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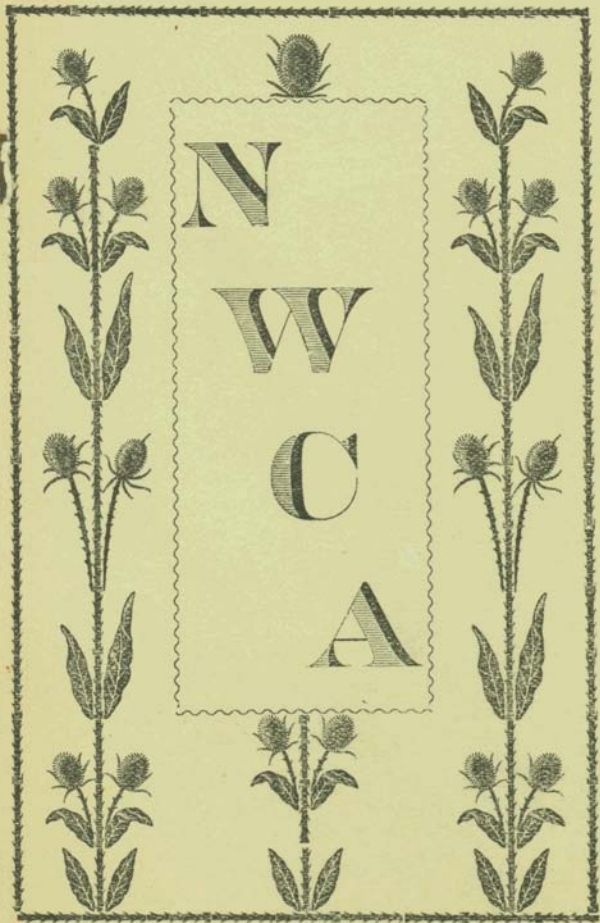
# Constitution and By-laws, Northwestern Classical Academy

Northwestern College - Orange City

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**CONSTITUTION**  
**AND**  
**BY-LAWS**  
**OF THE**  
**BOARD OF TRUSTEES**  
**OF THE**  
**NORTHWESTERN**  
**CLASSICAL ACADEMY** 

**AS ADOPTED JULY 19, 1882, AND AS  
SUBSEQUENTLY AMENDED.**



# ❖ CONSTITUTION. ❖



## ARTICLE I. INCORPORATION.

Seine Bolks, Ale Buursma, Henry Hospers, and Finley Burke, of Orange City, Sioux County, State of Iowa, John W. Warnshuis, Dirk Gleysteen, and J. S. Tucker, of Alton, Sioux County, State of Iowa, and James De Pree, and Teunis Wayenberg, of West Branch, Sioux County, State of Iowa, with all others who now are, or hereafter may become interested therein, are hereby incorporated under the General Incorporation Laws of the State of Iowa, by and in the name of the "Northwestern Classical Academy," and by said name shall have perpetual succession, shall sue and be sued, shall acquire and hold property, both real and personal, either by gift, grant, purchase, bequest, or devise, sell and dispose of the same agreeably to law, shall have power to confer degrees usually conferred by such Institutions, and to make all needful rules, regulations and by-laws, not inconsistent with the laws of this state or with these Articles of Incorporation, which may be necessary to carry out and promote the object of this Incorporation and perpetuate its legal existence.

## ARTICLE II.

### OBJECT.

The object of this Incorporation shall be to establish an Institution of learning for the promotion of Science and Literature in harmony with, and Religion as expressed in, the Doctrinal Standards of the Reformed Church in America; and to exercise such other and incidental powers as are granted to corporations for Educational and Religious purposes.

## ARTICLE III.

### UNDER WHOSE CARE.

The Academy is to be under the care of, and subject to, the supervision of the Classis of Iowa of the Reformed Church in America, within whose geographical boundaries it is located.

## ARTICLE IV.

### PLACE OF BUSINESS.

The principal place of transacting the business for said Corporation is to be at Orange City, Sioux County, State of Iowa.

## ARTICLE V.

### BOARD OF TRUSTEES

The business and affairs of said Academy are to be managed by a Board of Trustees to

consist of sixteen (16) members including the Principal, who shall be ex-officio member of this Board of Trustees. Ten (10) of said Trustees shall always be members in full communion of the Reformed Church in America, and the remaining six (6) Trustees shall be members in good standing of some Reformed Church. Nine (9) members of said Board shall constitute a quorum for the transaction of business. Until otherwise ordered the following named persons shall constitute the first Board of Trustees: Seine Bolks, Ale Buursma, Henry Hospers, Finley Burke, John W. Warnshuis, Dirk Gleysteen, J. S. Tucker, James De Pree and Teunis Wayenberg. Said Board of Trustees shall hold and control all the property acquired for the purposes of the Academy, or which may be acquired either by gift, grant, purchase, bequest or devise, by the Corporation, both real and personal, in trust for the Reformed Church in America, to sell and dispose of the same agreeably to law, and to exercise all powers conferred on the Corporation by these articles, to enact By-Laws and prescribe the Course of Study to be pursued in the Academy, and to appoint the teachers thereof.

#### ARTICLE VI.

##### DIVISION OF THE BOARD.

The members of said Board of Trustees shall be divided into three classes, by lot, at

their first meeting, after signing and executing these Articles of Incorporation, the first class to serve until their successors are appointed by the Classis hereinafter designated, at its spring meeting in the year 1883, the second class to serve until their successors are appointed by the said Classis at its spring meeting in the year 1884, and the third class to serve until their successors are appointed by the said Classis at its spring meeting in the year 1885.

#### ARTICLE VII.

##### TRUSTEES, HOW APPOINTED.

The Iowa Classis of the Reformed Church in America within whose geographical boundaries this Corporation is located, shall, upon nomination by the Board of Trustees, appoint at their spring meeting in the year 1883 and annually thereafter five (5) Trustees to succeed those whose term expires, who are to serve for three years from the third Wednesday in June.

#### ARTICLE VIII.

##### OFFICERS.

The Board of Trustees shall annually elect from their number a President, a Vice-President, a Secretary, and a Treasurer. The Secretary and Treasurer shall be members of the Executive Committee; the appointment and powers of said Committee shall be defined in

the By-Laws to be enacted by the Board of Trustees. The term of office shall commence on the third Wednesday in June of each year.

## ARTICLE IX.

### VACANCIES

(a) In the event of the suspension or excommunication of any of the members of the Board of Trustees from their respective Churches, such members shall be considered disqualified; and the Board shall have the power to fill the vacancy until the next regular session of the Iowa Classis by the appointment of one who is a member in full communion.

(b) In the event of a vacancy occurring in the Board of Trustees either by death or resignation, the Board shall have the power to fill such vacancy until the next regular session of the Iowa Classis.

(c) In the event Classis shall fail to make the annual appointment herein-before provided, the members of the Board whose term expires shall hold over until Classis makes the appointment.

## ARTICLE X.

### THE PRINCIPAL AND TEACHERS.

The teachers shall be members in full communion of some Reformed Church; the Principal shall be a member in full communion of the

Reformed Church in America, and is to be elected by the Board of Trustees, subject to the approval of the Board of Education of the Reformed Church in America, aforesaid, so long as said Board may contribute to the support of said Institution.

## ARTICLE XI.

### ELECTIONS.

All elections and nominations shall be by ballot, and those having a majority of all the votes cast shall be considered elected.

## ARTICLE XII.

### AMENDMENTS.

These Articles of Incorporation can be amended, with the concurrence of the Classis of Iowa, only by a two-thirds ( $\frac{2}{3}$ ) vote of all the members of the Board of Trustees.

## BY-LAWS.



### I—MEETINGS.

The Board of Trustees shall hold three stated meetings each year, to-wit: An annual meeting on the THIRD WEDNESDAY in June, at which the officers for the ensuing year shall be chosen; the second meeting shall be held the THIRD TUESDAY in September; the third meeting the FIRST TUESDAY in April, when reports and nominations, to be sent to Classis, shall be made. Each meeting shall commence at such an hour as the Board from time to time shall decide.

The President may call special meetings whenever he deems it necessary, and he shall call such meetings when so requested by any two members of the Board.

A quorum for the transaction of business shall consist of nine members.

All meetings shall be opened and closed with prayer.

The business of this Board shall be transacted in the manner following:

1. Opening with prayer.
2. Call of roll.
3. Reading of minutes.
4. Election of officers in June.

5. Appointing of committees, in June, to serve a year.

(1) Committee on minutes of Faculty and minutes of Executive Committee.

(2) Committee on accounts—See Article 5 of By-Laws (1).

(3) Committee on Faculty, or Teachers.

6. Communications.

7. Any other business.

8. Nomination of members in April.

9. Reports of committees:

(1) Of special committees.

(2) Of standing committees.

10. Adjournment.

### II—OFFICERS

The officers shall be President, Vice-president, Secretary, and Treasurer. They shall be elected by ballot at the meeting of the Board in June, and shall serve for the term of one year, or until their successors have been elected and qualified. The Board is authorized to fill vacancies that may occur at any time. The Board is also authorized to determine the amount of salary to be paid to the Treasurer, and to the Secretary for their services and shall from time to time fix the amount of security to be given by the Treasurer, for the faithful performance of the duties of his office. They shall be the judges to determine the sufficiency of the secur-

ities offered by him, which bond, when executed, is to be left in the custody of the President for safekeeping.

### III—DUTIES OF OFFICERS.

(1) The President shall preside at all meetings and perform the duties belonging to that office.

(2) The Vice-President shall officiate in the absence or inability of the President.

(3) The Secretary shall keep regular minutes of all the proceedings of the Board. These minutes are to be read and approved at the succeeding meeting, and when approved shall be recorded in a book kept for that purpose. The Secretary shall sign with the President all instruments.

(4) The Treasurer shall keep regular books of account of all monies by him received and disbursed, under appropriate heads designating the particular fund to which the same belongs, when, for what and from whom received, and when, for what and to whom paid out. He shall deposit all monies as soon as received in a bank selected by the Board for that purpose. All deposits shall be entered in a book to the credit of the Academy, and all monies shall be drawn out of the bank by written or printed checks signed by the Treasurer in his official capacity. All drafts on the Treasurer, or orders

of the Board shall be signed by the Principal, after being allowed by the Executive Committee.

The Treasurer, at the annual meeting of the Board, shall give account of all monies received and paid out, and shall exhibit his books of account, including his bank book, to the Board of Trustees for their inspection. The Board shall examine these books through the committee on accounts, and shall make a brief entry of the general result of their examination in their minutes.

The Treasurer shall also give a statement of the financial condition of the Academy, and of the Endowment Funds, to the Principal before the spring meeting of the Board, for his use in making the Annual Report to Classis.

### IV—ANNUAL REPORT.

The Board of Trustees shall make an Annual Report to the Classis of Iowa of the condition of the Academy. It shall accompany this report with a general abstract of the Treasurer's account of receipts and disbursements for the past year, together with such suggestions and information as the Board may deem necessary, and the nominations of Trustees. This report shall be written by the Principal, and presented by him to the Board at its spring meeting. This report shall also be sent to the Classis of Dakota for information.



## V—COMMITTEES.

(1) The President shall appoint at the annual meeting a committee of two members, to be a committee on accounts, whose duties shall be to examine the books and accounts of the Treasurer.

### (2) Executive committee.

The executive committee shall consist of six members, three of whom shall be elected annually by the Board, and the Secretary, the Treasurer, and the Principal shall be members ex-officio. The duties of the Executive committee shall be to determine with the Principal the Course of Studies to be pursued—the text books to be used—when each term of the Academy shall begin and close. It shall invest, or loan all monies which may come into the treasury over and above the sums required to satisfy any existing claims, as they shall deem safe and most productive—shall take the particular direction and management of the whole Institution—shall meet the first Monday in each month when they shall audit all bills—shall keep minutes of all their actions in a book provided for that purpose and shall present the same for approval and information at every stated meeting of the Board together with such report as the committee may deem necessary to make. The Secretary of the Board shall be

the secretary of the Executive committee, but the committee shall elect its own President.

### (3) Building Committee.

The Executive Committee shall also be a permanent Building Committee for the purpose of renting a building for the present year, and to secure one for the Institution as soon as possible, and to have the general care and oversight over the building, or buildings, and property of the Academy.

### (4) Special Financial Committee and Agent.

The Board may at any time appoint a special committee on Finances, or an Agent, for the purpose of securing funds for the Academy.

(5) Committee on Minutes of Faculty, and of Executive Committee, consisting of three members to be appointed by the President in June and serve for one year.

(6) Committee on Faculty, or Teachers, consisting of three members to be appointed in June and to serve for one year.

## VI—THE FISCAL YEAR,

The Fiscal Year shall begin with the first day of July in each year.

## VII—FACULTY.

The Faculty shall hold regular meetings, and keep minutes of all their actions, and shall

present the same with a report at every stated meeting of the Board.

#### VII—ALTERATIONS AND AMENDMENTS

No alteration or amendment shall be made to these By-Laws, except in the manner following:

(1) The alteration, or amendment proposed, shall be made in writing and seconded.

(2) The proposed alteration, or amendment, cannot be voted upon at the same meeting at which it was offered, but shall lie over until the next regular meeting when it shall be adopted and become law, only by a vote of two-thirds majority.

