

**Dr. Bianca Washington Brown**, *CEO of Brown's Consulting Services*

**Crystal Christman**, *Mortgage Processor 757-717-0699 OR 352-361-6227*

**Martha L. Marin**, *Health Wellness Coordinator – Gainesville, Florida.*

**Nathaniel Grate**, *Deacon Nathaniel Grate, Retired U.S. Navy and works for the Department of Defense and Transportation. 352-361-5701*

**Anthony Jevon**, *Christman Student at Averett University 757-202-5860*

**Johnnie Reynolds**, *Retired Educator. 352-629-3038*

**Mahmood Khan**, *Math Teacher, Real Estate Agent. 352-347-5348 or 904-542-6311 Marion County School System*

**Dr. Navin Singh**, *Doctor of Optometry, President & CEO of I-Care Vision Center*


**V. Cynthia Gaddy**, *Educator Lake County Schools. 352-537-0358 or 352-728-1877*

**Dr. Eve-Lynn Holt**, *Educator, Book writer and Entrepreneur, Founder of the Charge Keepers. 352-208-1804*

**Clyde A. Graham**, *Principal Kingdom Christian Academy, Retired Public School Principal, Entrepreneur Adjunct Professor of the University of Florida. 352-369-3119 or 352-284-2058*

**Melinda Brown**, *Retired Educator. 352-861-0202 or 352-875-3235*

**Salima Ali**, *VPK Director Director of Early Learning 352-904235-7312*

**Steven Yager**, *Accountant 805 S Magnolia Ave Suite D Ocala, Florida (352) 622-2225*   
<http://yageraccounting-com.webs.com/>

**Honorary Non-voting Board Member - K. Crowell-Grate**, *Pastor/Founder of Contemporary Christian Outreach Ministries Inc, Retired Accountant. 352-876-3446*

**Dr. Rhella Murdaugh**, *Pastor Mt. Zion A.M.E. Church 352-208-4680*

These by laws were approved at a meeting of the board of directors by two thirds Majority vote on **May 22, 2004.**

## **By Laws**

### **Policies & Procedures of the Board**

#### **Policies**

The purpose of the policies is to serve as a guide for actions and behavior and as a reference for ethical decision making. Policies create parameters and boundaries to ensure consistent processes, to resolve difficult situations, and to eliminate ineffective operations. Policies can paraphrase a law, explain a procedure, clarify a principle, or express a desired goal. Without detailed policies it is difficult to solve conflict situations or deal with them in a fair and unbiased manner. With clear rules and regulations it is easier to avoid risky, detrimental, and hurtful actions.

The board is responsible for overseeing these policies are in place. It drafts its own policies and ensures the staff does the same for itself. The board is also responsible for ensuring all the policies:

- are regularly reviewed
- abide by the law
- Bylaws form a legally binding document that outlines the organizational authority levels, how the board functions, and how it is structured. This document is unique to every organization but it should always address a number of specific issues including:
  - name and location of organization
  - statement of purpose
  - election, roles, and terms of board members and officers
  - membership issues (categories, responsibilities)
  - meeting guidelines (frequency, quorum)
  - board structure (size, standing committees, if any)
  - compensation and indemnification of board members
  - role of chief executive
  - amendment of bylaws
  - dissolution of the organization

- The board should have a process in place to review the bylaws every couple of years.
- This assignment is best carried out by a board task force formed for the purpose. There is no need to have a permanent bylaws committee.
- promote moral behavior and organizational values

Good governance leads the organization to earn the public's trust.

Duties and Responsibilities of **Dr. D.D. Brown Academy of Hope** Board of Directors - adopted from an unknown source.

- respecting all the laws
- abiding by strict ethical standards
- remaining fully accountable for its actions

Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

1. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
2. Support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
3. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
4. Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
5. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.

6. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
7. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
8. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
9. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
10. The following sites provide nonprofit resources related to education and research. If you are a nonprofit organization that provides resources to nonprofit boards and senior staff, please contact us if you are interested in being listed.

Good governance constitutes the core of responsible stewardship.

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## **ARTICLE I**

*Section 1 — Name:* The name of the organization shall be **Kingdom Christian Academy & precious Children Preschool**. It shall be a nonprofit organization incorporated under the laws of the State of Florida.

*Section 2 — Purpose:* KCA **Nonprofit** is organized exclusively for charitable, scientific and education purposes.

- The purpose of this corporation is: to support and conduct non-partisan training research, education, and informational activities to increase public awareness
- of juvenile delinquency; · to combat crime within neighborhoods; and
- · To prevent further community deterioration.
- The mission of the parent organization Contemporary Christian Outreach Ministries, Inc is to partner with the entire community of Marin County to ensure that each student, parent and family is empowered with the knowledge and skills necessary to meet the challenges of

the future by teaching Christian values, love of God, Love of Self, love of community and country.

- The mission of the School/Preschool further known as **Kingdom Christian Academy and Precious children Preschool** and Deliverance Refuge Center is as follows:
- Kingdom Christian Academy-“
- Our Motto: Is ***“Preparing Children For The Kingdom”***
- Our vision is to:

## ARTICLE II — MEMBERSHIP

*Section 1 — Eligibility for membership:* Application for voting membership

- Shall be open to **any current resident, property owner, business operator, and member of the Greater Contemporary Christian Outreach Ministries, INC or employee of the city of Ocala that supports the purpose statement in Article I, Section 2.**
- Membership is granted after receipt of a membership invitation, submission of a resume or profile and annual dues. All memberships shall be granted upon a majority vote of the Board.

*Section 2 — Annual dues:* **The amount required for annual dues shall be**

- **\$100 each year**, unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues and regular attendance of Board and committee meetings...

*Section 3 — Rights of members:* Each member shall be eligible to appoint one voting representative to cast the member’s vote in association elections.

*Section 4 — Resignation and termination:* Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

*Section 5 — Non-voting membership:* The board shall have the authority to establish and define non-voting categories of membership.

- A person or organization cannot automatically be made a member.
- A person may not be admitted as a member without the person's express or implied consent.
- Members are of one class, with equal rights, unless otherwise stated in the articles and by-laws.
- Article I must be included. For organizations not incorporated, state that the nonprofit is organized in compliance with the laws of the state of Florida.
- The purpose statement must maintain the standards stated in IRS Publication 557 and give a brief description of the organization’s goals to ensure approval of Federal tax exemptions

### ARTICLE III — MEETINGS OF MEMBERS

*Section 1 — Regular meetings:* Regular meetings of the members shall be held monthly, at a time and place designated by the chair (president).

*Section 2 — Annual meetings:* An annual meeting of the members shall take place in the month of **October**, the specific date, time and location of which will be designated by the chair. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

*Section 3 — Special meetings:* Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent of voting members may also call a special meeting.

### ARTICLE IV — BOARD OF DIRECTORS

*Section 1 — Board role, size, and compensation:* The board is responsible for overall policy and direction of the Outreach Ministry, and delegate's responsibility of day-to-day operations to the staff and committees. **The board shall have up to 15, but not fewer than 5 members.** The board receives no compensation other than reasonable expenses.

*Section 2 — Terms:* All board members shall serve two-year terms, but are eligible for re-election for up to five consecutive terms.

*Section 3 — Meetings and notice:* The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that

Each board member have written notice at least two weeks in advance.

*Section 4 — Board elections:* New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the annual meeting.

*Section 5 — Election procedures:* A Board Development Committee shall be responsible for nominating a slate of prospective board members representing the organization's diverse constituency. In addition, any member can nominate a candidate to the slate of nominees. All members will be eligible to send one representative to vote for each candidate, for up to 10 available positions each year.

*Section 6 — Quorum:* A quorum must be attended by at least forty percent of board members for business transactions to take place and motions to pass.

As a nonprofit with voting members at least one meeting of its members per month or quarterly. Unless otherwise specified by the articles or bylaws, a quorum for a meeting of members is ten percent of the members entitled to vote at the meeting. The statutory limit for a board term is ten years. A board of directors must meet at least once during a fiscal year. All transactions, to consist of at least one-third, of the directors currently holding office.

*Section 7 — Officers and Duties:* There shall be four officers of the board, consisting of a chair, vice-chair, secretary and treasurer. Their duties are as follows:

*The chair* shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.

*The vice-chair* shall chair committees on special subjects as designated by the board.

*The secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

*The treasurer* shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

*Section 8 — Vacancies:* When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

*Section 9 — Resignation, termination, and absences:* Resignation from the board must be in writing and received by beginning of the month in which the vote takes place.