

~ CONSTITUTION OF DAKAR ACADEMY ~

As approved December 1992

I. NAME

The official name of the school is Dakar Academy-Foyer Evangelique, hereinafter referred to as the Academy.

II. PURPOSE

The fundamental purpose of the Academy is to provide for missionary children and other children as space permits, quality primary and secondary education from an evangelical Christian perspective utilizing curriculum compatible with American school systems, and boarding for missionary children, as set forth by the Board of Directors, hereinafter referred to as the Board.

III. PARTICIPATION

A. OWNING MISSIONS

1. United World Mission
2. General Council of the Assemblies of God
3. Conservative Baptist Foreign Mission Society
4. A mission may be admitted to participate in the ownership of the Academy by the recommendation of the Board, by agreement with its Statement of Faith and Philosophy of Education, and by the approval of the Home Boards of a majority of the Owing Missions, and upon terms consistent with the Constitution. Each case involves the payment to the general fund of the Academy an equal part of the determined capital value of the Academy, and participation in the provision of personnel for the Academy on an equal basis with the other owning missions.

B. COOPERATING MISSIONS

Co-operating missions are those missions admitted by the recommendation of the Board and by the, approval of the Home Boards of a majority of the Owing Missions, according to a written co-operative agreement, and upon terms consistent with the Constitution. Each Co-operating Mission may have one non-voting representative to the Board. Each case involves the payment to the General Fund of the Academy a capital sum to help meet additional costs of the increase in student body and participation in the provision of personnel for the Academy, both to be determined by the Board.

IV. ORGANIZATION

A. ACADEMY BOARD

I. COMPOSITION. The Board is composed of two voting members from each Owing Mission in a manner determined by the separate Owing Missions. Each Co-operating Mission may have one non voting member on the board chosen in manner determined by the separate Co-operating Missions.

- a. Whenever possible, the term of office for Board Members is to be no fewer than two years.

- b. Immediate family members of the Academy staff are ineligible to serve on the Board, except when it cannot be avoided due to lack of personnel.
- c. Board Members sign and adhere to the Academy's Statement of Faith and Philosophy of Education at the beginning of their term of service.

2. FUNCTION. The direction of the Academy is vested in the Board.

- a. The Board formulates policy for the direction of the Academy.
- b. The Board meets at least twice each year for a semi-annual and annual meeting. The annual meeting is held near the end of the academic year. Special meetings may be requested by any member. One-month prior notice is required if requested by mail or two weeks if by telephone. Special meetings may be held either in person or by telephone without advance notice by common consent and presence or participation of all members.

B. BOARD OFFICERS. The Board Officers of Chairperson and Secretary are elected by the Board during its last meeting at the end of the school year. The officers are elected from two of the owning missions for one year and serve on the Executive Committee in the same capacity. If necessary, the Board may convene to replace these officers at any time.

1. CHAIRPERSON.

- a. The newly elected Chairperson assumes office at the end of the current school year.
- b. The Chairperson presides over the meetings of the Board and the Executive Committee.
- c. The Chairperson is authorized to act in full authority of the Executive Committee in emergencies when efforts to contact its other members fail.
- d. The Chairperson provides members with the agenda in advance of scheduled meetings.

2. SECRETARY.

- a. The Secretary keeps records of all meetings and conducts such correspondence and transmits such business as directed by the Board.
- b. The Secretary functions as Chairperson in case of the temporary absence or incapacitation of that person.
- c. The outgoing Secretary is responsible for the minutes of the Board meeting in which a new secretary is elected.

C. EXECUTIVE COMMITTEE.

I. COMPOSITION. The Executive Committee is composed of the Chairperson and Secretary of the Board and one member designated by each Owing Mission not represented by these officers. Co-operating Missions may have their non-voting representatives present in Executive Committee meetings on invitation by the majority of the Owing Mission members.

2. FUNCTION. The Executive Committee acts on behalf of the Board to assure the execution of the Board policies, and in emergencies has the authority of the Board.

- a. The committee meets as often as necessary to accomplish its function, and may be called into session whenever necessary by one of its members or the Director.
- b. The Director attends all meetings of the Executive Committee except those in which the committee deems the director should not be present.

D. ADMINISTRATIVE STAFF.

1. DIRECTOR. The Director is approved by the Board and is responsible to the Board and the Executive Committee for the carrying out of his/her job description. He/she is responsible for the spiritual, academic and social welfare of the Academy. He/she is the administrative head of the Academy and conducts such staff meetings as are required to assure the proper and efficient operation of the Academy.

2. BUSINESS MANAGER. The Business Manager is approved by the Board and is responsible to the Director for the financial activity of the Academy according to his/her job description and current Board policy.

3. DORMITORY PARENTS. The Dormitory Parents are approved by the Board and are responsible to the Director for the administration of the dormitory as well as the physical, spiritual and social development of its students as outlined in their job description and current Board policy.

E. TEACHING STAFF. Teachers are approved by the Board and are responsible to the Director. They are responsible to cooperate in the spiritual, academic and social development of their students and to follow the guidelines given in the Teacher's Handbook and the Policy Book.

F. RECRUITMENT OF STAFF

1. CATEGORIES. Staff members may come from any of the participating missions in the following categories:

- a. Long-term or career status
- b. Short-term status

2. VACANCIES. Staff members may be hired directly by the Academy for positions that the participating missions are unable to fulfill.

V. DISCIPLINE

Any incident of serious misconduct may be brought to the Executive Committee for further disciplinary action or dismissal from the Academy. Resulting disciplinary action may be brought to the Board for clarification. Any incident of criminal misconduct will be brought immediately to the Executive Committee.

A. STAFF. The discipline of all staff is the responsibility of the Director. If dismissal is necessary, the decision is made by the Director in conjunction with the Executive Committee, and a report of the incident will be sent to the individual's mission Board.

B. STUDENTS. The discipline of students is the responsibility of the staff as coordinated by the Director in accordance with the philosophy of discipline in the Student-Parent Handbook.

C. DORMITORY. The discipline of students in the dormitory is the responsibility of the Dorm Parents in accordance with the guidelines set forth in the Policy Book and the Dorm Handbook.

VI. FINANCES

A. CAPITAL FUNDS. The Board decides upon capital improvements based upon its long-range development plan and with the approval of the Owing Mission Home Boards.

B. RECURRENT OPERATING EXPENSES. The Academy is to be self-supporting in regard to recurrent operating expenses. Income is derived from tuition, fees and other sources as determined by the Board.

C. EMERGENCY EXPENDITURES. Any expenditure beyond the Capital and operating budgets must have approval of the Board

D. STAFF SUBSIDIES. Staff subsidies are set by the Academy Board at the semi-annual board meeting in consultation with the Business Manager. A portion of tuition and fees is set aside to pay staff subsidies and maintain them at a consistent level for the subsequent school year.

VII. PROPERTY

The Board has the power to buy, mortgage, sell or otherwise alienate any portions of property for the Academy, and only with the consent of each of the Owing Mission Home Boards.

VIII. SEPARATION

A. The membership of any Co-operating Mission may be terminated upon recommendation of the Board by a showing of just cause and proof of any inability of further collaboration.

B. Any Owing or Co-operating Mission is at liberty to withdraw from the Academy by serving written notice of such desire to the Board Chairperson. Such disaffiliation is to be effective six months after receipt of such notice.

C. In case of separation, amicable financial adjustments with the separating missions shall be sought. However, if an agreement cannot be reached, the decision of the Owing Mission Home Boards shall constitute the final arrangement, without further appeal.

IX. DISSOLUTION

A. AGREED DISSOLUTION. If, at any time, it appears to the Board that the objectives of the Academy can no longer be successfully served, the Board shall pass a resolution to that effect by a majority vote. If, after an interval of no less than three months and no more than twelve, during which time opportunity shall

have been taken to consult with the Owing Mission Home Boards, the Board shall again confirm its previous resolution by a majority vote, then the Academy shall be dissolved. The assets and liabilities of the Academy having been determined by the Board, the net assets or debt, as the case may be, shall be distributed equally among the Owing Missions after obligations to the Co-operating Missions have been met.

B. FORCED DISSOLUTION. In the case of forced dissolution as a result of government take-over or civil war, any resulting assets will be handled in the following priority order:

1. Payment of all incurred debts.
2. Payment to any Co-operating Mission according to their written agreement.
3. Equal payments to the Owing Missions.

C. EVACUATION. A contingency plan for evacuation is to be kept current with copies to all Owing Missions and responsible individuals.

X. AMENDMENTS

These articles of Constitution may be amended by a unanimous vote of the members of the Board, followed by an interval of six months or more with a unanimous ratifying vote at a regular Board meeting. A proposed amendment must be submitted in writing to the Board members at least thirty days prior to a vote.