



CONSTITUTION OF CINCINNATI HILLS CHRISTIAN ACADEMY, INC.

PREAMBLE

Believing that it is our duty and privilege as Christian parents to provide Christian education for our children and believing that this can best be accomplished by concerted action and in accordance with the Educational Guidelines in Article IV below, we do hereby make and adopt the following Constitution, as amended on May 16, 2018, to wit:

ARTICLE I

THE NAME

The organization shall be known as Cincinnati Hills Christian Academy, Inc. (or Cincinnati Hills Christian Academy or CHCA).

ARTICLE II

STATEMENT OF FAITH

The basis of this organization is the Bible, the infallible Word of God. The school is a part of the church at work with a focus on biblically-based education as spelled out in Article IV. We believe that the following Statement of Faith summarizes the essential truths of the Bible.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in his personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

ARTICLE III

PURPOSE OF CHRISTIAN EDUCATION

The purpose of Cincinnati Hills Christian Academy is to establish and maintain a school or schools for the daily instruction of our children. The ultimate goal is to provide academic excellence in a Christ-centered environment. Cincinnati Hills Christian Academy seeks to maintain itself by fostering those ideal and standards that are consistent with an understanding and acceptance of the Lordship of Jesus Christ. Our educational instruction will be in accordance with Articles II, IV, and V of this Constitution.

ARTICLE IV

OBJECTIVES OF CHRISTIAN EDUCATION

- A. Cincinnati Hills Christian Academy introduces the student to those areas of learning to which every well educated Christian should be exposed. These include:
 - 1. Knowledge of God and the Scriptures, including a meaningful, personal faith in Jesus Christ and a personal commitment to the values and lifestyle which such a relationship produces.
 - 2. Knowledge of one's self.
 - 3. Knowledge of one's own and other cultures.
 - 4. Knowledge of the natural order.
 - 5. Knowledge in depth of specific academic disciplines.
- B. Cincinnati Hills Christian Academy proposes to assist the student in developing general abilities and transferable skills expected of every competent citizen of a contemporary society. These include the ability to:
 - 1. Think rationally, critically, and creatively.
 - 2. Read, write, and speak effectively.
 - 3. Exhibit basic mathematical competency.
 - 4. Employ scientific methodology.
 - 5. Render discerning ethical judgment.
 - 6. Develop aesthetic appreciation.
 - 7. Apply the above abilities concretely.
- C. Cincinnati Hills Christian Academy encourages development of the whole person, including the academic, social, physical, and spiritual dimensions of life through:
 - 1. Classroom learning and field experience.
 - 2. Encouragement in one's own self worth to God and the community.
 - 3. Worship of God.

ARTICLE V

FOUNDATIONAL PRINCIPLES OF EDUCATION

Cincinnati Hills Christian Academy approaches education from within the framework of Christian faith, which provides a coherent perspective on life and the world. We believe that God, as manifested in Jesus Christ, has revealed to His people principles of education and we commit ourselves to the following educational principles:

GOD

That all proper knowledge has its source in God, as manifested in Jesus Christ. That scripture is the source of the organizational structure and fundamental principles of each field of knowledge.

MANKIND

Man, being created in God's image and enlightened by the Holy Spirit, is able to gain knowledge of God and God's creation. Because the God-given spiritual nature of man is inseparable from his emotional, intellectual and physical nature, the school is committed to the total development of its students.

FAITH AND LEARNING

All truth is from God, who has chosen to reveal Himself and His truth to us. Knowledge of God is the proper setting for all understanding. Reason exercised in the framework of a faith commitment to God will nurture our faith and expand our knowledge. For the Christian, faith and learning are inseparable.

CHRISTIAN CALLING

The Christian purpose in life is to glorify God and His creation, to serve God and others, to bear witness to the Lordship of Jesus Christ and to influence society, culture and the church by application of Christian thought and service in all dimensions of human endeavor. God has given differing abilities to each person, and He expects a student to perform in proportion to his abilities.

ACADEMIC PURSUIT

God's eternal Word is the ultimate source and foundation of all truth. Since we recognize that all truth comes from God, we can confidently encourage sincere intellectual exploration of diverse views. Both students and teachers may raise honest questions and seek answers to them without reluctance.

PARENTS AND CHURCH

The responsibility for the educational and Christian development of each child belongs to the parents. It is therefore the fundamental responsibility of the family to train and educate the child. The Christian school should function as an extension of both the Christian home and the Christian church. It is, therefore, the school's role to supplement and complement the home and church – never to supplant, subvert or replace them.

THE CHRISTIAN SCHOOL AND TEACHERS

The authority of the teacher in discipline and character training is derived from the fact that he/she stands "in loco parentis" and the teacher derives authority in subject matter from his/her faithfulness to the laws of God. The school, being a body of Christian believers, possesses freedom to function in education in total and voluntary submission to Christ. The day to day activities in the Christian school should reflect the Body of Christ at work.

ARTICLE VI

MEMBERSHIP

Section 1:

Within Cincinnati Hills Christian Academy the voting membership will hereafter be referred to as the "Association". Those eligible for membership in the Association shall be parents or legal guardians with one or more children enrolled in the Cincinnati Hills Christian Academy who shall affirm their faith in Jesus Christ as Lord and Savior, their belief in the infallibility of the Scriptures, and sign an agreement accepting the Statement of Faith in Article II. Association members also recognize and accept that the distinctiveness of Cincinnati Hills Christian Academy is found in the educational guidelines in Articles III, IV, and V. Members of the Board of Trustees (hereafter also referred to as "the Board") who are not parents or legal guardians of children enrolled in Cincinnati Hills Christian Academy shall be granted voting membership in the Association. Teachers and staff with children at Cincinnati Hills Christian Academy are entitled to full membership as long as all requirements for membership have been met.

Section 2:

In order to have voting privileges, Association members shall be current in their tuition and other fees accounts.

Section 3:

Application for membership shall be made in writing to the Board of Trustees by completing and signing the "Application for Membership" form for Cincinnati Hills Christian Academy.

Section 4:

Membership includes the privilege of voting at the meetings of the Association, as well as readiness to participate in all school activities.

Section 5:

Any voting Member of the Association who is not in compliance with the foregoing requirements for membership shall be removed as a voting Member.

ARTICLE VII

MEMBERSHIP MEETINGS

Section 1:

Regular Meetings - The Association shall hold two (2) business meetings each school year (Fall and Spring), with the agenda, time, and place to be set by the Board of Trustees. Failure to hold a semi-annual meeting shall not result in forfeiture or dissolution of the Association.

Section 2:

Meeting Format - At the business meetings, the affirmation of Board members may take place, progress reports shall be given, the Board shall present a budget for the ensuing fiscal year at the Spring meeting, and an Open Forum shall be held. Meetings shall be conducted in accordance with Robert's Rules of Order (revised).

Section 3:

Special Meetings - Special meetings may be called by the decision of the Board. Furthermore, a special meeting will be called if such a meeting and the reasons for it is requested in writing to the Board by at least one-fourth (1/4th) of the members of the Association. Notice of such meetings must include a statement of the reason(s).

Section 4:

Notice - The Board shall notify the membership by mail at least two (2) weeks in advance of meetings. In extraordinary circumstances, the Board, by a unanimous vote of those present, may call a meeting with less than two (2) weeks' notice if deemed necessary.

Section 5:

Voting - All decisions shall be by oral or written vote. Voting for the Board nominees shall be for affirmation of the slate of nominees. Voting will be done by ballot in person or by absentee ballot according to procedures set forth by the Board. A two-thirds (2/3) majority of votes cast shall determine the approval of the slate for appointment.

Section 6:

Voting requirement - To have the privilege of voting at the business meetings, members must meet the membership requirements as described in Article VI.

Section 7:

Quorum - One-fourth (1/4) of the members entitled to vote who are either present in person at any membership meeting or who vote by absentee ballot shall constitute a quorum. The vote of a majority of the members at a meeting at which a quorum is present shall be necessary and sufficient for the adoption of any matter voted upon by the members, except as provided otherwise above in ARTICLE VII, Section 5 with regard to election of the Board of Trustees, and below in ARTICLE XV with regard to amendments to this Constitution, which require at least an 80% affirmative vote of all Association members, regardless of quorum.

ARTICLE VIII

BOARD OF TRUSTEES

Section 1:

Number and Term - The Board shall be comprised of a minimum of twelve (12) members affirmed for a three-year term by the Association. Board members whose first term expires may be reaffirmed by the Board for a second term. However, a Board member may not serve more than two (2) consecutive three-year terms. A former Board member must have been off the Board for a minimum of one year before being considered for nomination. At least one-half (1/2) of the newly elected Board members shall be parents of currently enrolled students at Cincinnati Hills Christian Academy. All Board members are encouraged to have their school-age children enrolled at Cincinnati Hills Christian Academy.

Section 2:

All members of the Board shall fully endorse and adhere to Articles II, III, IV, and V of this constitution and shall purpose to make all decisions on the basis of Articles IV and V.

To be considered as a Board member of the Cincinnati Hills Christian Academy, one must give evidence of being a mature Christian, such as the following:

- Deep love for Jesus Christ
- Good knowledge and consistent study of God's Word
- Convictions being based on the knowledge of God's Word
- Consistent prayer life
- A witness for Jesus Christ in love example and words
- Having experience in serving our Lord
- Commitment to their marriage and purity of their life
- Above principles being modeled in his own family
- Ability to handle money wisely
- Maintaining other's confidences
- Self-control during conflict

Section 3:

Vacancies occurring during the year may be filled by appointment of the Board until the next stated Association business meeting.

Section 4:

The Board of Trustees shall meet regularly to conduct business of the Board, but not less than quarterly. A majority of Trustees shall constitute a quorum.

Section 5:

All personnel in the employment of Cincinnati Hills Christian Academy and their spouses and children are ineligible to serve as members of the Board of Trustees.

Section 6:

Removal of any Trustee shall be considered based on a violation of the principles in Article VIII Section 2 and shall require a unanimous vote of the entire Board of Trustees. The Trustee being considered for removal does not vote.

ARTICLE IX

DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall:

1. Determine school policies in harmony with the Articles of Incorporation and Constitution and in accordance with Association decisions.
2. Actively seek ways of effective communication between the Association members and the Board, and be sensitive to the needs and concerns of the Association.
3. Approve and encourage an administrative and teaching staff who are qualified to carry out the educational program and policies of the school.
4. Ensure the necessary funding for operating the school and determine their distribution which may, upon further action by the Board of Trustees, include formation and designation of a separate foundation as an Ohio not for profit corporation to hold and safeguard endowment funds as a supporting organization of Cincinnati Hills Christian Academy.
5. Assure itself of the faithful carrying out of the school's educational program and policies by consistent involvement in school activities.
6. Appoint such committees as it may deem necessary for the performance of its duties and designate the Chair of these committees.
7. To faithfully carry out the foundational principles of Christian education (Articles II, III, IV, and V) the Board shall self-perpetuate by directing the process of consideration and appointment of its members. Furthermore, the Board shall orient new members and develop all members in Christian leadership.
8. The Board of Trustees shall enact By-laws to govern and regulate the operations of the Board. These By-laws may be amended by the Board upon a unanimous vote of all Board members.

ARTICLE X

OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

Section 1:

Election. The Board shall elect a President, a Vice-President, Treasurer, and Secretary annually at the first Board meeting after the spring business meeting.

Section 2:

President. It shall be the duty of the President to preside at all meetings of the Board and of the Association, and to enforce the provisions of the Articles of Incorporation and Constitution. The President is an ex-officio member of all committees and shall be notified of all meetings. This position should be held by a person who is able to teach and who will provide constant spiritual leadership and oversight of this school.

Section 3:

Vice-President. The Vice President shall assist the President whenever possible in the discharge of the duties of the office. In the absence of the President, the Vice-President

shall preside. The Vice-President shall serve as Chairman of the Board Operations Committee.

Section 4:

Secretary. The Secretary shall ensure the maintenance of the official documents of Cincinnati Hills Christian Academy, conduct official Board correspondence, and shall enter into the records of Cincinnati Hills Christian Academy the minutes of all meetings of the Association and Board after they have been approved. The Secretary shall also be required to keep up to date a book of stated policies of the Board.

Section 5:

Treasurer. Subject to formation of a separate foundation as provided in ARTICLE IX, item 4, the Treasurer is entrusted with the Cincinnati Hills Christian Academy's funds and oversees all disbursements, and all monies received shall be deposited in the name of Cincinnati Hills Christian Academy in a bank approved by the Board. The Treasurer shall report regarding the finances of Cincinnati Hills Christian Academy at the regular meetings of the Board and at meetings of the Association. The books shall be audited annually. All disbursements shall fall under the responsibility of the Board of Trustees.

ARTICLE XI

COMMITTEES OF THE BOARD

Section 1:

The Board of Trustees shall appoint committees as necessary for optimal school function. The chairs of all standing committees shall be Board members and shall be affirmed by the Board. Committee members shall be Association members, Board members, and others appointed by the Board. Persons other than Board members appointed to serve on committees shall serve a two (2) year term. After serving each term, a member can be re-appointed for an additional two (2) year term. No Board member shall serve on more than two (2) standing committees concurrently. Requirements for membership on all committees shall be the same as Board membership as found in Article VIII. All committees shall work cooperatively with the school administration.

Section 2:

Standing committees shall be:

A. EDUCATION COMMITTEE

MISSION STATEMENT - The Education Committee shall develop and maintain a comprehensive educational program for the development of each student academically, spiritually, socially, and physically.

OBJECTIVES

1. Consider matters relative to the educational program and academic policies and make recommendations concerning those policies to the board.
2. Investigate the qualifications of candidates for administrative and teaching positions and make recommendations concerning such candidates to the Board.
3. Monitor the curriculum and the quality of the academic product.
4. Monitor the Christian character of the academic staff and the instruction they give.

SUBCOMMITTEES

1. ATHLETIC ADVISORY COMMITTEE shall assist the Athletic Director in decision making regarding program implementation and program development consistent with the policies and directives of the Cincinnati Hills Christian Academy Athletic Handbook.

B. FINANCE COMMITTEE

MISSION STATEMENT - The Finance Committee shall oversee and monitor appropriate stewardship of the finances of the school.

OBJECTIVES

1. Recommend to the Board a budget for the ensuing year.
2. Review the finances of the school.
3. Make recommendations to the Board regarding the payment of tuition for children of parents who are financially unable to pay their required tuition.
4. Monitor club accounts, i.e. Boosters and PTF.
5. Review and approve tuition assistance and scholarships.
6. Review accounts receivable.

C. ADVANCEMENT COMMITTEE

MISSION STATEMENT - The Advancement Committee will present the positive aspects and founding principles of Cincinnati Hills Christian Academy to the community in such a way that an optimal enrollment and an appropriate financial base are maintained.

OBJECTIVES

1. Present CHCA as a school providing academic excellence in a Christ-centered environment.
2. Increase understanding and appreciation of the school's benefit to the community through printed materials, media presentations and events.
3. Develop and implement fund raising plans.
4. Maintain school enrollment at optimal capacity.
5. Schedule special events and activities.

SUBCOMMITTEES

1. ENROLLMENT COMMITTEE shall recruit students and participate in the oversight of the admissions process.
2. FUND RAISING COMMITTEE shall secure broad-based community support which successfully provides for CHCA endowed, operational, and capital requirements.
3. PUBLIC RELATIONS COMMITTEE shall present CHCA and its founding principles to the community through printed materials, the media and special events.
4. BOOSTERS shall promote the athletic program of the school by creating enthusiasm for athletics and generating funds to supplement the programs' operational budget.

D. PARENT COMMITTEE

MISSION STATEMENT - The Parent Committee shall provide oversight to and coordination of a comprehensive program of voluntary parental participation. Further, this committee shall serve to build relationships and promote unity within

the Cincinnati Hills Christian Academy community by facilitating appropriate communication between home and school.

OBJECTIVES

1. Coordinate and give oversight to the Parent Teacher Fellowship (PTF).
2. Review budgets of subcommittees and present budgets to the chairperson of the Parent Committee.
3. Hold orientation meeting in conjunction with the PTF.

SUBCOMMITTEE

1. PARENT TEACHER FELLOWSHIP shall in all of its endeavors purpose to foster close harmony and Christian fellowship throughout the Cincinnati Hills Christian Academy community. Further, PTF shall work closely together with teachers and school administration to accomplish the mission of the school with an attitude of service to our Lord.

AD HOC COMMITTEES shall be appointed as the Board deems necessary.

ARTICLE XII

THE STAFF

Section 1:

The Headmaster and professional staff shall be hired by the Board after careful consideration of their spiritual and professional qualifications. They shall be hired for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.

Section 2:

All members of the teaching and administrative staff must declare their agreement with Articles II, III, IV, and V of the Constitution and lead lives consistent with them.

Section 3:

All professional staff as well as the Board shall abide by the terms of the contract entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss an employee who proves to be unfit for the work because such person's professional or personal life conflicts with the basis and purpose of this organization.

Section 4:

The Headmaster and staff shall prepare a curriculum that will require review and approval by the Education Committee and the Board of Trustees.

Section 5:

The annual calendar shall be prepared by the Headmaster and approved by the Board. Minimum state attendance requirements shall be met.

Section 6:

The Headmaster shall be an ex-officio member of the Board and all committees.

Section 7:

The substance of this article shall be made part of all contracts entered into with members of the professional staff.

ARTICLE XIII

FISCAL YEAR

The fiscal year of this Association shall begin on the first day of July and end on the last day of June in each year.

ARTICLE XIV

LIABILITY

The private property and assets of the Incorporators, Trustees, Directors, Officers, Committee Members, Employees and Agents of this Association shall forever be exempt from liability for its debts, obligations, and lawsuit.

ARTICLE XV

AMENDMENTS

This Constitution may be amended at any regular meeting of the organization by an eighty percent (80%) or more affirmative vote of the total number of voting members of the Association provided that two (2) weeks' previous notice has been sent to each member stating the desired change. Articles II, III, IV, V, VIII (Section 2), XII (Section 2) and XV of this Constitution are not subject to change.

ARTICLE XVI

DISSOLUTION

Section 1:

Dissolution of Operations – A unanimous vote of the entire Board is required on a decision to stop operation. This action requires three (3) months prior written notice to all members of Cincinnati Hills Christian Academy, Inc. Notice shall give the principal reasons for the proposed action and a complete financial report.

Section 2:

Disposal of Assets – Upon the dissolution of Cincinnati Hills Christian Academy, Inc. the Board, after paying all the liabilities of Cincinnati Hills Christian Academy, Inc, shall dispose of all assets of exclusively for the purposes of Cincinnati Hills Christian Academy, Inc. in such a manner, or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future U.S. Internal Revenue law), as the Board shall determine. Any such assets not so disposed of shall be disposed by the Court of Common Pleas for the county in which the principal office of Cincinnati Hills Christian Academy, Inc. is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE XVII

NONDISCRIMINATION

This Association shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school operated by the Association. The Association does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school - administered programs.