

BY-LAWS OF LLANO CHRISTIAN ACADEMY

Article 1

Name, Principle Office, and Authorized Agent

Section 1.1 The name of the organization shall be the Llano Christian Academy, abbreviated hereafter as LCA.

Section 1.2 The initial principle executive office of the LCA shall be 904 Berry Street, Llano County, Llano, Texas 78643. The mailing address shall be P.O. Box 728 Llano, Texas 78643.

Section 1.3 The initial agent authorized to receive service of process shall be: Dr. Alice Smith.

Section 1.4 The Board of Directors is authorized to register the name of the authorized agent with the office of the Secretary of the State of Texas or change the registered agent.

Article II

Duration of Organization

Section 2.1 LCA shall be an organization perpetual in its duration.

Article III

Purposes

Section 3.1 The mission of LCA is to educate children with the emphasis on Holy scripture, to instill the teachings of Jesus Christ as the foundation of all spiritual growth, to build moral character as academic excellence is pursued and to create a loving, nurturing environment where students are challenged to reach their God-given potential.

Section 3.2 The purpose of LCA is to:

- 1. seek God's truth and righteousness first and all these other things will be added,**
- 2. seek only God's glory in all things,**
- 3. non-denominational and grounded in the basic tenets of the Christian faith,**
- 4. do not favor one of God's children over another,**

- 5. keep tuition affordable for a wide range of income levels,**
- 6. maintain independence from a church or supporting organization,**
- 7. impact the lives of as many children as possible without sacrificing quality,**
- 8. maintain strong financial health,**
- 9. maintain high level of parent involvement, and**
- 10. provide an education to applicants regardless of their race, color, national or ethnic origin.**

Section 3.3 The Board of Directors shall adopt and approve a Statement of Faith and Philosophy of Education consistent with the stated objectives of LCA. The Statement of Faith and Philosophy of Education may be amended only by a unanimous vote of the Board of Directors.

Article IV

Board of Directors

Section 4.1 The Board of Directors of LCA shall consist of three (3) permanent directors. The Board of Directors shall only act in the name of the organization when it is regularly convened by the President after due notice to all Directors of such meeting.

Section 4.2 The number of Directors may at any time be increased or decreased by amendment of these By-laws.

Section 4.3 Any vacancy due to a Director or Board action, death or resignation, may be filled by an affirmative vote of a majority of the remaining Directors, though less than a quorum, at any duly convened meeting.

Section 4.4 The Board of Directors shall have monthly meetings. Special-called meetings may be called by the President. The Secretary will provide written notices to all Board members at least seven (7) days prior to regular meetings and three (3) days prior to special-called meetings. The meeting will be conducted from a pre-published agenda. Minutes of the meeting will be published and maintained in a permanent binder in the Academy office. The meeting schedule will be placed on the website.

Section 4.5 The meeting of the Board of Directors and all committees shall be conducted according to the latest revision of Robert's Rules of Order, but it shall be necessary in any event for a quorum to be present for the Board or any of its committees to act. A quorum for any such meeting shall be a majority of those entitled to notice of such meetings.

Section 4.6 The Board may, as circumstances dictate, adjourn to closed session from time to time to address spiritual, personnel or disciplinary concerns.

Section 4.7 The Board will be considered to have acted when, and only when, in a duly-constituted board meeting a proposal is moved, seconded, discussed, passed by the appropriate majority, entered into the minutes and duly approved.

Article V

Committees of the Board

Section 5.1 The Board of Directors may, as needed, form committees consisting of one (1) Board Member and/or others to carry out the activities and purposes of the Board.

Article VI

Officers of the Organization

Section 6.1 The officers of the Board of Directors shall be a President, Vice President and Secretary, each of whom shall be elected by the Board of Directors.

Section 6.2 The President of the Board shall, when present, preside at all meetings of the Board of Directors. The President shall appoint all committees and shall be the ex-officio member of each committee. The President shall see that all books, reports and certifications required are properly kept or filed, have general supervision of the organization, and shall perform all the usual functions of the President of a Texas non-profit Corporation.

Section 6.3 The Vice President of the Board shall preside at meetings of the Board of Directors when the President is absent and shall perform all duties of the President.

Section 6.4 The Secretary of the Board or the designee shall keep all records of the Board, record attendance at meetings, preserve the minutes of such meetings, report as required by the IRS and have charge of the corporate books. It shall be the duty of the Secretary to file any certificates required by any statute, federal or state, and may be one of the officers required to sign the checks and drafts of the organization.

The Secretary of the Board shall present to the Board any communication received, attend to all correspondence of the organization, and issue all notices for meetings.

Article VII

Reports and Meetings

Section 7.1 The Board of Directors of the LCA will issue an annual, written report. The report will be available on the website no later than September 1st for the previous fiscal and calendar year. The report shall include, but not limited to the year-end financial reports, year-to-date funding, enrollment figures, standardized tests results, listing of all Board members, list of significant accomplishments and events of the school year and other business as may be deemed appropriate by Board.

Section 7.2 The President shall enjoy full privileges of voting and discussion, but shall be precluded from making motions while in the office of President.

Article VIII

Fiscal Responsibility

Section 8.1 The Board of Directors shall be responsible, through the budget process, to ensure that the day-to-day operations of LCA shall be fully funded.

Section 8.2 The fiscal year of the organization shall be defined as the first day of July to the 30th day of June of each year.

Section 8.3 The Board of Directors will approve an annual operating budget.

Section 8.4 It shall be the LCA Administrator's responsibility to prepare a monthly financial statement, to be submitted to the Board in advance of each regular Board meeting. All financial statements are subject to Board review.

Section 8.5 The LCA financial records shall be inspected at least annually before filing of federal financial reports by a qualified person who does not have signing authority on any Academy assets and who does not prepare the school's financial records. A qualified person shall be any accountant, bookkeeper, attorney, and other person who by reason of expertise or experience is competent to evaluate financial records.

Section 8.6 It shall be the responsibility of the Board of Directors or their designee to set policy for the fund raising activities of the school staff and to be responsible for their propriety and effectiveness.

Article IX

Contracts, Loans, Checks, and Deposits

Section 9.1 The Board of Directors shall have the authority to authorize the Administrator to enter into any contract in the name and on behalf of LCA.

Section 9.2 No loans shall be contracted on behalf of LCA without two-thirds approval of the Board of Directors.

Section 9.3 All funds of LCA shall be deposited in the Llano National Bank within 24 hours of receipt.

Section 9.4 The Board of Directors or their designee may accept on behalf of LCA any contribution, gift, bequest, or device for the general purpose of LCA.

Article X

General Organizational Matters

Section 10.1 These by-laws are for the operation and management of the Llano Christian Academy.

Section 10.2 Every Director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind.

Section 10.3 These by-laws may be altered, amended or repealed by a two-thirds vote of the Board of Directors at any regular or special-called meeting provided a minimum of ten (10) days written notice has been provided to all parents of record, specifically enumerating such proposed changes and amendments. The exception: Article III requires a unanimous vote of the Board and all other Articles require a two-thirds majority vote of the Board to ratify proposed changes or amendments.

Section 10.4 The Llano Christian Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship

and loan programs, and athletic and other school-administered programs.

However, persons who are unable or unwilling to abide by the Llano Christian Academy Statement of Faith or Philosophy of Education may be denied participation or employment.

Section 10.5 Dissolution Clause

Upon the dissolution of Llano Christian Academy, assets shall be distributed for one or more exempt purposes within the meaning of section 501©(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Updated November 14, 2013

Board President, Lony Reed

Board Vice President, Brett Whitson

Board Secretary, Joanie Castleman