

# **Church of God Association of Christian Schools**

## **Constitution Revision**

**Submitted By  
The Revision Committee**

*Approved at the CGACS Association Meeting  
October 14, 2016*

# CONSTITUTION

## ARTICLE I - Identification

### Section 1 – Name

- Item 1      The name of the Association shall be the “Church of God Association of Christian Schools.”

### Section 2 – Affiliation

- Item 1      The Church of God Association of Christian Schools is affiliated with the Church of God State Executive Offices-Tampa, whose offices are located at 3736 Cragmont Drive, Tampa, Florida 33619.

### Section 3 – Religious Exempt

- Item 1      In accordance with the laws of the State of Florida, the Church of God Association of Christian Schools is private, non-profit organization as defined by Internal Revenue Code section 501 (c) (3) and as recognized by the state of Florida.

## ARTICLE II - Objectives

### Section 1 – Objectives of the Association

- Item 1      An objective of the Church of God Association of Christian Schools is to encourage the parental responsibility and involvement in the training of children and youth, academically, socially, and spiritually.

- Item 2 An objective of the Church of God Association of Christian Schools is to reinforce the positive relationships of home, school, parents, teachers and church.
- Item 3 An objective of the Church of God Association of Christian Schools is to promote academic excellence in the education of children and youth.
- Item 4 An objective of the Church of God Association of Christian Schools is to promote the necessity of a relationship with God.
- Item 5 An objective of the Church of God Association of Christian Schools is to promote Biblical principles in the life of children and youth, academically, socially, and spiritually.
- Item 6 An objective of the Church of God Association of Christian Schools is to educate members and urge member compliance with applicable federal, state, county, and municipal laws for the educational requirements of these laws and the care and protection of children and youth.

### **ARTICLE III - Responsibilities**

#### **Section 1 – Responsibilities of the Association**

- Item 1 It is the responsibility of the Church of God Association of Christian Schools to provide leadership to guide and direct the membership in academic, spiritual, and risk management matters.
- Item 2 It is the responsibility of the Church of God Association of Christian Schools to encourage and assist the Church of God in Florida in

establishing childcare centers and/or schools in each local church that desires to operate a childcare center and/or school.

- Item 3 It is the responsibility of the Church of God Association of Christian Schools to sponsor and promote extracurricular activities for the benefit and enhancement of Church of God childcare centers and schools.
- Item 4 It is the responsibility of the Church of God Association of Christian Schools to provide the opportunity for annual training for the school principals, childcare center directors, teachers, and caregivers.

## **ARTICLE IV - Membership**

### **Section 1 – Membership Eligibility**

- Item 1 The ministers of the Church of God in Florida suggest that every childcare center and school owned and operated by a Church of God in the State of Florida, Tampa, be a member of the Church of God Association of Christian Schools, regardless of any licensure by the State of Florida or any other entity.
- Item 2 A childcare center and/or school owned and operated by a Church of God in Florida that reports to the Church of God State Executive Offices, Southeastern-Hispanic or the Church of God State Executive Offices, Cocoa, may request membership in the Church of God Association of Christian Schools, provided:
- It has written permission to seek such membership from its respective Administrative Bishop.

- It meets all criteria of the Constitution and Standards of the Church of God Association of Christian Schools.
- It meets all the requirements of the Church of God State Executive Offices, Tampa, Florida.
- It has written permission from the Administrative Bishop for the Church of God State Executive Offices-Tampa.

Item 3      A childcare center or a school that is owned and operated by a church other than a Church of God may request membership in the Church of God Association of Christian Schools, provided:

- It agrees to all criteria of the Constitution and Standards of the Church of God Association of Christian Schools.
- It has written permission from its governing body and its Lead Pastor.
- It agrees to exist in harmony with the teachings of the Church of God.

Item 4      An individual who is an employee of a member organization of CGACS may request membership in the Church of God Association of Christian Schools, provided:

- He/she meets all criteria of the Constitution and Standards of the Church of God Association of Christian Schools.
- He/she has approval from his/her employer
- He/she agrees to exist in harmony with the teachings of the Church of God.

Item 5      A childcare center or a school or an individual that has met the requirements of membership is a Member of the Church of God

Association of Christian Schools.

Section 2 – Membership Requirements

- Item 1 Members of the Church of God Association of Christian Schools must be owned and operated by a Church of God in Florida reporting to the Church of God State Executive Office-Tampa, Church of God State Executive Office-Southeastern-Hispanic or Church of God State Executive Office-Cocoa, or a church that agrees to exist in harmony with the Church of God.
- Item 2 Any prospective child care center must make written application for and receive in writing before opening a childcare center and/or school
- a) The Administrative Bishop, if Church of God owned
  - b) The lead pastor and the governing board, if not Church of God owned.
- Item 3 Members of the Church of God Association of Christian Schools must meet and abide by and be subject to the Constitution and Childcare or School Standards of the Church of God Association of Christian Schools.
- Item 4 Members of the Church of God Association of Christian Schools must submit annual membership fees as required by the Constitution of the Church of God Association of Christian Schools.
- Item 5 Members of the Church of God Association of Christian Schools must timely submit quarterly a copy of IRS Form 941 and a copy of the check or receipt of payment of payroll taxes to the Church of God Association of Christian Schools Executive Office.

- Item 6 Members of the Church of God Association of Christian Schools must be represented at the Association meetings by at least one person from each childcare center and/or school.
- Item 7 Individual members of the Church of God Association of Christian Schools must attend the annual Association meeting.

### Section 3 – Suspension/Revocation of Membership

- Item 1 Membership in the Church of God Association of Christian Schools may be suspended or revoked for failure to comply with the Constitution and standards of the Church of God Association of Christian Schools.
- Item 2 Membership in the Church of God Association of Christian Schools will be suspended or revoked for failure to submit membership fees as required by the Constitution of the Church of God Association of Christian Schools.
- Item 3 Membership in the Church of God Association of Christian Schools will be suspended or revoked for failure to timely submit quarterly a copy of IRS Form 941 and a copy of the check or receipt of payment of payroll taxes to the Church of God Association of Christian Schools Executive Office.

### Section 4 – Membership Dues

- Item 1 All member childcare centers and/or schools shall submit annual membership fees to the Church of God Association of Christian Schools Executive Office.
- Item 2 Childcare center membership fees are based on the number of persons for which the member childcare center is certified for enrollment.

- Item 3 School membership fees are based on the number of persons enrolled in a member school on September 1<sup>st</sup> and due September 15<sup>th</sup>.
- Item 4 All individual members shall submit annual membership fees to the Church of God Association of Christian Schools Executive Office.
- Item 5 The membership fees shall be set each year by the Church of God Association of Christian School Board and announced at the annual Leadership Conference.

## **ARTICLE V - Leadership**

### **Section 1 – Leadership Team**

- Item 1 The leadership of the Church of God Association of Christian Schools shall consist of an Executive Director and a Board.

### **Section 2 – The Executive Director**

- Item 1 The Church of God Association of Christian Schools Executive Director shall be appointed by the Administrative Bishop upon consultation with the Church of God Association of Christian Schools Board.
- Item 2 The Church of God Association of Christian Schools Executive Director's term of office shall be determined by the Administrative Bishop.
- Item 3 The duties and responsibilities of the Church of God Association of Christian Schools Executive Director shall include but not be limited to the following:



- The Executive Director shall work under the supervision of the Administrative Bishop.
- The Executive Director shall prepare the agenda for all meetings of the Board.
- The Executive Director shall moderate all meetings of the Board.
- The Executive Director shall, with the cooperation of the Board, prepare the agenda for the Association meetings.
- The Executive Director shall, with the cooperation of the Board, prepare the annual budget to be submitted to the State Administrative Bishop.
- The Executive Director shall submit to the Board a quarterly financial report.
- The Executive Director shall stay up-to-date with current trends and laws concerning childcare centers and schools.
- The Executive Director shall maintain the integrity of the Association.
- The Executive Director shall provide assistance to local churches in the establishment of new childcare centers, schools, after-care centers, and/or summer programs.
- The Executive Director shall see that all members of the Association are in compliance with the Constitution and

Standards of the Church of God Association of Christian Schools.

- The Executive Director shall notify members of changes in the laws concerning the operation of childcare centers and schools as he/she becomes aware of such changes.
- The Executive Director, in cooperation with the Board, shall provide opportunity for an annual training conference for school and childcare teachers.
- The Executive Director shall, in cooperation with the Board, plan and conduct an annual Leadership Conference for pastors, childcare center directors and principals.
- The Executive Director shall, in cooperation with the Board, plan and conduct an annual Academic Bowl for elementary and secondary schools.
- The Executive Director shall see that the Constitution and Standards of the Church of God Association of Christian Schools are compliant with all current applicable federal and Florida law.
- The Executive Director shall establish and maintain membership with the Florida Academic Association of Non-public Schools and maintain relationship with other Christian school associations.

Section 3 – The Board

- Item 1      The Church of God Association of Christian Schools Board shall consist of eight members, four elected and four appointed by the Administrative

Bishop. Care will be taken to maintain a balance of directors and principals.

- Item 2 The Church of God Association of Christian Schools Board shall meet at least two times per year, as scheduled by the Executive Director.
- Item 3 The Administrative Bishop shall appoint the chairperson of the Church of God Association of Christian Schools Board.
- Item 4 No more than one person from a member church or from an immediate family may serve on the Board at the same time.
- Item 5 The term of office for elected members of the Church of God Association of Christian Schools Board shall be two years.
- Item 6 The selection of the members of the Church of God Association of Christian Schools Board shall be as follows:
- Four members shall be appointed by the Administrative Bishop and their term shall be at the discretion of the Administrative Bishop.
  - Four members (two principals and two directors) shall be elected by the Church of God Association of Christian Schools at the annual Association meeting and, if re-elected, may succeed themselves by no more than one two-year term.
- Item 7 Church of God Association of Christian Schools at the annual Association meeting shall elect two alternates to fill any vacancy of an elected board member. Alternates shall be utilized as follows:

- Should a vacancy of an elected member occur, the first elected alternate would become an elected member and complete the term of his predecessor.
- Should a second vacancy of an elected member occur, the second elected alternate would become an elected member and complete the term of his predecessor.
- An alternate who serves less than one year as an elected board member would be eligible to serve two elected terms.
- An alternate who serves more than one year as an elected board member would be eligible to serve one elected term.
- Should a third vacancy of an elected member occur, that position shall remain vacant until the next annual Association meeting.

Item 8      Should a vacancy of an appointed member of the Church of God Association of Christian Schools Board occur, that position shall be filled by an appointment of the Administrative Bishop.

Item 9      The duties and responsibilities of the Church of God Association of Christian Schools Board shall include but not be limited to the following:

- The Board shall work closely with the Executive Director.
- The Board shall work in cooperation with the Executive Director in providing opportunity for annual training for childcare workers and school teachers.

- The Board shall work in cooperation with the Executive Director to plan and conduct an annual conference for pastors, childcare center directors and principals.
- The Board shall work in cooperation with the Executive Director to prepare the agenda for the Association meetings.
- The Board shall work in cooperation with the Executive Director when called upon to prepare the annual budget to be submitted to the State Administrative Bishop.
- The Board shall assist the Executive Director in insuring that all members of the Association are in compliance with the constitution and Standards of the Church of God Association of Christian Schools.
- The Board shall approve all changes in the Standards for Childcare Centers and/or Schools.
- The Board shall make any change necessary for member's compliance with applicable current laws; as reflected in the Standards for Childcare Centers and/or Schools, giving due notice to the membership.
- The Board shall approve all recommendations for amendments to the Constitution of the Church of God Association of Christian Schools.
- The Board shall review, and regularly engage in open discussion of the quarterly financial report.

## **ARTICLE VI – Financial Accounting**

- Item 1      The Executive Director shall have custody of all funds for the Church of God Association of Christian Schools, maintaining an account of receipts and disbursements in accordance with the budget.
- Item 2      The fiscal year for the Church of God Association of Christian Schools shall begin in September 1 and end on August 31.
- Item 3      The Executive Director shall regularly and in a timely manner submit a financial report to the Administrative Bishop.
- Item 4      The Executive Director shall regularly and in a timely manner submit a quarterly financial statement to the members of the Board.
- Item 5      The Church of God Association of Christian Schools is obligated to yield and surrender all assets, property and records to the Administrative Bishop upon dissolution of the Association.

## **ARTICLE VII – Association Meetings**

### **Section 1 – Date(s) for Association Meetings**

- Item 1      The Annual Association Meeting shall be in the fall of each year.
- Item 2      Member childcare centers and schools shall receive a minimum of sixty days notice as to the date, time and place of the annual Association Meeting.
- Item 3      The Executive Director may, if it is deemed necessary, schedule a Called Association Meeting.

- Item 4 Member childcare centers and schools shall receive a minimum of thirty days notice as to the date, time and place of a Called Association Meeting.

Section 2 – Agenda for the Association Meetings

- Item 1 The Executive Director shall serve as moderator of all Association meetings.
- Item 2 In the absence of the Executive Director, he shall designate a substitute.
- Item 3 The Executive Director shall provide an agenda for each Association meeting.
- Item 4 The Executive Director shall provide an annual financial report to all members present.
- Item 5 A request for an item to be placed on the agenda of an Annual Association Meeting may be in writing to the Executive Director by any of the following member representatives: childcare center director, school principal, pastor, the Executive Director, members of the Board or the Administrative Bishop.
- Item 6 A request for an item to be placed on the agenda of an Annual Association Meeting must be made in writing to the Executive Director in a timely manner (The Executive Director shall be contacted for deadline date) so that the Executive Director along with the Board may have time to approve or disapprove of the item being placed on the agenda.

- Item 7      The agenda for a Called Association Meeting may be limited to the issue(s) for which the meeting is called.

Section 3 – Rules of Order

- Item 1      The Association Meetings shall be conducted according to parliamentary procedure in accordance with *Roberts Rule of Order newly Revised*, except where by-laws of the Constitution of the Church of God Association of Christian Schools take precedence.
- Item 2      The Church of God Association of Christian Schools grants one vote to each childcare center and one vote to each school represented at the meeting, on all items brought to the floor for a vote. One person cannot represent a childcare center and a school.
- Item 3      Due notice is required for any constitution amendments to be placed on the agenda of an association meeting. A two-thirds majority vote in the affirmative of members present is required to pass any amendments to the Constitution of the Church of God Association of Christian Schools.



## **ARTICLE VIII - Terminology**

Church of God	A local Church of God, Cleveland, Tennessee, reporting to the Church of God State Executive Office-Tampa, Florida.
Church of God in Florida	A local Church of God, Cleveland, Tennessee, reporting to the Church of God State Executive Office-Tampa, Florida, Church of God State Executive Office-Southeastern Hispanic-Tampa, Florida, Church of God State Executive Office-Cocoa, Florida.
Administrative Bishop	The Administrative Bishop of the Church of God State Executive Office in Tampa, Church of God, Cleveland, Tennessee.
Executive Director	The Executive Director Church of God Association of Christian Schools.
The Board	The Board of the Church of God Association of Christian Schools.
pastor	The pastor of a church in Florida that owns and operates a childcare center and/or school.
childcare director	The director of a childcare center that is a member of the Church of God Association of Christian Schools.
school principal	The principal of a school that is a member of the Church of God Association of Christian Schools.
church staff member	A person who officially holds the title of staff member of a church in Florida.

employee	A person who is employed by a childcare center, school and/or church in Florida.
childcare center	A childcare center that is owned and operated by a church in Florida.
school	A school that is owned and operated by a church in Florida.
Standards	Refers to Child Care Standards
member	A childcare center or school that holds membership in the Church of God Association of Christian Schools.
The Association	The Church of God Association of Christian Schools.