

**Spring Vale Christian School**  
**Bylaws**  
**May 2016**

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**1. Directors**

- A. The Directors of this corporation shall consist of eight (8) to twelve (12) persons who shall constitute the Board of Directors, hereinafter called the "Spring Vale Board."
- B. The Directors of the Spring Vale Board shall be persons of high Christian character and moral standards, as determined by the Spring Vale Board.
- C. The Spring Vale Board shall have general control of the school and its functions.

**2. Term of Office**

- A. The term of office of the Directors of the Spring Vale Board shall be four (4) years.
- B. Officers shall serve one (1) year terms.
- C. All Directors and Officers shall be eligible to succeed themselves.

**3. Election of Directors**

Upon resignation, removal, or death of a Director, or three months before the expiration of the term of office of a Director, the Board shall nominate, review, and elect one person to fill said vacancy.

**4. Election of Officers**

The Spring Vale Board shall by majority vote, elect the President, Vice-President, Secretary, and Treasurer. The office of Secretary and Treasurer may be combined at the discretion of the Spring Vale Board

**5. Replacement of Directors**

- A. After the Bible method (as recorded in Matthew 18: 14-17) has been followed, any member of the Spring Vale Board may, for due cause, be removed from office by the following procedure:

At a regular or a specially called meeting of the corporation (previous notice having been given to the Board), opportunity shall be given for the party in question to be present to show cause why he should not be removed. After due consideration has

been given, a vote shall be taken by ballot of the Spring Vale Board, and the accused shall be removed by a three-fourths vote of the remaining Directors, provided that at least seven (7) of the remaining Directors are present for the ballot.

## **6. Meetings**

- A. The annual meeting of the corporation shall be held on a date pre-approved by the Board, at the office of the corporation at Owosso, Michigan, for the election of officers and for the transaction of such other business as may come before the corporation.
- B. The regular meetings of the Spring Vale Board shall be held on a date pre-approved by the Board.
- C. Quorum: It shall require the presence of seven (7) Directors of the Spring Vale Board to constitute a quorum. In the case that the Board consists of less than twelve (12) Directors, a quorum shall consist of half of the number of Directors, rounded up to the nearest integer, plus one (1).

## **7. Duties of Officers**

- A. It shall be the duty of the President to act as chairman of all regular and special meetings of the Spring Vale Board, at which he is present.
- B. The President shall act as executive officer to carry out the actions of the Spring Vale Board, unless otherwise provided.
- C. Special meetings of the Spring Vale Board shall be called by the President, either on his own volition, or when so requested by two or more Directors. The President shall communicate notice of special meetings to all Directors via email.
- D. It shall be the duty of the Vice-President to act as chairman of any meeting of the Spring Vale Board, in the absence of the President.
- E. The Secretary and/or Treasurer shall keep a record of all actions of Spring Vale Board, and mail copies to each Director.

## **8. Executive Director of Operations**

- A. The Spring Vale Board shall appoint an Executive Director of Operations to handle the day-to-day operations of Spring Vale Christian School.
- B. S/he shall carry out the expressed wishes of the Spring Vale Board. S/he shall be in direct charge of the business operation of the school in compliance with the action of the Spring Vale Board.
- C. S/he shall deposit all receipts, in the manner and in the bank designated by the Spring Vale Board.
- D. S/he shall submit monthly, an itemized report of all receipts and expenditures to the Spring Vale Board.

## **9. Disbursement of Funds**

- A. All disbursements are to be made by check under the direction of the Spring Vale Board.
- B. Authorized signatories shall be designated by the Spring Vale Board and shall be Directors of the Spring Vale Board and/or Spring Vale Administrative Staff.

## **10. Audit**

The corporation books shall be audited biannually.

## **11. Fiscal Year**

The fiscal year of the corporation shall be from July 1 through June 30.

## **12. General Policy**

- A. Spring Vale Christian School shall uphold high Christian Standards and encourage clean and holy living, including matters of food and drink and personal conduct. All students shall wear modest and appropriate apparel.
- B. The principles of truth as contained in the Bible, including the Commandments of God and the faith of Jesus as presented in *This We Believe*, published by the Bible Advocate Press, shall be the guide for all religious teaching in the school.

### **13. Amendments or Additions – Board Actions**

- A. Additions and amendments to the bylaws may be adopted by a four-fifths vote of the Spring Vale Board.
- B. The rules contained in the bylaws shall govern the corporation in all cases in which they are applicable, and no action of the Spring Vale Board contrary to the bylaws shall be valid.