

# Trinity Christian School By-Laws

## AMENDED BYLAWS PASSED ON AUGUST 18, 2015

### Article I: Board of Directors

Trinity Christian School (TCS) is an independent, non-denominational, Christian elementary and high school, governed by a self-perpetuating Board of Directors, and shall abide by the statement set forth in Appendix I.

Although the TCS Board of Directors is independent, it is accountable to the Neighborhood Bible Fellowship (NBF) Elders who provide spiritual oversight to TCS.

#### Section 1. Members

Original Board members consisted of the founders of the school. Subsequent members are elected unanimously by the present Board after being confirmed by the NBF elders. Nominations will be considered from the existing Board members, parents of the children in the school or NBF elders.

Qualifications required to be a board member are soundness in doctrine (see TCS Statement of Faith), godly educational philosophy, commitment to TCS, and wisdom in administration. No person shall be eligible for membership nor shall continue membership who is known to lead a questionable life with regard to private, family, church or community affairs. In general, the high standards for deacons in the Bible shall govern the Board's judgment of a nominee's qualifications. Any person meeting these requirements is eligible regardless of race, God-given gender, national origin or economic means. "God-given gender" shall be defined as the gender of the person as identified by that person's chromosomes at birth. A majority of the Board's members, not appointed by the NBF elders shall consist of members who have children attending TCS. Board members who become non-compliant to the above membership standards may be expelled by a 2/3 majority vote of the remaining total of the Board. The Board shall have a minimum of five (5) and a maximum of nine (9) members, with the ideal number of members being seven (7).

If, by majority vote, the Board shall declare a vacancy on the Board, the Board shall publicly announce the vacancy to the parents and staff of TCS. Any person interested in becoming a Board member shall inform the President of the TCS Board by a written statement providing three references and further providing a written statement as to why the individual meets the qualifications for Board membership set forth in these By-Laws. Any interested party, including parents and/or staff may nominate an individual by a written statement to the President of the TCS Board. The statement shall state why the person nominated meets the criteria for board membership set forth in these By-Laws. When the President receives a nomination, the President may, in his or her discretion, request the nominated individual apply to become a board member as set forth herein.

#### Section 2. Term of Office

A term of office shall be three (3) years, with additional terms contingent on approval by the NBF elders. A board member's term shall expire in three (3) years, unless two-third's of the remaining members pass a resolution making a finding of special circumstances which is approved by the NBF elders.

### Section 3. Officers

The Board of Directors will elect annually a president, vice-president, secretary, and treasurer. These officers shall be the legal representatives of the TCS Corporate body and shall perform such duties as are required by law in the business and financial affairs of the TCS Corporate body.

#### A. President

The President shall preside at all meetings of the Board and perform the other duties generally incumbent upon the office. He/she shall be responsible for the development and presentation of the annual budget. He/she shall be directly responsible for supervising and counseling the administrative head of the school.

#### B. Vice-president

The Vice-president shall perform the duties of President in the latter's absence or disability.

#### C. Secretary

The Secretary shall keep the minutes of the Board, conduct the correspondence, and perform the duties associated with his office. He/she shall be responsible for notifications of meetings.

#### D. Treasurer

The Treasurer shall oversee all funds contributed to the maintenance and operation of the school, and he/she shall submit a complete report of receipts and expenditures at least every six months to the Board. The financial records of the school shall be audited every three years. He/she shall prepare an Annual Financial Report showing the schedule of charges, all income and expenses, and significant additions of capital assets.

### Section 4. Board Meetings

#### A. Prayer

All Board meetings shall emphasize the school's dependence upon God. Therefore, each meeting shall be opened with prayer in recognition of the Lordship of Christ.

## B. Regular Meetings

The Board shall meet at least monthly during the academic year. A majority shall constitute a quorum.

## C. Special Meetings

The President of the Board may call a special meeting with the consent of a majority of the members of the Board. Reasonable notice shall be given to all the members in advance of the meeting. A quorum shall be the same as that of a regular meeting.

D. The Board shall adopt a conflict of interest policy, which shall be approved by a majority of the Board. All board meetings shall be conducted in compliance with the conflict of interest policy.

## Article II. Board Responsibilities

The Board shall have the powers over an Administrative Head (Sect. 1), Employment and Dismissal Policies (Sect. 2), the acquisition and sale of properties and equipment (Sect. 3), all school education operative policies (Sect. 4), as well as other necessary powers of governance such as recommending tuition and fees schedules, policies pertaining to delinquent payments and accounts receivable or payable.

### Section 1. Administrative Head.

The Board shall designate an Administrative Head(s) of the school by whatever titles are appropriate. The Board may distinguish school business administration from school academic administration and hire separate administrative persons with one or the other designated as the Administrative Head.

#### A. Authority

The Administrative head shall be responsible for the operation of the school according to the policies established by the Board. Questions regarding the administration of the school shall be referred to the Administrative Head. If policies are to be reviewed or changed, this shall be done in Board meeting with the administrator present and participating.

#### B. General School Administration

The Administrative Head shall implement the policies of the Board as written in these Bylaws. In addition, he/she is to review policies and plans pertaining to normal operation of the school.

#### C. Finances

The Board Treasurer, in cooperation with the Administrative Head and the rest of the TCS Board, shall assemble budget data, and when the budget is enacted by the Board, accordingly control the expenditures of the school. The Administrative Head and the Board shall control disbursements and receipts of purchases. They shall review and recommend insurance coverage, service contracts, and licenses and permits required by local authorities. They shall review and recommend changes in salaries and benefits of faculty and other employees. They shall recommend necessary fund raising efforts. The Administrative Head shall make no business contracts exceeding \$500 annual expenditures for the school without prior Board approval.

#### D. Facilities

The Administrative head shall be responsible for the administration of the building and grounds of the school as given below. Specific responsibilities shall include: recommending all maintenance and insurance contracts; scheduling regular safety and fire inspections of the facilities; scheduling and supervising all parent activity on the ground in the buildings; reviewing and recommending action on all requests for the use or purchase of school facilities or equipment; providing recommendations concerning selection, retention, promotion, salary scale and supervision of the maintenance and janitorial staff.

#### E. Public Relations

The Administrative head shall be a person of integrity with respect to public and personal life. As lead public representative of TCS, the Administrative head shall conduct or direct the communication and coordination with parents, teachers, staff, and the community on matters related to TCS. He/she shall suggest the hiring of needed assistance personnel that are supportive to good public relations. The Administrative head shall be well-informed on Christian education and the school, so that he/she may present to the community and the school family the best possible impression. The importance of the administrator as school representative cannot be overemphasized. Especially, he/she must convey to teachers, students, and parents a personal and Christian interest in their welfare.

### Section 2. Employment Policies

#### A. Public Advertisement of Staff Positions.

In situations where Staff Positions (teacher, secretary, administrative head, etc.) can not be filled by persons personally recommended by the Board and/or faculty, staff or parents, such positions shall be advertised and shall reflect the school's non-discriminatory stance with respect to race, God-given gender, national origin or financial status. "God-given gender" shall be defined as the gender of the person as identified by that person's chromosomes at birth.

## B. Procedures in Selecting Staff

Application forms must be completed and when received officially will be answered by the Board Secretary or Administrative Head. Appropriate candidates will then be interviewed by the Administrative Head and Board. The Board then reviews the Administrative Head's recommendation and offers contracts according to the criteria of part C below.

## C. Employment Limitations

In hiring practices, the Board will comply with governmental regulations applicable to a private school, as far as biblically permissible. The Administrative Head and Board must be assured that the prospective staff person is in compliance with the Trinity Christian School Statement of Faith and displays a godly lifestyle and exemplary personal life.

## D. Wages and Benefits

The teachers shall be paid for 10 months of teaching. The Board shall provide policies for sick leave, holidays, insurance (if any), social security, and pay increases.

## Section 3. Acquisition and Sale of Properties and Equipment

A. The Board in its annual school budget, shall provide for discretionary purchasing by the Administrative Head. Other non-budget purchases (over \$250) shall be approved by the Board.

B. Real estate purchases and building projects shall begin after first being approved by the Board. Subsequent contracts shall be signed by the corporate officers (the TCS Board) after legal counsel is completed.

C. Sale of TCS property and equipment will be in compliance to the NBF/TCS Agreement. Property and equipment can be sold by the Administrative Head up to an amount of \$300 without prior Board approval.

## Section 4. Educational Policies

A. The Board shall oversee the school educational policies. Its general responsibilities shall include: Selecting, retaining and promoting teachers according to qualification standards, Approving curriculum and textbook standards, Approving in-service training of teachers, Developing and reviewing student admission, promotion, discipline, grading, failure, and dismissal policies and their administration, Approving the academic calendar, Projecting future academic program needs and evaluating present programs.

## B. Curriculum and Textbook Standards

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## B. Curriculum and Textbook Standards

The Administrative Head shall be expected to understand and be able to implement the school's Philosophy of Education is reflected, contradicted, or omitted in a given curriculum material. Teachers who use curriculum materials that do not presuppose such a Christian world-view or that have educational weakness shall be required to work with the Administrative Head to correct or offset this deficiency. Textbook approval by the Administrative Head is required prior to the classroom use of any textbook. The Board may at any time to select or reject curriculum materials. The Bible shall always be taught as a part of the overall curriculum.

#### C. Student Admissions, Discipline, Promotion and Scholarship Policies

These policies shall be accepted with signature by each parent/guardian upon student registration. The enforcement of these policies is the responsibility of the Administrative Head.

#### D. Admissions

All admission policies shall be established by the Board of TCS. The Board shall have the power to delegate the actual processing of admissions to the school's Administrative Head. Whereas the Board recognizes the desirability and the necessity of education in the very broadest sense of the term (e.g. trade schools, special education, etc.), it is the desire of TCS to train and equip students to acquire the basic skills and tools of learning that shall enable them to pursue higher education in general or the academic pursuit of their choice within a Christian world-view. At no time shall any student be excluded from admission to TCS on the basis of race, God-given gender, or national origin. "God-given gender" shall be defined as the gender of the person as identified by that person's chromosomes as birth.

1. The admissions policy shall be non-denominational in its scope.

2. The student body of TCS shall be primarily comprised of the children of Christian families. Only one parent need be a Christian. A Christian is one who has made a profession of saving faith in the Lord Jesus Christ. Applicants will not be accepted on this criteria alone. That is, children of Christian families will not necessarily be accepted by virtue of that fact in itself, but in the light of all relevant factors. Children of non-Christian parents maybe enrolled by special consent of the Board. Each student along with at least one parent/guardian shall be interviewed. Assessment of the student will include spiritual condition, achievement tests, past records, medical tests, or any other relevant criteria the Board may consider. TCS reserves the right not to accept children: with past histories of discipline problems; with emotional, physical, or other disorders; or who excessively detract from the instruction of other students. However, the Board may admit some students on a probationary basis. Each case will be individually assessed.

## E. Discipline

Reasonable disciplinary measures shall be administered by the teachers and Administrative Head. All parents/guardians will consent on admission forms to the disciplinary policy of the school which shall include student's respect for adults and persons in authority and/or school property. Reasonable corporal punishment shall not be excluded from the practice of the school [but shall only be administered with the consent of the parent].

The Board upon recommendation of the Administrative Head reserves the right to suspend or expel any student who is in repeated violation of school rules or who commits immoral or criminal acts against school property, staff or fellow students. The Board reserves the right to refuse subsequent year enrollment of students whose parents/guardians violate the terms of enrollment. The Board, with the consent of the Administrative head, may expel the offending student. Expulsion will only occur after a meeting of the student's parents/guardians and the Board and/or Administrative Head pursuant to the TCS disciplinary policy. TCS retains the right to suspend a student in the event that a determination is made that the student constitutes a risk to the safety of any individual associated with TCS or that the student poses an immediate risk to the school's ability to perform its educational function.

## F. Promotion

Teachers may make adjustments on behalf of exceptional students through unit advancement or remedial work for successful curriculum coverage. The Administrative Head shall be consulted and must approve. Students may be advanced a full year ahead of classmates if educational and other factors permit it, or not promoted with classmates, after the Board has given its approval. The following options may occur for each student at the completion of each school year:

- i. normal promotion to the next grade level based on satisfactory academic performance;
- ii. retention in the same grade level based on academic deficiency,
- iii. promotion contingent upon successful completion of remedial academic work in the summer.
- iv. alternative options that require Board approval

## G. Scholarships

The purpose of the TCS Scholarship Fund is to encourage families in lower income brackets to take advantage of the opportunity to had their children attend TCS. All parents must pay some part of the tuition of a child on scholarship. Scholarships will be considered for any family of any racial or ethnic origin who will (1) complete regular admissions forms, (2) adequately complete the scholarship form, (3) establish their financial need, (4) provide a written budget, (5) comply with the terms of the scholarship



agreement. Recommendations for scholarships may be offered by the principal, interested parents, or a Board member. Final decision on the distribution of these scholarships rests with the Board of Directors.

## Section 5. Committees

The School may establish the following committees: 1) Curriculum Committee; 2) Student-Parent Support Committee; 3) Building and Grounds Committee; 4) Admissions – Community Out-Reach Committee; 5) Faculty-Staff Benefits Committee; 6) Finance Committee; and 7) Governance Documents Committee. When possible the Committees shall be filled with a minimum of a board member, a faculty or staff member, and a parent, and such other individuals as the Board may include upon recommendation of the committee. The Administrative Head (Principal), or his or her designee, shall be an ex officio member of each committee. The Board may create additional committees as it deems necessary. The functions of the Committees shall be as follows:

1. Curriculum Committee -- This committee shall be responsible for reviewing TCS curriculum and shall be responsible for making recommendations as to curriculum changes to the TCS Board.
2. Student-Parent Support Committee -- This committee shall make assessments as to the strength of communications between TCS and its parents and students. The committee shall make recommendations to the TCS Board as to how TCS can best fulfill its commitments to its students and teachers.
3. Building and Grounds Committee -- This Committee shall be responsible for relations with NBF with regard to joint-use of the TCS-NBF building. The Committee shall monitor the maintenance of the building and shall report to the board any projected improvements, the cost of improvements, and it shall have jurisdiction over any proposed new structures.
4. Admissions -Community Out-Reach Committee -- Recruitment Committee -- This committee shall be responsible for TCS's image in the community and shall formulate and recommend strategies for student recruitment.
5. Faculty-Staff Benefits Committee -- This committee shall be responsible for recommending benefits for faculty and staff to the Board. In making proposals the committee shall estimate the costs of proposed benefits and recommend strategies for funding.
6. Governing Documents Committee -- On a yearly basis the Board would like to review its By-Laws, the Parent-Student Handbook, the Teachers-Staff Handbook, and other related documents. This committee shall be responsible for recommending changes to the Board on an annual basis.

7. Finance Committee – The Finance Committee shall be responsible for being aware of TCS’s assets, liabilities, and make projections into the future so that TCS will be able to project how much money it must raise so that TCS can meet its commitments and needs in the future. The Finance Committee shall also interact with the Trinity Strong Foundation so that the two bodies can make intelligent decisions about their fundraising efforts and how to invest in the growth of TCS.

#### Article III: Amendment

Amendment to these By-laws may be proposed by a vote of a two-thirds majority of the Board in any of its regular meetings, provided the amendment shall have been proposed and discussed in a previous meeting of the Board and approved by the NBF elders.

APPENDIX I  
Trinity Christian School  
Statement of Faith  
(Revised August 18, 2015)

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16-17; 2 Peter 1:21). The Scriptures are most necessary for man's salvation (2 Timothy 3:15) and well-being (2 Timothy 3:16) and are sufficient to equip men and women for every good work (2 Timothy 3:17).
2. We believe there is one God, eternally existent in three persons — Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, 14:26). Almighty God is Creator and Lord of all things in heaven and on earth, sovereign in creation, providence, and grace (Genesis 1:1; Matthew 28:18; Hebrews 1: 2-3).
3. We believe in the deity of Christ (John 1:1; 10:30; Philippians 2:6), His virgin birth (Isaiah 7:14; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:1 1, 3:2; Hebrews 2:4), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the present ministry of the Holy Spirit, Who indwells, baptizes, seals, empowers, guides, teaches, and sanctifies all who become children of God through Christ. (1 Corinthians 6:1 1, 19, 12:13; Ephesians 3:16, 4:30, 5:18; Romans 8:14).
5. We believe in the creation and fall of man, that man was a direct creation of God in the image of God (Genesis 1:26-28, 2:7, 18-24) and by disobedience to the will of God became a sinful creature and progenitor of a fallen race. (Genesis 3:1-24, 5:3, Romans 3:23), and is under the righteous judgment and wrath of God (Romans 1:18, 3:19).
6. We believe in salvation by grace through faith, that salvation is the free gift of God (Romans 12:4, 6:23), and received only by personal faith in the Lord Jesus Christ in whom all true believers have as a present possession the gift of eternal life (John 3:16, Acts 16:30-31, 1 John 5:13) and apart from Christ, salvation is not possible (John 14:6, Acts 4:12).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (1 Corinthians 12:12-13; Galatians 3:26-28).

8. We believe in righteous living and good works, not as the procuring cause of salvation in any sense, but as its proper evidence and fruit (Titus 2:14, 1 John 3:9-11, 4:19, 5:4), renouncing a self-centered life which includes homosexuality, fornication, and adultery (1 Corinthians 6:9-10, 1 Timothy 1:8-11, Romans 1:18-32).
9. We believe that the family unit is instituted by God with man and woman being united in marriage for life (Genesis 2:21-24; Mark 10:6-9). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. The rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
10. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
11. We believe in the personality of Satan and other spirit beings, both good and evil. (Romans 16:20, John 8:44, Mark 1:34, Jude 9, Hebrews 1:6)

\*Scriptures are representative not exhaustive.

## APPENDIX II

### TCS CONFLICT OF INTEREST POLICY

No TCS Board Member shall vote, participate in, or attend that portion of a TCS Board Meeting that directly involves the status of a TCS board member's family or friend. "Family" shall include any member of the nuclear family which shall include a spouse or child. "Family" shall further include any other person related to the Board member whom the TCS board member considers to be a member of his or her family. "Friend" shall include any individual with whom the TCS Board member is sufficiently close so that the Board member is tempted to or feels a propensity to become an advocate on behalf of the friend when the friend is being discussed at board meetings. For the purpose of this policy "status" shall be defined as employment decisions, decisions pertaining to benefits and salary increments of a particular family member or friend, and discussions where the performance of the family or friend is being evaluated or where the family member's teacher is being evaluated.

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