

# **Grand Rapids Seventh-day Adventist Academy**

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## Constitution and By-laws

- Current Churches in the Grand Rapids Adventist Academy Constituency
1. **Grand Rapids Central**  
100 Sheldon Blvd SE Grand Rapids, MI 49503; 616.774.0171
  2. **Grand Rapids Spanish Maranatha**  
68 Banner SW, Grand Rapids, MI 49507; 616.452.6003
  3. **Rogers Heights Spanish SDA Church**  
1244 Cricklewood St SW, Wyoming, MI 49509; 616-308-5208
  4. **Wyoming**  
2580 44th Street SW, Wyoming, MI 49519; 616.532.3418
  5. **Three Angels Fellowship**  
5439 Kies, St NE, Rockford, MI 49341

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# Constitution and By-laws

## Grand Rapids Seventh-day Adventist Academy

**Preamble:** We the people of the Constituent Seventh-day Adventist Churches of West Michigan in order to provide Christian education for Seventh-day Adventist youth and others in accordance with principles established under God, by the Seventh-day Adventist denomination do ordain and establish this constitution and by-laws for the Grand Rapids Seventh-day Adventist Academy. This Academy shall maintain standards required by the Department of Education of the Michigan Conference, Lake Union Conference, and North American Division. The development of school programs shall strive to provide a balance of training in the spiritual, mental, social, and physical needs of all students.

The name of this organization shall be known as Grand Rapids Seventh-day Adventist Academy, commonly referred to as Grand Rapids Adventist Academy or GRAA, hereafter referred to in this constitution and by-laws as the Academy, or School.

Mission: Grand Rapids Adventist Academy is a K-12 day academy that serves the greater West Michigan area. By integrating historic Seventh-day Adventist Bible teachings into all academic areas, the staff endeavors to lead young people into a personal relationship with Jesus Christ while instilling an appreciation of the Adventist lifestyle and preparing them for a life of service here on earth.

### Spiritual Goals

To present Jesus Christ as a personal Savior whom youth can know and relate to on a personal level.

To teach values such as honesty, forgiveness, kindness, respect, and cooperation.

To teach Bible truths such as:

- the Creation Week
- Healthful Living
- the Sabbath
- Prophetic Guidance
- Redeeming Grace
- the Gospel Commission
- Stewardship
- Jesus' Second Coming

## Article I: Authorization

GRAA is a Seventh-day Adventist co-educational school offering education in Kindergarten through Grade 12. GRAA is accredited by the Lake Union Conference of SDA, a member of the National Council for Private School Accreditation, and is approved by the state of Michigan. GRAA's faculty are required to meet North American Division Denominational Certification requirements as well as State Teacher Certification requirements. GRAA is operated under the authority of the Michigan Conference of Seventh-day Adventists. Constituent Churches sponsor GRAA.

## Article II: Constituency

### Section One: Church/Company Membership

A participating church/company hereafter referred to as Church will be a Seventh-day Adventist Church that shall signify by their official Church business action their desire and intention to participate in the operation of the Academy and shall be accepted by the Constituency as hereinafter provided in this constitution and by-laws. Each Church can choose to participate in the K-12 hereafter referred to as Academy Constituency or, if actively, financially supporting another local elementary SDA school may choose to be only part of the 9-12 hereafter referred to as Secondary Constituency. The collection of Constituent Churches will hereafter be referred to as Constituency.

- A. Application of a Church for admission to the Constituency shall be presented by letter to the School Board. The letter of application may be submitted only before the April or September Board meetings.
1. This request will be presented at the meeting of the Constituency delegates in May, if April submission or October, if September submission.
  2. The requesting Church would become a Constituency member starting with a transitional year; that would start after the Constituency approves their request for entry.
  3. Between May and August (for an April submission) or October and November (for a September submission) an entry coordinating group, a committee appointed by the School Board, will acquaint the requesting Church with responsibilities to be assumed as a Constituency member.

#### B. Constituency Member

1. Member church will make monthly payment of subsidy to GRAA; subsidy is based on a percentage of annual tithes. The percentage cap is 15%. Subsidy payments are used to off-set the expenses of GRAA's annual budget.
2. Member church will have representation on the school board and constituency with voting rights.
3. Member church's students will be eligible for Constituency tuition rates.

### Section Two: Probation and/or Removal as a Constituent Church

Any Constituent Church not fulfilling its financial obligation and commitments during the fiscal year shall be placed on probation. Probation shall be for a period of 90 days. Written notice to the Church from the School Board shall state the reason the Church is placed on probation. Probation is defined as the said Church shall lose voting privileges at the School Board. During probation representatives from the School Board will be working with said Church to facilitate their fulfilling of financial obligations and commitments.

- A. If the default of the Church is corrected within the probationary period, the Church shall be restored to its status as a Constituent Church.
- B. If the Church is still in default at the end of the probationary period, the School Board shall take action. The Church may be recommended to be removed as a Constituent Church by a two-thirds vote of the School Board and ratification at the next meeting of the Constituency.

### Section Three: Privileges and Obligations

- A. Privileges shall include:

1. Representation at Constituency meetings
  2. Constituent tuition rates
  3. Membership on the School Board
- B. Obligations shall include:
- 85 1. Payment of monthly subsidies, not to exceed 90 days past due.
2. Sharing in the cost of any capital improvements voted by the Constituency of the Academy.
- C. When the School Board determines that a Church is suffering from severe economic distress, they may review accounts receivable to seek short-term relief by adjusting the payment
- 90 schedule. This relief is not a subsidy reduction, or a debt write off.

### Article III: Constituency Delegates

#### Section One: Delegate Membership

- A. Each Constituency Church shall elect delegates and alternates to take office at regular Church election time. The current School Board Chairperson is not to be a delegate from his/her Church.
- 95 B. Each Constituent Church will have five members and two alternates.
- C. Each delegate and alternate are elected for at least one year.
- D. Within ten (10) days after election, the names of duly elected delegates and alternates shall be forwarded to the secretary of the School Board by the clerk of the Constituent Church.
- E. Ex-officio delegates shall be the following:
- 100 1. The president, secretary, treasurer and superintendents of education of those Seventh-day Adventist Conferences that have churches in the Constituency.
2. Any member of the Lake Union Office of Education present at the Constituency meeting.
3. Any officer of the North American Division Office of Education and/or the General Conference Education Department present at the Constituency meeting.
- 105 4. Principal of Academy (also serves as School Board Secretary)
5. School Board Chairperson
6. School Board Assistant Chairperson(s)
7. Pastors of Constituent Churches
8. Financial Manager
- 110 F. Ex-Officio voting privileges:
- One Pastor (Senior) from each Constituent Church may vote. Pastors do not have multiple votes when they represent more than one Constituent Church.
- The Principal of the Academy
- The Educational Superintendent of the Michigan Conference or their designee
- 115 The Educational Superintendent or their designee

**Section Two: Delegate Duties**

- 120
- A. Review and legislate upon such operation reports, plans and policies for the conduct of the Academy as may be presented by the agenda.
  - B. Elect School Board officers and open members.
  - C. Final approval all presented plans for capital improvements and relate to means of providing for these improvements as provided for in Article V-Capital Improvements
  - D. Final approval of operating budget.
  - E. Encourage the organization and maintenance of a Home and School Association as a connecting link between the Academy and home.

**Article IV: Meeting of Constituency Delegates****Section One: Meetings**

- 125
- A. Two annual Constituency meetings will be held during the fiscal year. The first will be held in the first (1<sup>st</sup>) Monday of October. The second will be on the first (1<sup>st</sup>) Monday of May. If there is a scheduling conflict, the Chairperson of the Constituency, in consultation with the School Board shall call the biannual meeting for the Monday before or the Monday after the first Monday of the month.
  - B. Constituency Meeting.
    - 130
      - 1. The Chairperson of the Constituency meeting shall be the designated district superintendent of Michigan Conference pastors (district 4). The Chairperson, at his/her discretion, may relinquish the chair and may delegate an interim chair if he/she is unable to chair a meeting.
      - 135
        - 2. The secretary of the School Board (principal) shall serve as recording secretary of the Constituency.
        - 3. Written notice of a Constituency meeting, including the agenda, shall be sent to the following at least fourteen (14) days prior to the meeting:
          - 140
            - a. Constituent Church clerks
            - b. Church elected Constituent delegates and alternates.
            - 145
              - c. Ex-officio delegates (See Article III, Section 1, F.)
          - 4. The agenda shall be prepared by the Chairperson of the Constituency, in consultation with the School Board Chairperson, Assistant School Board Chairperson(s) and School principal.
          - 5. Churches may elect alternates to attend the biannual meetings, but those voting may not exceed the designated quantity of representatives.
          - 145
            - 6. Any non-delegate member of a Constituent Church may request to speak to the delegates. His/her speaking is limited to five (5) minutes unless exception is voted by the delegates present and must pertain to an item on the agenda. A written request is to be made to the Constituency Chairperson one week prior to the meeting.

**Section Two: Purpose of Meeting**

- A. Consider agenda items.

- 155 B. These meetings will consist of Constituent delegates approving and/or reviewing the budget that includes, but is not limited to, the number of grades, number of teachers, and tuition for the next fiscal school year and other business as may be necessary. The May meeting shall include presentation(s) by nominating committee(s) to elect board officers and open board members with expired terms or to fill vacant positions.

### Section Three: **Quorum and Voting Procedures**

- 160 A. A quorum for Constituency and special meetings shall consist of those Constituency delegates present, provided notice for a special meeting has been followed, a quorum shall consist of twenty-five percent (25%) of the total delegates.
- B. To pass items on the agenda at a biannual or special meeting of the Constituency delegates, a majority vote of those delegates present, and voting shall be required unless otherwise provided in this constitution and by-laws.

### Section Four: **Nominating Committees**

- 165 A. The nominating committee will present candidates for the position of School Board Chairperson, Assistant Chairpersons, and Assistant Chairperson for Finances. The nominating committee shall consist of:
- 170 1. Chairperson of Constituency (chair of the committee).
  2. Pastors of participating Churches. In absence of a pastor, the governing conference may designate a representative.
  3. A church appointed delegate assigned by each participating Church. (If a church delegate is currently an elected School Board officer or unavailable to attend the meeting, their Church Board shall designate another Church delegate to serve instead.)
  - 175 4. Three (3) members of current School Board, no more than two (2) from any one Church, and not to include the current Constituency voted officers.
- B. The board nominating committee will present candidates for open school board positions. The board nominating committee shall consist of:
- 180 1. School Board Chairperson (chair of the committee).
  2. Two (2) delegates of the current constituency
  3. Two (2) pastors of the constituent churches (one of which is the district superintendent)
  4. Two (2) members of the GRAA faculty/staff (one of which is the principal)
- 185 C. Recommendations from the nominating committee(s) will be brought to the board for recommendation to the constituency.
- D. The names of candidates for Board officers will be presented to Constituency delegates at least fourteen (14) days prior to the Constituency meeting, usually as part of the printed agenda. For resignations or vacancies, see Article VI, Section 5, B, 2.

### Section Five: **Special Meeting of the Constituency Delegates**

- 190 A. The Constituency delegates can arrange dates for special meetings by a majority vote of the delegates present and voting at a biannual meeting.

- B. Special meetings of the Constituency delegates may be called as seems advisable to the School Board.
- 195 C. Written notice of all special meetings must be sent ten (10) days prior to the meeting and must contain an announced purpose for the meeting.
- D. When a special meeting is called, only the subjects for which the meeting was called will be considered by the delegates.
- E. A delegate to the Constituency shall have the privilege of requesting a special meeting of the Constituency.
- 200 1. By securing one-third (1/3) of the Constituency delegates representing all Churches of the Constituency to request a special meeting.
- 2. By following other requirements of this document covering special meetings.

## Article V: Finances

### Section One: Fiscal Year

The fiscal year of the Academy shall be July 1 to June 30.

### Section Two: Elements of the Financial Plans

- A. Operating financial plan. *(See Article V, Section 3)*
- 205 B. Capital improvement financial plan. *(See Article V, Section 4)*

### Section Three: Operating Financial Plan

- A. The operating budget of the School shall be voted by the Constituent delegates at the biannual October Constituency meeting. A tentative budget shall be presented at the May meeting, which will serve as a working budget until the following fall Constituency meeting.
- 210 B. The operating budget of the School shall be derived from assessments, tuition, and fees paid by each student and from Church subsidies, earned income, and gifts.
- C. The School Board shall refer any undesignated gifts or grants exceeding \$3,000 to the Constituency delegates for decisions as to usage, preferable to capital improvements.
- 215 D. The operating subsidy for each Constituent Church is determined by dividing the total subsidy, using the average percentage based on the percentage of the individual Church's tithe to the total tithe of the Constituency as recorded for the previous calendar year (December 31). The Academy (K-12) Constituency Churches will be based on 100% of their tithe base. The Secondary (9-12) Constituency Churches will be based on 50% of their tithe base. The total subsidy requested by the School will not exceed fifteen (15%) percent of the Constituent Churches' tithe base. The School may develop a tiered subsidy plan to provide churches new to the constituency an opportunity to participate. The resulting plan may supersede the ramp up payment schedule *(Article II, Section One, C)*. This plan would be developed by the school board and voted by the Constituency.
- 220 E. If a Church has a non-repeatable event causing a one-time increase in their tithe base, that Church may request, at the January School Board meeting, a review and an adjustment of their tithe base.
- 225 F. Terms of payment

1. Constituent Church payments:
  - a. Each Constituent Church treasurer shall remit their monthly School subsidy within 30 days of receipt.
  - 230 b. The payment of the Constituent Church subsidy begins July 1.
2. Student payments
  - a. Tuition is to be paid on a ten (10) month basis unless other arrangements have been made with the School Board finance committee, subject to School Board approval. GRAA's handbook lists the schedule of payment for additional assessments and fees.
  - 235 b. When a student's account is two or more monthly tuition payments delinquent, the student will not be accepted for the next academic semester.
  - c. When a student is delinquent in tuition payments the student will not be allowed to attend school until full payment is made at the beginning of a school year, after Christmas break, and after spring break. Students cannot go on mission trips if tuition payments are delinquent.
  - 240 d. The School Board shall not ask any student to leave for financial reasons without prior notification to the student's pastor or the head elder.

#### Section Four: **Capital Expenditures Financial Plan**

- A. Proposed expenditures for capital expenditures in excess of \$3,000 but not more than \$10,000 on any one item or project shall be subject to approval of two-thirds (2/3) of the Constituency delegates present and voting at a biannual or special meeting of the Constituency.
- 245 B. Proposed expenditures for capital items in excess of \$10,000 on any one item or project shall be subject to approval of three-fourths (3/4) of the Constituency delegates present and voting at a biannual or special meeting of the Constituency.
- 250 C. The School Board will fund a budget line reserved for future capital expenditures. This fund should be a minimum of two percent (2%) of the total budget expenses.
- D. For planned capital expenditure projects, seventy-five percent (75%) of the needed funds must be on hand to begin the project.

### **Article VI: School Board**

#### Section One: **Membership of the School Board**

- A. School Board Chairperson and Assistant Chairperson(s).
- 255 B. Four (4) elected open School Board members.
- C. Elected Representative School Board member, one (1) per constituent church.
- D. Alumni President
- E. Ex-officio Members:
  1. Pastors of Constituent Churches.
  - 260 2. Principal of School (School Board Secretary).
  3. Home and School Association leader(s).

4. President, secretary, treasurer and superintendent of education of those Seventh-day Adventist conferences that have Churches in this Constituency.
  5. Educational secretary of the Lake Union Conference of Seventh-day Adventists.
- 265 F. Ex-officio Voting privileges:
1. One Pastor (Senior) from each Constituent Church.
  2. The Principal of the Academy
  3. The Educational Superintendent of the Michigan Conference or their designee
  4. The Educational Superintendent or their designee
- 270 Voting privileges will be revoked when there are three missed meetings in one fiscal year. Reinstatement of voting privileges will occur the next fiscal year.

### Section Two: **Election of School Board Members**

- A. The term of office for officers and church representative board members shall be three (3) years. Terms of office for board officers will be staggered at time of appointment. Open board members term of office shall be one (1) year.
- 275 B. The term of office shall be July 1 to June 30.
- C. Should a vacancy occur on the board, it is the responsibility of the board (via a committee process) to appoint a new open board member to serve until the next constituency meeting. It is the responsibility of the constituent church to provide a replacement for a representative board member.
- 280 D. All board members shall be members of the Seventh-day Adventist Church. It is expected they have a willingness to commit time, talents and loyalty to this Academy. Consideration should be given to their tact, judgment, fiscal responsibility, and responsiveness to education needs, denominational policies, and the principles of Christian education as embodied within the philosophy and objectives of this Academy. Any board member who misses three of the
- 285 regularly scheduled meeting of the board in the Academy's fiscal year may be considered resigned and the position vacant. No faculty, staff or student of this Academy are eligible to serve as an open or representative board member (*Article IV, Section One, B*). Board members shall abide by the code of ethics distributed by the Lake Union Conference in the "*Handbook for School Board Members*". Additional guidelines may be established by the
- 290 board and reported to the constituency.

### Section Three: **Meetings of the School Board**

- A. The regular meeting date of the School Board shall be the second Monday of each month at a prescribed time and place designated by the Board. The Board may vary this date as needed with notice provided to Board Members as least fourteen (14) days in advance. The Board Chairperson will make this decision.
- 295 B. A special Board meeting may be called by the Chairperson or by a majority of Board members requesting such a meeting in writing to the Board Chairperson. The announcement for the special meeting shall be sent to each member and shall contain a statement of the meeting's purpose. Only those items may appear on the agenda.

**Section Four: Quorum for School Board Meetings**

- 300 A. A quorum to conduct business at a regular scheduled Board meeting shall be those voting members present.
- B. Business shall be transacted by a simple majority vote of Board members present and voting.
- C. A quorum to conduct business at a special Board meeting shall be a simple majority of the total voting Board members.

**Section Five: Officers of the School Board**

- 305 A. The elected officers of the Board shall be members of Constituent Churches.
1. Chairperson
  2. Assistant Academy Chairperson (from K-12 Constituent Churches) and Assistant Secondary Chairperson (from 9-12 Constituent Churches when activated).
  3. Assistant Chairperson for Finances (treasurer of the Board)
- B. Organization of the School Board
- 310 1. The term of office for Board officers shall be three (3) years, July 1 to June 30.
2. When the board receives a resignation or there is a vacancy of a board office or open board member, the board (via the committee process) will designate interim members to serve until the next constituency meeting.
- C. Ex-officio officers
- 315 1. Principal of the Academy shall be secretary of the Board.

**Section Six: Duties of the School Board**

- A. To operate the School in harmony with the policies and standards of the Seventh-day Adventist denomination.
- B. To implement any decisions made by the Constituency delegates in official session.
- 320 C. To determine general operating policies for the School, keeping them current as the needs arise.
- D. To develop, beginning in January, a biannual budget for the final approval of the Constituency delegates at the fall Constituency meeting.
- E. To authorize the expenditure of funds for the operation of the School in accordance with Article V, Finances.
- 325 F. To hold regular monthly meetings.
- G. The Board functions in decision making only when in official session, and individual Board members have no authority.
- H. To form committees and appoint personnel deemed necessary to assist in School Board functions.
- 330 I. To recommend faculty with counsel of the education department of the Michigan Conference of Seventh-day Adventists and principal of the School.
- J. To do preliminary planning for capital improvements for presentation to the Constituency.

- K. To establish tuition rates and fees for students from both Constituent and non-Constituent status.
- 335 L. Make available on request a copy of the School's financial reports as presented at the last School Board meeting.
- M. To review and publish the School calendar for the current year in consultation with the Michigan Conference of Seventh-day Adventists, Department of Education.
- 340 N. To act as final authority in matters pertaining to discipline working in counsel with administration and School faculty.
- O. Select three (3) members of the Board to the Constituency nominating committee (no more than two (2) from any one Church), and not to include current elected officers.
- P. Foster and support the Home and School organization.
- 345 Q. In the absence of a Chairperson or Assistant Chairpersons, the School Board appoints a Chairperson pro tem until the next regularly scheduled Constituency meeting. (see Article VI-Officers of the School Board)

#### Section Seven: **Duties of the Officers of the School Board**

- A. It shall be the duty of the Chairperson:
1. To preside over meetings of the School Board.
  - 350 2. To execute such activities of the Board as would fall under his her supervision and also such duties as the Board may delegate to him/her.
  3. To recommend committees necessary to conduct Board and School business.
  4. To serve as or designate an ex-officio member on all School Board committees, except for the officer nominating committee.
- B. It shall be the duty of the Assistant Chairpersons:
- 355 1. To preside over affairs of the School Board in the absence of the Chairperson. The Assistant Academy Chairperson presides in the absence of the Chairperson. The Assistant Secondary Chairperson presides in the absence of both the Chairperson and the Assistant Academy Chairperson.
  - 360 2. To assume such duties as assigned by the School Board Chairperson or the School Board.
- C. It shall be the duty of the secretary:
1. To record and report the minutes and records of all School Board proceedings in official business session. (The Board may appoint a recording secretary if so requested by the Board secretary.)
  - 365 2. To give members notice of Board meetings.
  3. To give Constituent Churches notice of any Constituency meetings according to the requirements of this constitution and by-laws.
  4. To execute the recommendations of the Board, and properly file all communications.
  5. To serve as recording secretary of the Constituency.
  - 370 6. To supply the Michigan Conference education department such reports as may be requested.

D. It shall be the duty of the Assistant Chairperson for Finances:

1. To present monthly financial reports to the School Board.
2. To present an annual financial report to the October meeting of the Constituency.
- 375 3. To assist the Board, beginning in January, to conduct a tentative budget for the coming School year, initially presented in April and finally presented to the Constituents in October at the biannual Constituency meeting.
- 380 4. To provide insurance information to the Board as to status and need for protection. This duty may require consultation with others to provide such information.
5. To advise the board on policy for the distribution of scholarship funds.
6. To advise the board on endowed funds and other large gift investments and distributions.
7. To develop and lead efforts for capital campaigns.
8. To chair the School Board Finance Committee.

## Article VII: Academy Faculty and Staff

### Section One: **Members of the Faculty**

- 385 A. Principal.
- B. Conference employed teachers.
- C. Teachers and/or consultants, employed by the Board to care for particular educational needs of students of the Academy.
- D. Teachers' aides, appointed or employed by the Board.

### Section Two: **Primary Responsibility**

- 390 The faculty and staff of the school shall be responsible to the principal. The principal, faculty and staff will abide by the *Handbook of Educational Policies* from the Michigan Conference.

### Section Three: **Duties of the Faculty**

- A. Duties of the principal:
  1. Implement the policies and official actions of the School Board.
  - 395 2. Be a spiritual and educational leader according to the principles related in the preamble of this constitution and by-laws.
  3. Participate in the recommendation of teachers for the faculty and Academy staff.
  4. Organize the faculty and School staff and assign them duties necessary for the operation of the School
  - 400 5. Formulate general policies for discussion and decision rendering by the School Board. The principal may consult the faculty and/or staff about the proposed policies.
  6. Formulate the School calendar, curriculum, time schedules, classes, and all School activities in consultation with the School Board and in harmony with educational requirements outlined in this constitution and by-laws.

- 405 7. Maintain student morale.
8. Maintain student discipline.
9. Keep adequate records, both academic and administrative.
10. To serve as or designate an ex-officio member on all School and School Board committees.
- 410 11. Render monthly reports of the general program and concerns of the School to the School Board.
12. Present to the School Board, for approval, all anticipated expenditures on non-budgeted items in accordance with Article V, Finances.
13. Administer the School within the total budget voted by the Constituency.
14. Hold regular faculty meetings.
- 415 15. Keep the Board apprised of the needs for capital improvements to augment the School program.
16. To supply to the Michigan Conference education department such reports as may be requested.
17. To select the Home and School leaders in counsel with the School Board.
- 420 18. Work with the finance committee to prepare an operating annual budget.
- B. Duties of the teachers:
1. To assist in carrying out the philosophy expressed in this constitution and by-laws.
  2. To assist in implementing the policies and official actions of the School Board, administered by the principal.

#### Section Four: **Members and Duties of School Staff**

- 425 Duties of the School staff are defined by job descriptions directed by the School Board. Members are:
- A. Financial Manager
  - B. Custodians
  - C. Maintenance workers
  - 430 D. Administrative Assistants
  - E. Other auxiliary personnel

### **Article VIII: Procedure for Withdrawal from the Constituency**

- 435 Any Constituent Church desiring to terminate their Constituent Church status may do so by notifying the School Board in writing by January 1st. The Church must discharge its financial obligations to the School through the end of the fiscal year. Termination of Constituent Church status will be accepted with the recognition that there will be no financial rebate to the terminating Church.

### **Article IX: Procedure for Amending Constitution and Bylaws**

440 This constitution and by-laws may be amended by a three-fourths ( $\frac{3}{4}$ ) vote of the Constituency delegates present and voting at a properly called meeting of the Constituency, provided a copy (copies) of the proposed change(s) has (have) been provided to the Constituency fourteen (14) days prior to the meeting.

### **Article X: Procedure Dissolving the Academy**

- 445
- A. All member Churches must be notified of action being considered to dissolve the Academy Constituency.
  - B. The Constituency delegates, by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of all delegates present and voting at a special meeting of the Constituency, called for the purpose of dissolution, may vote to dissolve this organization.

### **Article XI: Support for Home and School Organization**

450 The Academy Constituency, authorized by this document, will need active support from the parents of its students; therefore, the Constituency will encourage the School Board, through its principal, to encourage and foster a Home and School organization.

- A. The principal, in counsel with the School Board, will select the leaders.
- B. The leaders selected will aid in forming rules, regulations and/or by-laws by which they may properly govern their activities to best serve the School.

### **Article XII: Dissolution of the Academy**

455 Upon dissolution of the Academy and sale of the assets, resulting monies will be remanded to the Michigan Conference of Seventh-day Adventists to be held in trust for future School development in the Grand Rapids area.

460 At the time of dissolution, a committee with representation from current Constituent Churches will be formed to outline the creation of the trust fund and guidelines for future dispersal of funds.