non-donation/undesignated proceeds, and projected, undesignated donations. The undesignated donation total to be budgeted may not exceed 25% of the total anticipated revenue for any given fiscal year.

Section 2. Budgets

The board will approve annual operating budgets. The operating budget for the following fiscal year shall be submitted to the board in May with final board action to approve the budget taken no later than June 15.

Section 3. Financial Statements

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

Section 4. Financial Inspection

The books of LCA will be inspected by an *ad hoc* committee 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.

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 the majority approval of the board of directors.

Section 3. Checks and Drafts

All checks or drafts issued by LCA 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 elected 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