



NOMINATION AND ELECTION

(1/17/06)

A nominating committee shall be appointed by the Board President with the approval of the Board. Except as otherwise provided by the Board, the committee shall consist of at least three individuals, including the Board Vice President who shall serve as the chair, a current PTF Board representative, and no less than one at-large member of the Association.

A. General Responsibilities:

Responsibilities of the Nominating Committee shall be as follows:

1. Publicize the Board openings and qualifications;
2. Distribute and receive applications from applicants, including incumbent Board members;
3. Receive a recommendation from PTF for its representative to the Board;
4. Review the applications and conduct interviews;
5. Recommend nominees to the Board for placement on the ballot for the Annual Meeting vote;
6. Publicize the Board-accepted candidates to the general membership;
7. Conduct elections (ballot formation, introduction, distribution, collection and tabulation).
8. Inform each applicant of the nomination process as provided herein;
9. Promptly inform each candidate of the election outcome.
10. Inform the parent population of the outcome of the vote.

B. Standards and Sequence of Candidate Review:

1. The Committee shall inform the Board, Administrator and faculty of all applicants which have applied, and shall receive and investigate any input from these sources;
2. The Committee shall promptly thereafter thoroughly review and investigate the application of each applicant and any other written material accompanying the same;
3. All applicants shall be reviewed by live interviewed and a prescribed committee evaluation form to determine whether the applicant:
 - a) professes and embraces a sincere and Biblically-based belief in Jesus Christ as Lord and Savior;
 - b) is able to commit the time and resources required of a Board Member;
 - c) participates in sufficient church and/or other Christian involvement to confirm a sincere and active Christian walk;
 - d) accepts VCA's Statement of Faith;
 - e) has displayed any involvement in the affairs of VCA (whether as a volunteer, committee member, PTF or other involvement);
 - f) displays Christian character;
 - g) possesses skill sets or expertise needed by the Board or other Committees.

C. Additional Review and Limitation of Candidates:

Except as otherwise provided herein, all applicants which, in the Committee's judgment confirm the foregoing, are eligible to be recommended to the Board as nominees for Board Membership. If the number of applicants exceeds two times the number of Board seats up for election, the Nominating Committee is encouraged to, in its deliberations, limit the number of recommended applicants to no less than two times the number of Board seats up for election;-; except that if PTF's recommended candidate for its Board seat is otherwise qualified, she may not be subject to the foregoing limitations. In limiting the number of such applicants, the Committee may additionally consider the particular qualifications and skill set of each applicant and the particular needs of the school.

D. Board Review.

At or before the January meeting of the Board of Trustees, the Committee shall present a recommended slate of nominees to the Board as nominees to the Board. The Board may accept or reject any or all nominees. With

the approval of the Board of Trustees, the nominees shall become candidates for the Board and shall be prepared for presentation for election at the Annual Meeting.

When there are fewer candidates or the same number of candidates as available Board seats, a vote of 25% of votes of those members present who are entitled to vote shall be declared elected and assume their new roles in June. They shall attend the Board Meetings in April and May to introduce them to and prepare them for their new Board Member status.

The Committee shall be dissolved by the Board President upon completion of the election process.

BOARD OF TRUSTEES

The Board of Trustees shall meet monthly at a time and place agreed upon by a majority of the members of the Board. The Board of Trustees shall have a Strategic Planning Meeting every September.

FUNCTIONS OF THE BOARD OF TRUSTEES

The Board of Trustees shall:

1. Serve as spiritual leaders of the Association waiting upon God for His direction and wisdom.
2. Approve an annual budget. This may be based upon the recommendation of the Administrator and Finance Committee.
3. Examine for approval the school year calendar(s). Employ all contracted educational personnel of the Association.
4. Serve as the final Board of Appeals in all misunderstandings involving personnel employed by the Association.
5. Devise ways and means for obtaining the necessary funds for operating the school and determine how these funds shall be distributed.
6. Propagate the cause of Christian education in the community by means of public meetings, literature, etc.
7. Maintain a good working relationship with local public schools, with the State Department of Public Education, and with Christian school associations.
8. Perform other duties and functions commensurate with those of the governing body of a non-profit corporation.

STANDING COMMITTEES

1. Finance Committee (2/15/00)
 - a. Make recommendations to the Board and Administration on the policies and procedures for the business activities of the school.
 - b. Work with the Administrator and the Board in establishing the annual budget and policies related thereto. Make recommendations to the Board on revenue (i.e. tuition and fees), and expenses (i.e. salaries and benefits).
 - c. Maintain a three year projection of the school finances to alert the Board and Administration to future financial trends. Monitor and track monthly activity as compared to the budget.
 - d. Work with the Administration and Board in setting goals for the Annual Fund and a Capital Campaign Fund, which are approved by the Board.
2. Development Committee (9/18/07)
 - a. Assist the Board and Administration in the overall funding efforts necessary to VCA in areas such as (1) grants and foundations (2) donor programs (large donors, business/corporate donors, and donor expansion) (3) funding events and (4) capital campaigns.
 - b. Assist the Board and Administration in the area of Public Relations/Communication in areas such as (1) printed materials (2) promotional events (3) education/training/involvement and (4) alumni development
 - c. Assist the Board and Administration in long-term planning through 1-year, 3-year, and 5-year plans.
3. Education Committee (5/20/03)
 - a. Develop, maintain, and/or revise student related programs so as to meet the intellectual, physical, social-emotional, and spiritual needs of the students.
 - b. Work with the Administration to continually motivate teachers to be thoroughly Christian in their teaching.
 - c. With input from the Faculty and Administration, make recommendations to the Board regarding proposed

changes in curricula or programs.

- d. Work with the Administration in curriculum development by (1) reviewing every subject area on a rotating basis (2) introducing new curriculum as needed (3) developing and maintaining an educational program that meets or exceeds state requirements for chartered schools and (4) providing curriculum materials that either integrate Christian/Biblical principles or lend themselves to Biblical integration by teachers.

4. Policy and Personnel Committee

(5/20/03)

- a. Work with the Administrator in screening and recommending prospective new contract employees to the Board.
- b. Work with the Administrator in recommending to the Board the teachers to be rehired.
- c. Work with the Administrator in cases of teacher discipline and grievances.
- d. Work with the Administrator to maintain and disburse Teacher Emergency Fund.
- e. Assist in the development of personnel guidelines, salary scales, benefits, etc.
- f. Work with the Finance Committee and the Administration to determine bonuses.
- g. Review all school policies to comply with Biblical guidelines, state and local standards, and sound legal/business practices.
- h. As needed, review and study all school policies.
- i. With input from the Administrator, Faculty and parent populations, make recommendations for changes to the Board.
- j. Prioritize areas where policy must be developed. Recommend new policies to Board for approval.

5. Tuition Assistance Committee

(4/18/00)

- a. Annually consider applications for tuition assistance prior to the school year, as per policy. Make recommendations to the Board.
- b. Consider emergency requests for financial assistance during the school year. When tuition assistance funds are not available (or not enough to meet certain needs), work with the Administrator to privately match need families with families who are able to help financially.

6. Facilities/Properties Committee

(5/16/00)

- a. Work with the Facilities Manager to oversee repair and maintenance of facilities (structure, roofing, security system, heating system, telephone system, landscaping, athletic fields, playgrounds, outside signs, etc.).
- b. Coordinate, schedule and oversee volunteer workdays.
- c. With Administrator and Facilities Manager, develop and implement a plan to maintain and upgrade facilities with available maintenance personnel in an on-going basis.

7. Executive Committee

(rev. 3/21/00)

- a. Oversee and maintain the effectiveness of the School Board.
- b. Oversee attendance of Board members at Board meetings, following up with members whose attendance becomes a concern.
- c. Oversee the appropriate actions and behavior of Board members. Discipline those members whose actions or testimony concern the function of or the reputation of the Board leadership.
- d. Serve as the mediator in situations between Board members or Board members and the Administrator.
- e. Handle issues that are extremely sensitive, in a manner that is not clandestine but is highly confidential.

The Executive Committee will meet once per quarter and at other times when necessary. The Executive Committee will submit a Board report summarizing their meetings.

OTHER COMMITTEES

All other committees shall hold meetings at the discretion of their chairman who will be responsible for reporting recommendations to the President and Board of Trustees.

AMENDMENTS OF BY-LAWS

These by-laws may be amended by a two-thirds vote of the members of the Board of Trustees, providing the proposed amendments shall have been submitted in writing at least ten (10) days prior to a regular meeting. Any such amendments shall be reported to the general membership at the next annual meeting.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the proceedings of this Board, subject to the special rules which the Board may adopt.

ORDER OF BUSINESS

1. Call to order
2. Reading minutes of last meeting, if not previously mailed
3. Communications
4. Treasurer's Report
5. Report of Committees
6. Unfinished Business
7. New Business
8. Program
9. Adjournment

Board approved 10-19-93
Board revised 01-18-94
Annual Meeting approved 01-27-94
Board revised 09-20-94
Bylaws were Board revised on 11-17-98
Annual Meeting approved 1-29-99
Annual Meeting approved 2-4-00
Bylaws Revised on 12/12/00
Constitution revised and approved at Annual Meeting 2/3/01.
Bylaws Revised 5/20/03.
Constitution revised and approved at Annual Meeting 2/07/04.
Bylaws revised 12/14/2004.
Constitution revised and approved at Annual Meeting 2/5/05
Bylaws revised 1/16/2007.
Bylaws revised 9/18/07.
Association Meeting and Constitution Proposals (4) accepted 12/9/08.

History of changes

Board approved 10-19-93

Board revised 01-18-94

Annual Meeting approved 01-27-94

Board revised 09-20-94

Bylaws were Board revised on 11-17-98

Annual Meeting approved 1-29-99

Annual Meeting approved 2-4-00

PTF Rep terms changed from 2 to 3 years; Curriculum Committee renamed School Programs Committee

Bylaws Revised on 12/12/00

New Nomination Process

Constitution Revised on 2/3/01: Art V, Sec 2; Art VII, Sec 3

Constitution language (Art VII, Sec 3) approved by Board for submittal to Association 5/20/03. Approved by Association vote on 2/7/04.

Bylaws revised on 5/20/03: Nom & Elec 25% of votes; Rename School Programs committee; combine Policy and Personnel committees

Bylaws revised on 1/16/2007: Section D, month changed from December to January.

Association Meeting and Constitution Proposals (4) accepted 12/9/08.