

Constitution of CSA

ARTICLE I NAME

The name of the organization shall be: CSA (Christian School Association)

ARTICLE II PURPOSE

- A. The purpose of this organization shall be to strengthen the relationships between the members of the school family (parents, students, teachers and congregations).

Eph. 4:3

³ *Make every effort to keep the unity of the Spirit through the bond of peace.*

- B. To achieve this purpose the CSA shall seek to:

1. Foster closer cooperation and fellowship between the parents, teachers, members of both congregations and Board of Christian Education of Christ St. John's Lutheran School.
2. Bring the goals of the school to the attention of parents, and members of both congregations.
3. Provide activities and programs for the members of the school family and others interested in Christian education.

ARTICLE III POLICIES

In keeping with its purpose, the CSA's activities shall be in agreement with policies of the Board of Christian Education.

ARTICLE IV MEMBERSHIP

All parents or guardians of children attending Christ-St. John's Lutheran School and any communicant members of either congregation, over the age of 18, are automatically voting members of the CSA and are welcome to participate in CSA meetings and activities.

ARTICLE V EXECUTIVE BOARD

1 Cor. 14:33-35

³³ *For God is not a God of disorder but of peace. As in all the congregations of the saints,*

³⁴ *women should remain silent in the churches. They are not allowed to speak, but must be in submission, as the Law says. ³⁵ If they want to inquire about something, they should ask their own husbands at home; for it is disgraceful for a woman to speak in the church.*

Also reference Gen 2:15-25, 1 Tim 2:12-15, Eph 5:22-25

- A. The CSA Executive Board shall consist of all elected officers and all appointed chairpersons. Men are to serve as the President and Vice President.
- B. The Principal, a member of the Board of Christian Education, and the past President shall serve as advisory members.
- C. All elected officers of the CSA Executive Board shall be active communicant members of Christ Lutheran Church, St. John's Lutheran Church or another WELS church.
- D. A vacancy in an office shall be filled by a vote of the members of the organization at the next regular meeting. All members shall be notified of such an election meeting in advance.
- E. Executive Board will be in charge of finding a chairperson for special activities committees and regularly check up on committees' progress.

ARTICLE VI GOVERNING BOARDS

This organization shall at all times be under the supervision of the Board of Christian Education. The Pastors shall serve as the spiritual guide.

ARTICLE VII AMENDMENTS

These guidelines may be amended at a regular business meeting of the organization, by a majority vote of the members present. The proposed amendment shall be read at two consecutive meetings and voted upon at the second meeting, prior to adoption. All amendments shall have the approval of the Board of Christian Education.

ARTICLE VIII DISSOLUTION

In the event of the dissolution of the organization, its funds and other assets shall become and remain the property of Christ-St. John's Lutheran School, West Salem, Wisconsin.

By-Laws

A. Duties of Executive Board

1. The President shall have the following responsibilities:
 - a) Prepare an agenda for both CSA Executive Board and CSA General Assembly meetings.
 - b) Prepare a yearly report to their respective Church Voters' Assembly.
 - c) Preside at all meetings of the CSA General Assembly and CSA Executive Board.
 - d) Cast the deciding vote in the event of a tie.
 - e) Convene CSA Executive Board meetings as necessary.
 - f) Appoint an auditor to audit the books if deemed necessary by voting members.
2. The Vice President shall have the following responsibilities:
 - a) Assist the President in preparing an agenda for both CSA Executive Board and CSA General Assembly meetings.
 - b) Assist the President in preparing a yearly report to their respective Church Voters' Assembly.
 - c) Perform all duties of the President in the President's absence.
 - d) Succeed to the office of President if it is declared vacant and fulfill the duties of President for the remainder of the term of office.
 - e) Succeed to the office of President once the term of office for the President has been completed.
3. The Principal and Pastors shall be advisors to CSA and the other committees by serving as ex-officio members of every committee.
4. The Secretary shall have the following responsibilities:
 - a) Keep a record of the minutes of all CSA Executive Board and CSA General Assembly meetings.
 - b) Prepares minutes at all CSA General Assembly meetings.
 - c) Keep accurate records of attendance at the CSA General Assembly Meetings.
 - d) Retain all inactive CSA records and documents in the school office.
5. The Treasurer shall have the following responsibilities:

- a) Keep accurate records of all monies paid out of the checking account for expenses incurred by CSA officers, committees or school expenses approved in the course of fulfilling the CSA purpose.
- b) Prepare and distribute a Treasurer's Report at each CSA General Assembly meeting. At a minimum, these reports shall summarize total receipts, total disbursements, and beginning and ending balances in the checking account.
- c) Deposit all funds in a bank authorized by the CSA Executive Board.
- d) The Treasurer shall prepare an annual report for the previous school fiscal year and distribute at the last CSA General Assembly meeting of the school year. .
- e) The Treasurer and Principal shall be signers on all checking accounts.
- f) Manage all CSA funds and authorize payment of accounts approved by the CSA Executive Board.

B. Meetings

1. All CSA General Assembly meetings shall open with devotion/prayer, and close the meetings with prayer.
2. The organization shall hold no less than two (2) meetings each year. Fall and spring meetings are required. The principal will prepare a list of suggested dates and present them to the Board of Christian Education (BCE) in the spring, prior to the approval of the following year's school calendar. The meeting dates will be included in the following year's school calendar as approved by the BCE.
3. Additional meetings may be scheduled as deemed necessary by the CSA membership.
4. The CSA president is responsible for scheduling and communicating CSA Executive Board meeting dates and times to the Executive Board members.

C. Nominations and Elections

1. The CSA Executive Board election is to be held as the last item of business during the last scheduled CSA General Assembly meeting of the school term. A candidate must receive a majority of the vote cast and be a WELS member to become elected. All newly elected officials will take office immediately after elections and before adjournment.
2. The President and Vice President shall be elected to a two year term. The second year of the term the Vice President moves to President. Each following year a new Vice President will be elected. This is to allow a veteran to always sit on the board to guide newly elected officials.
3. The School Secretary shall serve as the Treasurer.
4. The Secretary shall be elected to a one year term, not to exceed three consecutive years. .
5. At least two years shall elapse before an outgoing officer can become a candidate for the same office.

D. Money Matters

1. The Executive Board shall suggest school project(s) to be financially supported. These projects would be voted on at the meeting. These expenditures shall be determined prior to planning and holding fundraisers.

2. The members of this organization shall vote on whether to create a classroom fund for each teacher to offset expenses. Members shall also establish the respective amounts allocated for these funds each year. These matters shall be determined at the first meeting of the school term.

E. Quorum

The members present at a regular business meeting shall constitute a quorum.

F. Order of Business

1. Call to order by President
2. Opening with devotion or prayer
3. Introduction of any new members
4. Educational program (when planned)
5. Approval of Secretary minutes
6. Approval of Treasurer's Report
7. Unfinished or old business
8. New business
9. Adjournment with prayer