

**CONSTITUTION OF THE  
LIFEPOINT ACADEMY OF SEVENTH-DAY ADVENTISTS  
As Adopted April 5, 2025**

**ARTICLE I: NAME**

This School, located at 4298 Livingston Rd, Jacksonville, Duval County, Florida, shall be known as LifePoint Academy.

**ARTICLE II: OBJECTIVE AND PURPOSE**

LifePoint Academy exists to provide Seventh-day Adventist Christian education that will facilitate the development of Christian character and prepare youth for service to God, their church, their country and their world community.

**ARTICLE III: OWNERSHIP**

LifePoint Academy, and any property held in its name, is owned by the Florida Conference Association of Seventh-day Adventists, a Florida corporation having its principal office in Altamonte Springs, Seminole County, Florida, and the School is operated by constituent churches and companies as defined in Article IV of this Constitution.

**ARTICLE IV: CONSTITUENT CONGREGATION**

Any duly organized Seventh-day Adventist church or company in the Florida Conference of Seventh-day Adventists may become a constituent congregation, subject to the requirements set forth in this Constitution and Bylaws of the School. The following is a list of the constituent congregations as of the **April 5, 2025**, revision of this Constitution:

LifePoint Christian Fellowship of Seventh-day Adventist Church (LifePoint Church)

**ARTICLE V: CONSTITUENT MEMBERSHIP**

The constituent membership shall consist of the members of **LifePoint Church, the constituent churches and companies**, the members of the School Board, the members of the School faculty, the officers of the Florida Conference, the Conference Superintendent of Schools and associates and the Southern Union Conference Director of Education or designee.

**ARTICLE VI: NON-DISCRIMINATION**

Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

## ARTICLE VII: GOVERNING BODY

- A. The School Board is delegated the authority to act on behalf of the constituents between regular and special Constituency Meetings to conduct the affairs and to control the assets of the School.
- B. The composition, qualifications, time and manner of electing, number, term of office and the duties and powers of the members of the School Board and officers shall be set forth in the Bylaws of the School.

## ARTICLE VIII: CONSTITUENCY MEETINGS

- A. An annual meeting of the constituent membership shall be held in early March to approve the proposed budget for the upcoming school year and during each fiscal year at such place and time as shall be determined by the School Board. **The School Board shall work in collaboration with the LifePoint church board in this process.**
- B. Special meetings may be called at the discretion of the School Board, the **LifePoint Church** membership in session, **twenty percent (20%) of the boards of the constituent congregations**, or the Executive Committee of the Florida Conference of Seventh-day Adventists.

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## ARTICLE IX: BYLAWS

The **LifePoint Church membership** **constituent membership** may enact Bylaws and amend or repeal them at any duly called meeting **of the constituent members**, and such Bylaws may embrace any provision not inconsistent with this Constitution.

## ARTICLE X: AMENDMENTS

The Constitution may be amended or repealed at any duly called Constituency Meeting by an affirmative vote of sixty-seven percent (67%) of the **LifePoint Church members** **delegates** present and voting, but in no event may the Constitution be amended or repealed without the affirmative vote of **fifty-one percent (51%) of the LifePoint Church members present at** **delegates elected to attend** the Constituency Meeting pursuant to Article XI of the Bylaws.

## ARTICLE XI: GENERAL POLICY

The provisions of the Southern Union Education Code, the Florida Conference Education Code and the Florida Conference Working Policy, so far as they apply, shall cover any matters not specifically covered by this Constitution and its Bylaws as though the same were set forth herein at length, and are by this reference made a part of this Constitution and its Bylaws and shall be binding upon all constituent members.

## ARTICLE XII: WITHDRAWAL OF CONSTITUENT CONGREGATION

A church or company desiring to withdraw from the constituency shall follow the procedures outlined in the Bylaws.

### ARTICLE XIII: INDEMNIFICATION

The School shall indemnify any person who is serving or has served as a member of the School Board or as an administrator of the School (and his/her executor, administrator and heirs) against all reasonable expenses (including, but not limited to, judgments, costs and legal fees) actually and necessarily incurred by him/her in connection with the defense of any litigation, action, suit or proceeding—civil, criminal or administrative—to which he/she may have been a party by reason of being or having been a member of the School Board or an administrator of the School, except he/she shall have no right of reimbursement for matters in which he/she has been adjudged liable to the School for negligence or misconduct in the performance of his/her duties.

### ARTICLE XIV: DISSOLUTION

- A. This constituency may be dissolved by a seventy-five percent (75%) vote of the LifePoint Church members delegates present and voting at a regular or special Constituency Meeting, provided notice of the proposal to dissolve shall be given in the call for the session.
- B. After all claims against the School have been satisfied, any remaining assets shall be transferred to the Florida Conference Association of Seventh-day Adventists. The Conference Association board shall then determine the appropriate distribution of the assets to LifePoint Church. among the constituent churches and companies.

**BYLAWS OF THE  
LIFEPOINT ACADEMY OF SEVENTH-DAY ADVENTISTS  
As Adopted April 5, 2025**

**ARTICLE I: MEMBERSHIP OF THE SCHOOL BOARD**

- A. MEMBERSHIP.** The membership of the School Board shall not be less than seven (7) and no more than 13, exclusive of the conference officers and superintendent of schools and union personnel. not exceed a total of eighteen (18), except when necessitated by the rounding of fractions provided for in Article I, Section A, Subsection 7 of these Bylaws, and shall be comprised as follows:
1. The LifePoint Church pastor is an ex officio board member. Each constituent church or company shall be entitled to two (2) representatives. One of the representatives shall be the senior pastor, who is a member ex officio. The senior pastor shall send a designee when he/she is unable to attend.
  2. The church or company from which the School Board Chairperson is chosen may elect an additional representative.
  3. The Principal of the School is a member ex officio and serves as Executive Secretary of the School Board. The Executive Secretary or the School Board may appoint a non-voting Recording Secretary.
  4. The leader of the Parent-Teacher Partnership is a voting member.
  5. The Development Director is a member ex officio.
  6. The Finance Committee Chairperson is a member ex officio.
  7. The Superintendent of Education of the Florida Conference of Seventh-day Adventists or designee is a member ex officio.
  8. The Treasurer of the School is a voting member unless they are hired as an outside consultant. non-voting member when hired as an outside consultant.
  9. In addition to the representatives allowed in Article I, Section A, Subsections 1 to 6 of these Bylaws, the constituent churches and companies shall elect additional representatives. The number of additional representatives from each constituent congregation shall be determined by establishing the percentage of the School's total operating subsidies that the congregation shall be paying under Article VIII, Section B, Subsection 1 of these Bylaws and multiplying that percentage by the number of the representative slots that are available after the representatives allowed in Article I, Section A, Subsections 1 to 6 of these Bylaws have been subtracted from the total of eighteen (18) representatives allowed (fractions shall be rounded to the nearest whole number).
  10. Each constituent church or company shall appoint one alternate representative who shall be invited to all meetings of the School Board and who shall be entitled to participate in discussion during all meetings but who shall be granted a vote only in the absence of a representative from his/her congregation.

- B. INVITEES.** Permanent invitees shall include the following:
1. The Southern Union Conference Office of Education shall be entitled to have a non-voting representative present at any meeting of the School Board.
  2. The officers of the Florida Conference shall be non-voting representatives at any meeting of the School Board.
  3. The associate pastor(s) of LifePoint Church the constituent congregations shall be a voting representative at any meeting of the School Board.
- C. QUALIFICATIONS.** No person shall serve as a member of the School Board who is not a LifePoint Church Seventh-day Adventist member in regular standing. Each congregation-elected representative, the Principal, the Finance Committee Chairperson and the leader of the Parent Teacher Partnership shall be a member of LifePoint Church, a constituent church or company.
- D. ELECTION.** LifePoint Church will elect its leaders and ministry teams, including school board members, every two years in accordance with the Church Manual. The constituent churches or companies shall elect their representatives to the School Board no later than June 30 of each year. Representatives shall be elected in the manner determined by the constituent congregation. The church or company clerk (the Conference Executive Secretary or designee, in the case of a company) shall notify the School Board secretary in writing (via email) as to the constituent congregation's slate of representatives.
- E. TERM OF OFFICE.** The school board members representatives shall serve for a term of two (2) years in staggered rotation and may be re-elected when the term ends at the discretion of LifePoint Church the church board.
- F. TERMINATION.** The Executive Secretary shall notify the church or company in writing (via email) when their School Board representatives have missed a regularly called meeting or when their representatives have forfeited their membership through lack of attendance, as defined below. Any representative to the School Board may be removed, for cause, by the board of his/her constituent congregation, and the constituent congregations may fill any vacancies at any time during the year. A person whose School Board membership has been terminated may appeal to the board of his/her church or company for reinstatement. The Executive Secretary shall notify the LifePoint Church leadership in writing (via email) when a School Board member has forfeited their membership due to lack of attendance, as defined below. Any member to the School Board may be removed for cause, and vacancies may be filled at any time during the year. A member whose School Board membership has been terminated may appeal to the LifePoint Church leadership for reinstatement.
1. **Excused Absences.** The School Board member representative must notify the Executive Secretary of his/her absence prior to a regularly called meeting.
  2. **Unexcused Absences.** A total of three (3) unexcused absences from regularly called meetings during one year shall be cause for termination of a member's representative's membership of the School Board, except for ex officio members.
  3. **AUTHORITY.** The School Board is responsible for the operation of the School within the guidelines and policies adopted by the Florida Conference and the School constituency as stated in this Constitution and Bylaws. The School Board has authority only when meeting in

an official session; individual members may not speak for the School Board unless directed by the School Board to do so. All actions of the School Board are implemented through its Executive Secretary, unless otherwise directed by the School Board.

4. **CENSURE.** If a School Board member's representative's behavior, conduct, or treatment of other representatives under Robert's Rules of Order causes division, disharmony, and/or disunity, the School Board shall take appropriate steps, as defined below. Each step taken will be documented in the School records and the Executive Secretary shall send to the LifePoint Church leadership representative's constituent church or company and to the member representative copies of such actions taken.
5. The School Board Chairperson and/or the Vice-Chairperson shall contact the member representative and the Principal; and their purpose shall be to provide the member representative spiritual encouragement, and to counsel him/her to behave professionally and in an appropriate manner.
6. If inappropriate conduct continues, then the School Board Chairperson and/or the Vice-Chairperson, the Principal, and the LifePoint pastor their constituent pastor shall contact the member representative. Their purpose shall be to resolve the matter in a redemptive spirit, and to further encourage the member representative to behave in a more professional and appropriate manner.
7. If the matter continues, it shall be taken to the next regularly scheduled School Board meeting for discussion, and if needed, appropriate action may be taken by the School Board to place the member under three (3) months' probation. While under probation, the member representative shall not forfeit any of his/her rights as a School Board member.
8. At the end of the probation, the School Board shall review the matter, and take appropriate action on either removing the member representative from probation or referring the matter to the LifePoint Church board the representative's constituent church or company for further action.

## ARTICLE II: ELECTION OF OFFICERS

- A. The officers of the School Board shall be a Chairperson, Vice-Chairperson and Executive Secretary. The School Principal shall serve as Executive Secretary.
- B. The School Board shall elect the Chairperson and Vice-Chairperson (if deemed appropriate) of the School Board from its membership at its first meeting of the fiscal year in July/August, which shall be chaired by the Superintendent of Education of the Florida Conference or his/her designee until a Chairperson is elected. All officers shall be elected to serve for a term of one year and may be re-elected. Should a vacancy occur, the School Board shall promptly elect a replacement to complete the term. All officers shall be elected to serve for a two-year term and may be re-elected. Any suggestions for replacements in the event of a vacancy must be approved by the LifePoint Church Board before a new officer is appointed to complete the term.
- C. The out-going Chairperson from the previous year shall not preside over the meeting at which the new Chairperson is elected.

### ARTICLE III: DUTIES OF OFFICERS

- A. CHAIRPERSON.** The Chairperson shall preside at all School Board and Constituency Meetings. He/she shall direct the School Board in planning for and implementing School Board actions. He/she shall call for regular reports from standing and *ad hoc* committees of the School Board and shall present the finding and recommendations to the School Board and to the constituent membership as needed.
- The Chairperson shall preside over all School Board meetings, guiding discussions and ensuring orderly proceedings. They shall lead the School Board in planning and implementing its decisions, regularly calling for reports from standing and *ad hoc* committees. The Chairperson will present findings and recommendations to the School Board. Additionally, the Chairperson shall serve as the school's representative on the LifePoint Church Board.
- B. VICE-CHAIRPERSON.** The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson and shall perform such other duties, as the School Board shall direct.
- C. EXECUTIVE SECRETARY.** The Executive Secretary shall keep in permanent form the minutes and other records of the School Board and of Constituency Meetings. He/she shall carry on, or cause to be carried on, the necessary correspondence for the School Board. He/she shall provide copies of the minutes at the next School Board Meeting from the previous School Board Meeting.

### ARTICLE IV: COMMITTEES

At its discretion, the School Board may form Committees, which may include, but are not limited to, the following:

- A. EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the officers of the School Board, and the senior pastors of the constituent congregations. It shall act on behalf of the School Board between meetings and execute such other duties as may be delegated to it by the School Board. The School Board Chairperson shall chair it. A quorum shall consist of fifty-one percent (51%) of the membership of the Executive Committee.
- B. FINANCE COMMITTEE.** The Finance Committee shall consist of its chairperson, the officers of the School Board, the School Treasurer, the pastor of LifePoint Church senior pastors of the constituent congregations, and two (2) members from LifePoint Church representatives from each constituent congregation elected in the manner determined by the constituent congregation. It shall prepare the budget for approval by the School Board each year and shall monitor adherence to the budget. It shall develop financial policies and procedures for the collection and disbursement of School funds and make recommendations to the School Board as needed. The Finance Committee Chairperson shall be elected by the School Board from LifePoint Church the constituent membership at its first meeting of the fiscal year in July/August. The Finance Committee Chairperson shall be elected to serve for a term of two years one year and may be re-elected. Should a vacancy occur, the School Board shall promptly elect a replacement to complete the term.
- C. PERSONNEL COMMITTEE.** The Personnel Committee shall consist of the Florida Conference Superintendent of Education or designee (who will chair the committee when hiring conference employees), the School Board Chairperson who will chair the committee, the pastor of LifePoint Church senior pastor of the constituent congregations, the School Principal, and three (3) School Board selected members from LifePoint church representatives from each

constituent congregation elected in the manner determined by the constituent congregation. It shall review the performance of all administrative, all instructional, and all non-instructional staff of the School and shall make recommendations to the School Board as needed.

It shall conduct interviews of conference and local hires, and make hiring recommendations to the School Board.

- D. CONSTITUTION AND BYLAWS COMMITTEE.** The Constitution and Bylaws Committee shall consist of the School Board Chairperson who will chair the committee, the School Principal and one School Board selected member from LifePoint Church representative from each constituent congregation. It shall review the Constitution and Bylaws of the School every other year and shall make recommendations to the School Board for amendments as needed.
- E. AD HOC COMMITTEES.** The School Board shall create *ad hoc* committees as necessary.

#### **ARTICLE V: PROCEDURES OF THE SCHOOL BOARD**

- A. QUORUM.** A quorum shall consist of fifty-one percent (51%) of the membership of the School Board.
- B. MEETINGS.** The School Board shall meet not less than six (6) times per year and upon call by the Chairperson. Notice of meetings shall be emailed to the School Board members at least seven (7) days before any meeting. All actions shall require the affirmative vote of sixty-seven percent (67%) of the quorum or fifty-one percent (51%) of the membership of the School Board, whichever is less.
- C. SUBMISSION OF AGENDA ITEMS.** School Board members, constituent members or parents of current students of LifePoint Academy who wish items placed on the School Board agenda shall submit the items to the School Board Chairperson or Executive Secretary at least forty-eight (48) hours before the next scheduled School Board meeting.
- D. AGENDA ADDITIONS.** Once the School Board is in session, any item may be placed on the agenda for consideration upon the affirmative vote of sixty-seven percent (67%) of the School Board members present at any meeting or fifty-one percent (51%) of the membership of the School Board, whichever is less.
- E. RIGHT TO ATTEND.** Any member of LifePoint Church a constituent congregation or any parent of a current student at LifePoint Academy of Seventh-day Adventists shall have the right to attend any meeting of the School Board, unless the School Board has been called into Executive Session. By vote of the School Board, the meeting may be called into Executive Session for discussion of personnel issues or other items of a sensitive nature.
- F. RIGHT TO BE HEARD.** Any member LifePoint Church of a constituent congregation or any parent of a current student at LifePoint Academy of Seventh-day Adventists shall have the right to be heard on any school-related matter by the School Board in session, subject to procedures established by the School Board.
- G. RULES OF PROCEDURE.** The rules contained in Robert's Rules of Order shall govern all meetings of the School Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws.



## ARTICLE VI: REAL PROPERTY

All real property acquired or held by the School shall be held in the name of the Florida Conference Association of Seventh-day Adventists, a corporation not for profit, said Association to hold properties pursuant to the direction of the School Board.

## ARTICLE VII: FISCAL YEAR

The Fiscal Year of the School shall begin on July 1 of each year.

## ARTICLE VIII: SOURCES OF INCOME

Income to the School shall be derived principally from the following:

**A. TUITION.** Tuition rates shall be set by the School Board. Tuition charges may vary for constituent students and non-constituent students.

1. **Constituents.** Adventist schools are a ministry of local congregations to their children. Schools are not just a service funded by the parents. The church and parents work together to provide Christian education. Thus, tuition rates shall be set so that income from LifePoint Church constituent students shall account for not less than fifty percent (50%) and not more than seventy percent (70%) of the total operating budget of the School.
2. **Non-Constituents.** Tuition rates for non-constituent students shall not exceed one hundred and fifty percent (150%) of constituent tuition.

**B. CHURCH SUBSIDIES**

1. **Operating Subsidy.** The School Board shall contact the Florida Conference of Education for the latest information on calculating subsidies.
2. **Capital Subsidy.** The School Board may request a capital subsidy to be given by the constituent congregation.

**C. OTHER INCOME.** The School and its ancillary organizations may generate income from a variety of sources. All such fundraising shall have the prior approval of the School Board.

**Additional Fees and Charges.** The School Board may establish other fees and charges and shall adopt rules and regulations necessary for the assessment and collection of such income.

1. **Federal, State and County Grants.** Following denominational guidelines and with prior approval of the Florida Conference, the School may avail itself of certain government funding.
2. **Endowments.** Following denominational guidelines and with prior approval of the Florida Conference, the School may establish endowments to provide for long-term funding.
3. **Trusts.** The School may receive income from trusts set up by benefactors, and it may distribute the funds according to the provisions of the trust.

4. **Ancillary Organizations.** The **Parent Teacher Partnership** and other entities associated with the School may raise money through various activities to provide funds for a variety of non-operating costs.

#### **ARTICLE IX: MEMBERSHIP AS A CONSTITUENT CONGREGATION**

- A. Any church or company seeking constituency status must make an application to the School Board. Upon the affirmative vote of sixty-seven percent (67%) of the constituent membership in session and upon the acceptance of this Constitution and Bylaws by the members of the requesting congregation at a duly called business meeting of their church or company, said congregation shall be granted constituency status and shall be entitled to representation on the School Board.
- B. Assessment for any church or company organized subsequent to the organization of this School shall be as follows: Initial remuneration for becoming a constituent church shall be assessed as well as a monthly subsidy to be determined by the School Board and approved by the constituent churches.
- C. In the event that any constituent congregation shall fail to pay any assessments as determined by the School Board, and such delinquency shall continue for six (6) months, or shall fail to abide by any actions of the School Board pursuant to the Constitution and Bylaws, such congregation shall forfeit all privileges and rights of a constituent congregation.

#### **ARTICLE X: WITHDRAWAL AS A CONSTITUENT CONGREGATION**

- A. A constituent congregation desiring to withdraw from constituent membership shall duly call a business meeting and obtain an affirmative vote.
- B. Notice of intent to withdraw shall then be submitted in writing to the Executive Secretary of the School Board and the Florida Conference Office of Education. The notice shall be signed by the senior pastor and church or company clerk (the Conference Executive Secretary, in the case of a company) and shall be accompanied by a copy of the resolution adopted during the congregation's business meeting. In addition, the notice shall be made at least eight (8) months in advance of the beginning of the next fiscal year.
- C. All constituent financial obligations of the withdrawing congregation shall continue during the current fiscal year, and those obligations remaining after withdrawal shall be met by the withdrawing congregation.
- D. A congregation withdrawing from the constituency shall have no claim to any assets of the School or the constituency.

#### **ARTICLE XI: CONSTITUENCY MEETINGS**

- A. **PURPOSE.** The delegates to the Constituency Meetings shall receive reports from the School Administration, consider amendments to the Constitution and Bylaws, vote to accept a budget as prepared by the School Board, and make recommendations to the School Board.

- B. REPRESENTATION.** The administrative and FTE's teaching staff of the school shall be delegates. All members of the School Board shall be delegates. In addition, the constituent churches and companies shall elect up to 75 delegates. All members in good standing of LifePoint Church are eligible to attend and vote.
- C. ELECTION.** The constituent churches and companies shall elect their delegates to the Constituency Meeting no later than one (1) month prior to the meeting. Delegates shall be elected in the manner determined by the constituent congregation. The constituent congregation shall notify the School Board in writing as to the congregation's slate of delegates.
- D. QUORUM.** At least fifty-one percent (51%) of the delegates authorized in Article XI, Section B, of these Bylaws must be present at any Constituency Meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates present shall constitute a quorum. 60% of LP church and school boards present?
- E. CHAIR.** The chairperson of the School Board or LifePoint Pastor his/her designee shall chair the Constituency Meeting.

#### ARTICLE XII: AMENDMENTS

The Bylaws may be amended or repealed at any duly called Constituency Meeting by an affirmative vote of sixty-seven percent (67%) of the members delegates present and voting, but in no event may the Bylaws be amended or repealed without the affirmative vote of fifty-one percent (51%) of the members delegates elected to attend the Constituency Meeting pursuant to Article XI of these Bylaws.

#### ARTICLE XIII: DISSOLUTION

The School may be dissolved pursuant to the procedures set forth in Article XIV of the Constitution.