

CONSTITUTION
of the
GREATER COLLEGEDALE SCHOOL SYSTEM

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CONSTITUTION
of the
GREATER COLLEGEDALE SCHOOL SYSTEM

ARTICLE I NAME

The name of the organization shall be the Greater Collegedale School System.

ARTICLE II PURPOSE

The Greater Collegedale School System shall provide a Christian education which reflects the doctrines and principles of the Seventh-day Adventist Church.

The Greater Collegedale School System shall be in harmony with the working policies and procedures of the Georgia-Cumberland K-12 Board of Education, and shall pursue the recommendations and guidelines adopted and approved by the Georgia-Cumberland Conference and Southern Union Conference Offices of Education.

The purposes of the Greater Collegedale School System are:

1. To coordinate the K-12 educational program in A. W. Spalding Elementary School and Collegedale Academy through one administrative body or control board.
2. To operate, maintain, and administer A. W. Spalding Elementary School and Collegedale Academy.

ARTICLE III TERRITORY

The territory of the Greater Collegedale School System is a constituency, composed by constituent churches as defined in the bylaws.

ARTICLE IV BYLAWS

The members of the Greater Collegedale School System may enact bylaws and embrace any provision not inconsistent with the constitution.

**BYLAWS
of the
GREATER COLLEGEDALE SCHOOL SYSTEM**

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**BYLAWS
of the
GREATER COLLEGEDALE SCHOOL SYSTEM**

ARTICLE I

Principal Offices

The principal offices for transaction of business and educational activities of the Greater Collegedale School System are fixed and located in A. W. Spalding Elementary School at 4820 University Drive West, Collegedale, Tennessee 37315; and in Collegedale Academy at 4855 College Drive East, Collegedale, Tennessee 37315.

ARTICLE II

Membership

The membership of the Greater Collegedale School System shall consist of those Seventh-day Adventist churches in the Georgia-Cumberland Conference of Seventh-day Adventists that became constituent churches of the Greater Collegedale School System.

Section 1 **Constituent Churches**

Constituent churches of the Greater Collegedale School System are those churches that enter into a cooperative plan for establishment, control, operation, and maintenance of A. W. Spalding Elementary School and Collegedale Academy. The constituent churches will share in the financial responsibilities of all expenses on a proportional basis that includes membership, tithe, and enrollment from the church, according to an established formula approved by the constituency.

Section 2 **Constituency**

The constituency shall consist of the membership of the constituent churches, the executive officers and vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists, and the director of education for the Southern Union Conference of Seventh-day Adventists.

Section 3 **Duties of the Constituency**

It is the responsibility of the constituency to establish and maintain the authority and existence of the Greater Collegedale School System by:

- A. Establishing and maintaining a constitution and bylaws as a legal and operational document for the Greater Collegedale School System.
- B. Monitoring the financial, academic, and operational activities of the Greater Collegedale School System.
- C. Providing financial support for the needs of the school system.
- D. Establishing a control board to conduct the business of the school system.

Section 4 GCSS Annual Report

The annual report to the constituency shall be published to both school web sites, and the constituency will be notified when the information is available each fall. This report will include, but it is not limited to, financial data, enrollment statistics, testing data, school improvement plans, and other pertinent information.

Section 5 Special Constituency Meetings

A constituency meeting shall be conducted as needed to perform necessary administrative and organizational tasks and to perpetuate the authority of the Greater Collegedale School System.

- A. Special meetings of the constituency can only be called at an official GCSS control board meeting. Matters potentially affecting the constituency need to be reviewed by the GCSS control board first before calling for a special constituency meeting.
- B. Notification of special meetings shall be made in the constituent church bulletins for two successive Sabbaths prior to the date of the meeting.
- C. A quorum shall consist of the members present.
- D. Only issues on the agenda may be voted at a constituency meeting.
- E. The chairperson of the control board shall preside at a constituency meeting

ARTICLE III

Control Board

The principal governing body of the Greater Collegedale School System shall be the control board.

Section 1 Membership

The membership of the control board shall consist of such members as have been elected by the constituent churches of the Greater Collegedale School System or designated as ex officio members.

A. Ex officio members (members by virtue of office held)

1. The principal of Collegedale Academy
2. The principal of A. W. Spalding Elementary School
3. *The president of the Georgia-Cumberland Conference of Seventh-day Adventists
4. *The vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists
5. *The director of education for the Southern Union Conference of Seventh-day Adventists
6. *The principal of Georgia-Cumberland Academy
7. *The treasurer of the Georgia-Cumberland Conference of Seventh-day Adventists
8. The Home and School leader of the Greater Collegedale School System
9. *The president of Southern Adventist University or his designee
10. One pastor from each constituent church
11. The associate principal of Collegedale Academy
12. The associate principal of A. W. Spalding Elementary School
13. The treasurer of the Greater Collegedale School System

* Position will not count against quorum.

B. Elected Members

1. Each constituent church shall elect one member at large and shall also elect one additional representative for each 200 church members as determined by the church membership on December 31 of the preceding year. The total number of elected members representing a church is not to exceed nine, not including ex officio members.
2. Southern Adventist University shall be represented by a faculty member of the School of Education and Psychology, as designated by the control board at its annual organizational meeting.
3. Staff members, except as ex officio members, spouses of staff members, and members of the immediate families of staff members of the Greater Collegedale School System are ineligible to serve on the control board. The definition of a staff member is one who works twenty (20) hours or more per week.

C. Term of Office

The term of office shall be one or two years, beginning July 1, and is renewable. Each church will designate the length of term for each of its non-ex officio control board representatives. If a member does not fulfill his or her term of office, the represented

constituent church shall immediately elect a replacement for the remainder of the term.

D. Attendance

If an elected member misses three regularly scheduled control board meetings within a July to June year, that member shall be immediately replaced by a duly elected member from the represented constituent church.

Section 2 Officers of the Control Board

Officers of the control board are defined as the control board chairperson and vice chairperson, the secretary of the control board, the associate secretary of the control board, and the parliamentarian.

- A. The principal of the secondary school shall be the secretary of the control board.
- B. The principal of the elementary school shall be the associate secretary of the control board.
- C. The chairperson and vice-chairperson of the control board shall be elected from the control board membership at the annual organizational meeting and shall preside over the control board for a one-year term.
- D. The parliamentarian shall be elected from the control board membership at the annual organizational meeting and shall serve a one-year term.

ARTICLE IV

Meetings of the Control Board

The Greater Collegedale School System control board shall meet at least four times during the academic year and at other times as called by the chairperson.

- 1. The schedule of all board meetings for the new year will be set and approved at the first meeting of the control board in the new year. It shall be the responsibility of the secretary of the control board to establish control board meeting dates and to coordinate the printing of such schedule.
- 2. Prior to each control board meeting, the tentative agenda shall be approved by the executive committee of the control board.
- 3. An annual organizational meeting of the control board shall be called by the Collegedale church senior pastor, or his designee, between May 1 and July 1, for the purpose of control board organization. At this meeting the chairperson, vice chairperson, parliamentarian, and standing committee chairpersons shall be elected and the committees shall be organized. The

pastor will act as the temporary chairperson of the meeting until the new chairperson is elected. The parliamentarian and working policy committee chairperson shall assist the temporary chairperson in monitoring compliance with the bylaws. Continuing and newly appointed board members shall be invited and exercise voting authority.

4. At the first meeting of the new term, a non-voting recording secretary shall be appointed by the control board.

Article V

Committees

The control board shall elect such committees as deemed advisable. Standing committees shall include an executive committee, finance committee, personnel committee, building committee, and working policy committee. The members of the standing committees of the control board shall be elected annually by the control board. Committee memberships may be changed by the control board at any of its meetings.

The committees of the control board do not enact policies nor are they legislative, unless otherwise empowered by the control board by an enabling action, as needed. They are advisory to the control board and their actions do not become final until approved by the control board. The chairpersons of each standing committee are to be control board members, and every control board member shall be placed on at least one standing committee. These standing committees may include voting members who are not members of the control board.

Section 1 Executive Committee

The Greater Collegedale School System control board shall elect the members of the executive committee who will be empowered to perform specific functions as designated by the control board. All actions of the executive committee shall be recorded and sent promptly to each member of the control board and approved at the next regularly held meeting.

The executive committee membership shall be:

- A. Control board chairperson
- B. Control board vice chairperson
- C. Finance committee chairperson
- D. Personnel committee chairperson
- E. Building committee chairperson
- F. Working policy committee chairperson
- G. Vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists
- H. A. W. Spalding Elementary School principal
- I. Collegedale Academy principal

- J. One pastor from each constituent church

All control board members shall be invited to attend executive committee meetings and shall have voting rights.

Section 2 Finance Committee

The Greater Collegedale School System control board shall elect the members of the finance committee. The finance committee shall give continuing study to the financial operations of the Greater Collegedale School System. The committee shall study financial trends of the school, report to the control board any special problems in budget or capital expenditures, submit annual and revised budgets to the control board, and coordinate the financial structure of the K-12 school system.

The finance committee membership shall consist of, but not be limited to:

- A. Control board chairperson
- B. Control board vice chairperson
- C. A. W. Spalding Elementary School principal
- D. Collegedale Academy principal
- E. Vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists
- F. Treasurer of the Georgia-Cumberland Conference of Seventh-day Adventists
- G. One pastor from each constituent church
- H. The finance committee chairperson, or designee, from each constituent church
- I. Treasurer of the Greater Collegedale School System

Section 3 Personnel Committee

The Greater Collegedale School System control board shall elect the members of the personnel committee. The personnel committee shall give continual study to the personnel needs of the elementary and secondary schools in the system and continuously provide input regarding personnel currently employed. Its responsibility is to recommend the employment, assignment, retirement, and termination or dismissal of certified and non-certified personnel.

The personnel committee membership shall consist of, but not be limited to:

- A. Control board chairperson
- B. Control board vice chairperson
- C. A. W. Spalding Elementary School principal
- D. Collegedale Academy principal
- E. Vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists

- F. Director of education for the Southern Union Conference of Seventh-day Adventists
- G. One pastor from each constituent church

Section 4 Building Committee

The Greater Colgedale School System control board shall elect the members of the building committee. The building committee shall prepare plans and make recommendations to the control board relative to any building or maintenance projects under study by the schools.

The building committee membership shall consist of, but not be limited to:

- A. Control board chairperson
- B. Control board vice chairperson
- C. A. W. Spalding Elementary School principal
- D. Colgedale Academy principal
- E. Vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists
- F. One pastor from each constituent church

Section 5 Working Policy Committee

The Greater Colgedale School System control board shall elect the members of the working policy committee. The working policy committee shall constantly review the working policy of the Greater Colgedale School System and make annual report to the control board, which will make recommendations to the constituency for approval of any policy changes.

The working policy committee membership shall consist of, but not be limited to:

- A. Control board chairperson
- B. Control board vice chairperson
- C. A. W. Spalding Elementary School principal
- D. Colgedale Academy principal
- E. Vice president of education for the Georgia-Cumberland Conference of Seventh-day Adventists
- F. One pastor from each constituent church

ARTICLE VI

Rules of Procedure

Standard rules of parliamentary procedures shall be followed in conducting business meetings of the Greater Collegedale School System control board and its committees. A quorum for the control board and its committees shall be 50 percent of the membership, not counting those members who are marked as not counting against quorum in Article III, Section 1.

ARTICLE VII

Amendments

The constitution and bylaws may be amended by a two-thirds vote of the constituents of the Greater Collegedale School System in attendance at a duly called meeting, provided the proposed change has been announced in the call of the meeting.