



Appalachia Christian Academy's Organizational Bylaws

Grades 9–12 at *Appalachia Christian Academy*
Corporate Office: 117 Holly Hills Drive, Mt. Sterling, KY 40353

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These bylaws are the governing authority of Appalachia Christian Academy. All handbooks, policies, documents, services, volunteers, etc. are backed by our organizational bylaws.

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CONSTITUTION AND GOVERNING PRINCIPLES OF APPALACHIA CHRISTIAN ACADEMY

**An Unincorporated Non-Profit Association Organized Under Chapter 273A of
the Kentucky Revised Statutes**

RECITALS & PREAMBLE

WHEREAS, a dedicated group of Christian educators, parents, and community leaders have come together in common covenant for the explicit purpose of supporting, enhancing, and providing structural accountability to Christian homeschooling families operating within Mount Sterling, Montgomery County, and the broader Commonwealth of Kentucky; and

WHEREAS, this body desires to establish a structured, orderly, permanent, and legally compliant framework to govern their operational pathways, manage comprehensive academic administrative oversight, protect organizational assets from personal mixing, and secure the full legal rights, protections, and privileges of an Unincorporated Non-Profit Association pursuant to Chapter 273A of the Kentucky Revised Statutes; and

WHEREAS, the primary visionary leadership has declared with absolute certainty that this Association shall not be operated for personal commercial profit, nor shall any corporate or organizational earnings, fees, or revenues ever result in private inurement, dividend distribution, or direct financial benefit to any member, committee participant, director, or individual organizational leader;

NOW, THEREFORE, the Executive Directors hereby adopt, establish, and declare the following comprehensive text to be the official, binding, and unalterable Governing Principles of **Appalachia Christian Academy**, governing all primary academic administrative services, parent-led instructional oversight, homeschool fellowship ministries, sports and athletics programs, special events, and auxiliary community outreach operations.

ARTICLE I: NAME, JURISDICTION, AND OFFICES

Section 1. Official Name

The legal name of this organization, operating as an Unincorporated Non-Profit Association under the laws of the Commonwealth of Kentucky, shall be **Appalachia Christian Academy** (hereinafter referred to alternate or abbreviated terms as the "Association" or the "Academy"). All official operations, bank accounts, and state filings must be conducted under this exact wording.

Section 2. Principal Administrative Office

The primary administrative headquarters, corporate operational center, and official repository of the Association shall be physically located at **117 Holly Hills Drive, Mount Sterling, KY 40353**. The Association shall utilize this location for all permanent student record retention, financial accounting ledgers, official tax mailings, and day-to-day administrative functions handled by the executive leadership.

Section 3. Statutory Registered Office and Registered Agent

Pursuant to the mandatory compliance requirements of Kentucky State Law, the Association shall continuously maintain a registered office and a designated registered agent located within the boundaries of the Commonwealth of Kentucky.

- **Initial Registered Agent:** The initial registered agent appointed by the organizing body shall be **LaJeanna Young**.
- **Initial Registered Office Address:** The physical street address for the initial registered office shall be **117 Holly Hills Drive, Mount Sterling, KY 40353**.

- **Modification Authority:** The Executive Directors retain the explicit, unilateral authority to modify both the designated Registered Agent and the location of the Registered Office at any time by filing the appropriate structural updates with the Office of the Kentucky Secretary of State.

Section 4. Satellite Operations and Alternative Meeting Locations

The Association, by direction of its executive leadership, may conduct its community-based operations, educational gatherings, and specialized athletic events at auxiliary properties or leased facilities. This includes, but is not limited to, the weekly homeschool fellowship, educational workshops, and chapel services held at **Gateway Christian Church**, or any alternative facility approved by leadership to accommodate the student body. The presence of these external activities does not alter or change the principal administrative corporate office address established in Section 2.

ARTICLE II: NON-PROFIT PURPOSE AND STATEMENT OF FAITH

Section 1. Tax-Exempt Status and Purpose

The Association is structured exclusively for educational, religious, and charitable purposes as defined under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Within these boundaries, the Association shall function as an educational umbrella organization, private administrative service, and cooperative fellowship providing structural accountability, report cards, and transcript maintenance to home-educated high school students.

Section 2. Detailed Mission Statement

The core, driving purpose of Appalachia Christian Academy is to develop spiritually mature, intellectually rigorous, and culturally discerning young adults who can boldly defend their faith, articulate truth clearly, and pursue their ultimate vocational, higher educational, or ministry callings with absolute excellence. The Association seeks to bridge the gap between home-based educational freedom and the high-level documentation support typically tied to traditional private preparatory academies.

Section 3. Core Statement of Faith

The Academy operates under a distinct, unyielding Christian worldview. All executive leaders, committee members, and participating families must respect the following core tenets of historic biblical Christianity, which serve as the foundation for our community guidelines:

- **The Authority of Scripture:** We believe the Bible is the inspired, infallible, and supreme word of God, serving as the final authority for faith, logic, learning, and daily conduct.
- **The Triune God:** We believe in one eternal God, existing harmoniously in three distinct persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit.

- **The Savior Jesus Christ:** We affirm the absolute divinity of Jesus Christ, His virgin birth, His sinless life, His substitutional and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His promised future return.
- **Creation and Humanity:** We believe that human beings are created intentionally in the image of God, possess inherent dignity from conception, and are called to live lives reflecting biblical morality, respect, and marital honor.

Section 4. Mandatory IRS School Nondiscrimination Clause

In absolute accordance with IRS Revenue Procedure 75-50, Appalachia Christian Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other academy-administered functions.

ARTICLE III: SCOPE OF SERVICES, ENROLLMENT, AND MEMBERSHIP

Section 1. Umbrella School and Administrative Model

The Association does not operate as a traditional brick-and-mortar day school, nor does it provide direct teaching or grading of academic performance. Instead, the Association serves as an administrative "umbrella" organization. The scope of services offered to enrolled families shall encompass:

- The compilation, generation, and permanent maintenance of official high school transcripts and quarterly report cards based on parent-submitted data.
- The formal verification of instructional credits using the standardized Carnegie Unit model representing 120–150 hours of study per full credit.
- The monitoring of instructional compliance regarding the minimum 170 educational days and the mandatory **1,062 annual instructional hours** required for secondary students by the Commonwealth of Kentucky.
- Senior portfolio reviews, final academic audits, and the formal authorization of high school diplomas.

Section 2. Eligibility for Enrollment

Enrollment is formally restricted exclusively to homeschooling families with high school students operating across grades nine (9) through twelve (12). The Academy tailors its records

and reporting systems strictly to secondary high school levels. The Executive Directors maintain ultimate authority over final admission approvals, renewals, or structural student suspensions.

Section 3. Voluntary Association Status Clarification

All participating families explicitly acknowledge that Appalachia Christian Academy is an independent, private, voluntary unincorporated non-profit educational support association. Membership, registration, or enrollment within the Association's auxiliary support tracks does not constitute enrollment in a public state school district. Parents retain primary statutory legal status under Kentucky law as the primary educators directing home-based instruction.

Section 4. Non-Enrolled Program Participation

In accordance with the Academy's broader community outreach goals, high school families who are not fully enrolled in the transcript administration service may participate in independent segments, such as the Monday Fellowship Gatherings or Friday Athletics. However, all external participants are contractually bound to the exact same behavioral restrictions, dress codes, and parental supervision guidelines detailed in the Student Handbook.

Section 5. Student and Family Dismissal Policy

The executive leadership team retains the unilateral right to suspend, terminate, or permanently dismiss any student or family from enrollment or auxiliary program participation if their behavior, financial delinquency, or actions violate the community standards outlined in the Student Handbook or compromise the mission of the Academy.

ARTICLE IV: GOVERNANCE, LEADERSHIP, AND MEETING PROTOCOLS

Section 1. Executive Operations and Primary Authority

The absolute management control, daily operations, property tracking, financial oversight, and business affairs of the Association shall be entirely vested in and managed by its executive directors. The executive leadership corps of the Academy shall consist of:

- **Executive Director:** LaJeanna Young

- **Assistant Director:** Clarke Young

The Executive Director and Assistant Director shall hold full operational control, check-signing authority, student record authority, and final signature authorization on all official transcripts, report cards, handbooks, and diplomas.

Section 2. The Executive Committee and Advisory Model

The Association shall establish an **Executive Committee** to assist and support the leadership team.

- **Advisory Role:** The Executive Committee functions strictly in an advisory capacity. It provides strategic counsel, community wisdom, parent feedback, and guidance regarding program logistics, special events, and spiritual alignment.
- **Composition:** The Executive Committee shall be comprised of trusted parent volunteers, group organizers, or community leaders selected and invited by the Executive Director and Assistant Director.
- **No Voting Board Status:** The Executive Committee serves to guide, encourage, and protect the mission of the Academy, but it does not function as a corporate board of voting directors. Full administrative, financial, and final decision-making authority remains exclusively with the Executive and Assistant Directors.

Section 3. Quarterly Meeting Policy

To maintain structured administrative transparency, operational efficiency, and consistent organizational communication, the executive leadership team along with the active members of the Executive Committee shall hold regular **Quarterly Meetings**.

- **Scheduling:** Meetings shall occur approximately once every three months, aligned near the close of each academic reporting quarter.
- **Agenda Items:** The primary purpose of these meetings is to review internal accounting ledgers, track student portfolio submission completion rates, plan calendar logistics for upcoming special events or athletic functions, and address any parent grievances or program support inquiries.
- **Recordkeeping:** Minutes summarizing all administrative updates, approved handbook adjustments, or operational directives discussed during these quarterly sessions shall be securely preserved in the Academy's permanent records folder.

Section 4. Mandatory Executive Conflict of Interest Policy

To ensure complete compliance with IRS guidelines regarding tax-exempt operations, any actual or perceived conflict of interest must be handled with total transparency:

- If an Executive Director, Assistant Director, or Executive Committee participant has a financial or personal interest in a transaction or arrangement being considered by the Academy (including setting salaries, renting spaces, or buying equipment), that interest must be disclosed in writing.
- The transaction shall only move forward if the remaining leadership team determines in good faith that the transaction is fair, reasonable, at market rate, and in the absolute best interest of the Academy. All such decisions shall be documented explicitly in the quarterly meeting minutes.

Section 5. Replacement and Vacancy Resolution

In the event of a vacancy in the executive offices due to resignation, permanent incapacity, or death, the remaining director, in structural consultation with the active members of the advisory Executive Committee, shall appoint a qualified successor to maintain the continuity of the Academy's administrative operations.

Section 6. Executive Committee Member Removal

Any member of the advisory Executive Committee may be removed from their position at any time, with or without cause, by a joint executive directive issued by the Executive Director and Assistant Director.

ARTICLE V: FINANCIAL POLICIES, ASSET PROTECTION, AND TUITION

Section 1. Institutional Banking and Fiscal Separation

The financial records of Appalachia Christian Academy must be kept completely separate from the personal finances of its directors or organizers. All parent tuition fees, elective sports costs, curriculum processing fees, and charitable gifts must flow directly into a dedicated, institutional checking account opened exclusively under the legal title and tax profile of *Appalachia Christian Academy*. No institutional monies may ever be blended, mixed, or held within a personal bank account belonging to a leader.

Section 2. Absolute Ban on Private Inurement

As a non-profit association, no part of the net earnings, unexpected surpluses, or operational cash profits of the Academy shall ever result in private benefit, or be distributed directly as casual personal cash withdrawals, to its directors, committee members, or any private individual. All remaining annual balances (such as the school's \$828.07 operational surplus) must remain inside the association's bank account to cover future school costs, curriculum upgrades, insurance bills, and administrative website fees.

Section 3. Rules for Reasonable Compensation

Nothing within these principles shall prevent the Association from authorizing a reasonable, standard, market-rate salary or W-2 hourly wage to a director or worker who performs actual, documented, everyday administrative services for the Academy (such as academic record management or program directorship). However, any such salary or wage must be formalized through a written employment agreement and approved in consultation with the Executive Committee to ensure full compliance with IRS standards.

Section 4. Tuition Commitment & Collection Policy

Enrolling families enter into a binding financial agreement for the duration of the chosen academic term. The executive leadership retains the explicit right to suspend a student's administrative access, withhold quarterly report cards and transcripts, or pursue lawful small claims court actions and third-party collection remedies to resolve outstanding tuition balances left unpaid after reasonable notice and invoicing.

ARTICLE VI: RISK MANAGEMENT, LITIGATION, AND DISPUTE RESOLUTION

Section 1. Lawsuit Defense and Indemnification Policy

The Association shall actively insulate its operations, organizational assets, and volunteer leaders from legal jeopardy. To the fullest extent permitted under Kentucky law, the Association shall defend and hold harmless the Executive Director, Assistant Director, and members of the Executive Committee from any personal financial liability, claim, or demand arising from their good-faith leadership actions executed on behalf of the Academy.

Section 2. Bankruptcy Policy

In the event that the Association encounters insurmountable economic hardship, severe cash deficits, or is forced to dissolve due to a declaration of insolvency or bankruptcy, all organizational activities shall cease immediately. All remaining corporate accounts, cash balances, and liquidable equipment shall first be utilized to legally settle any outstanding verified school debts, operational bills, or vendor balances. Any remaining financial balances or institutional assets surviving the liquidation process can never under any circumstances be distributed to private individuals or leadership for personal restitution. They must instantly flow to the designated entities detailed under Article X.

Section 3. Binding Christian Mediation Clause

Any conflict, grievance, or legal dispute arising between a participating family, committee member, staff member, or vendor and the Association shall be resolved exclusively through Christian mediation and restorative practices, rather than filing a civil lawsuit in a public court of law. If informal resolution fails, the parties agree to submit the matter to a neutral Christian arbitration service whose final determination shall be legally binding upon all involved entities.

ARTICLE VII: HEALTH, SAFETY, AND CRISIS MANAGEMENT

Section 1. Emergency Policy

The preservation of student safety and human well-being remains the absolute prerequisite for all Academy functions. In the event of an active medical emergency, severe weather crisis, structural fire, or immediate safety threat occurring during Monday Fellowship or Friday Athletic activities, on-site coordinators and directors hold the absolute authority to immediately halt operations, implement facility evacuations, or execute emergency shelters-in-place. Emergency medical services (911) shall be contacted instantly for any severe student illness or injury without delay. Parents or legal guardians shall be notified immediately via the Academy's direct emergency messaging broadcast system.

ARTICLE VIII: INTELLECTUAL PROPERTY RESTRAINTS

Section 1. No Property Rights Clause

All web domains, branding assets, curriculum blueprints, handbooks, logos, guidelines, and physical equipment generated under or utilized by the name of Appalachia Christian Academy remain the exclusive property of the Association. No parent, volunteer, participant, or Executive Committee member shall acquire any personal property right, trademark claim, copyright equity, or ownership share in the Association's physical or digital assets.

ARTICLE IX: AMENDMENTS AND STRUCTURAL CHANGES

Section 1. Amendment Procedures

These Governing Principles may be updated, amended, expanded, or completely rewritten at any time by the joint agreement of the Executive Director and Assistant Director. Any adopted structural changes must be written down, dated, signed, and placed directly into the Association's permanent master administrative file alongside the Student Handbook.

ARTICLE X: DISSOLUTION AND CLOSURE POLICY

Section 1. Dedicated Distribution of Leftover Assets

If the executive leadership ever determines it necessary to permanently dissolve, dismantle, or close the operations of Appalachia Christian Academy due to bankruptcy, structural changes, or cessation of operations, all physical items, cash reserves, and bank account balances remaining after every single outstanding debt has been paid in full **must be distributed exclusively to Gateway Christian Church and/or Christian Traditional School.**

Both designated entities must remain recognized as valid, tax-exempt organizations in good standing under Section 501(c)(3) of the Internal Revenue Code at the time of dissolution. The distribution of assets may be split or assigned entirely to either entity at the sole discretion of the Executive Directors.

Section 2. Exclusion of Individual Personal Gain

Under no circumstances shall any leftover school money, bank funds, or physical property be divided up or given to any director, committee member, employee, or private family member upon closure. This absolute separation of assets ensures the Academy remains in compliance with federal guidelines, protecting leaders from personal income tax liabilities on school revenue.

DECLARATION AND CERTIFICATE OF ADOPTION

We, the undersigned initial directors and executive officers of **Appalachia Christian Academy**, do hereby formally certify that the comprehensive text outlined above constitutes the official, true, and complete Governing Principles of this Association. These principles have been officially adopted to guide our community operations and secure our non-profit structure on this **28th day of May, 2026**.

Executive Director:

Signature: *LaJeanna Young*

Printed Name: **LaJeanna Young**

Assistant Director:

Signature: *Clarke Young*

Printed Name: **Clarke Young**