

## BYLAWS

### Article 1. FISCAL YEAR

The fiscal year of the Corporation shall be from July 1 through June 31.

### Article 2. OFFICERS AND THEIR DUTIES

Section 2.1 **Officers shall be elected each year** by the Board of Trustees (hereafter referred to as the Board) from among its membership to serve beginning on the first day of the fiscal year.

Section 2.2 The officers of the Board shall be: **President, Vice President, Secretary, Treasurer, and Vicar**. These officers shall serve on the Executive Committee of the Board. The function of this Executive Committee is to:

- Lead an annual review and update of the Policy Manual, spearhead recruitment and training of new board members,
- Prepare the agenda for each Board meeting,
- Prepare the agenda for and schedule Society meetings
- Appoint ad hoc committees as commissioned by the Board

Section 2.3 The **President** shall be the chief executive officer of the Board, shall preside at all meetings of the Society and Board, and shall perform all other duties that are incident to this office or may be required by the Board. The President will be responsible for the agenda for Society and monthly Board meetings, and serve as chairperson of the Executive Committee and an ex-officio member of all standing committees.

Section 2.4 The **Vice President** shall perform all the functions of the President in the absence of the President. The Vice President shall perform all duties that may be required by the Board.

Section 2.5 The **Secretary** shall be responsible for the recording and attesting to all proceedings and carry on all official correspondence for the Society and Board, and shall perform all other duties incident to his office or required by the Board.

Section 2.6 The **Treasurer** shall be responsible for the receipt and disbursement of all funds, and shall perform any other duties that may be assigned by the Board. The Treasurer will present the monthly financial statement to the Board of Trustees.

Section 2.7 The **Vicar** shall assume the duties of any officer of the Board in his absence and any other duties that may be assigned by the Board.

Section 2.8 Any officer may be removed for valid reason by a two-thirds vote of the Board.

### **Article 3. ELECTION *and* TERM OF BOARD MEMBERS**

Section 3.1 Board members will be selected in accordance with Sixth Article of Incorporation.

Section 3.2 The term of Board members shall normally be three years. Board members may not be elected for more than two consecutive three-year term

### **Article 5. MEMBERSHIP IN THE SOCIETY**

Section 5.1 The recorded annual membership fee shall be fifty dollars. Evidence of gifts in excess of fifty dollars made to churches operating Christian Education Funds that finance Denver Christian Schools shall be considered acceptable for Society membership.

Section 5.2 Members shall subscribe in writing to the Statement of Faith and Philosophy of Education of the Denver Christian Schools.

### **Article 6. ADMISSION**

Section 6.1 The Board of Trustees shall establish an admissions policy in conformity with the Seventh Article of Incorporation.

Section 6.2 Children of parents who are members of a Reformed church, and are in agreement with the basic purpose and principles of the school, may be considered for admission in accordance with the admission procedures established by the Board of Trustees.

Section 6.3 The following may be considered for admission by an Interview Committee appointed by the Board of Trustees:

Section 6.31 Children of parents who are members of a church other than a Reformed church.

Section 6.32 Children whose parents do not regularly attend a church, but are recommended by the consistory of a Reformed or Christian Reformed Church.

### **Article 7. AUDITING**

Section 7.1 Financial records of the Society shall be audited annually by a qualified individual appointed by the Board. A summary of this report shall be presented to the Society at one of its regularly scheduled meetings.

### **Article 8. PARLIAMENTARY AUTHORITY**

Section 8.1 Robert's Rules of Order shall be the final authority on all questions of procedure and parliamentary law not covered by the Constitution and Bylaws.

Section 8.2 The Board will operate under a policy governance model as outlined in Denver Christian Schools Policy Governance document.

#### **Article 9. AMENDING THE BYLAWS**

Section 9.1 The Bylaws as here expressed may be amended by a two-thirds vote of the Board.