

By-laws

Eastwood Christian School

A ministry of Eastwood Presbyterian Church

6/1/2017

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Article I. Name of School

The name of the school is Eastwood Christian School (ECS).

Article II. Objectives and Statement of Faith

Section 1. Objectives

This school is a ministry of Eastwood Presbyterian Church (EPC) and shall adhere to the statement of faith and purpose as set out in Sections 1 and 2 of Article II of these by-laws.

Education at Eastwood Christian School is defined as Classical and Christian and operates as an extension of the family. Eastwood Christian School seeks to:

- A. Teach all subjects as parts of an integrated whole with the infallible Christian Scripture at its center (2 Timothy 3: 16-17, II Corinthians 10:3-5);
- B. Provide a clear model of Biblical Christian life through its faculty, staff, and governing board (Matthew 22:37-40);
- C. Encourage every student to begin or continue in a personal relationship with God the Father through Jesus Christ in the power of the Holy Spirit (Matthew 28:18-20);
- D. Emphasize grammar, logic, and rhetoric in all subjects, with appropriate adjustments to grade level;
- E. Encourage every student to grow in a love for learning and to achieve his or her academic potential; and
- F. Provide an orderly atmosphere conducive to attaining these goals.

Section 2. Statement of Faith

- A. Sovereignty of God: God sovereignly controls all that occurs in His world and in His Church. His plans and purposes always prevail; nothing can thwart them.
- B. Inerrancy of Scripture: God's written Word, the Bible, is free from error and completely trustworthy. It is His Truth and the final authority in all matters of life and faith
- C. God's Creation of the World and Man: The Triune God, Father, Son, and Holy Spirit, alone, existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms, but was created by God. Man, male and female, was created with dignity, in that, he is made in God's image and created in humility, in that, his purpose is to glorify God and enjoy Him forever.
- D. Fall of Mankind: All mankind participated in Adam's fall from his original sinless state and thus became dead in sin and wholly defiled (WCF, Ch VI.II).
- E. Jesus, Savior of Sinners: Jesus Christ is the unique Son of God and the only Savior of the world. He was born of a virgin and lived a sinless life. He purchased redemption by His vicarious, substitutionary atonement on the cross. Jesus bodily rose from the dead, ascended to the right hand of the Father, and He will come again in power and glory.
- F. Justification by Faith Alone: All men are sinners. Sinners are justified by faith alone. They do not deserve salvation, and they cannot earn or work for salvation. Justification is totally due to God's grace and received by faith in Jesus Christ.
- G. Empowering Holy Spirit: Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live a godly life and to perform good works.
- H. Final Judgment and Resurrection: At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life and the lost are resurrected to eternal condemnation.

As a matter of policy, it is mandatory that all faculty, staff and, board members support the above statement of faith. All faculty, staff, and board members must support the teaching of the Westminster Confession of Faith along with its

Larger and Shorter catechisms.

Section 3. *Summary of Doctrine*

The summary of doctrine, commonly called The Reformed Faith, as described in the great confessions of the Protestant Church (Westminster Confession of Faith, Heidelberg Catechism, Belgic Confession of Faith) is taught at Eastwood Christian School.

Article III. Offices

The school office of ECS in the State of Alabama is located in Montgomery, Alabama at the site of Eastwood Presbyterian Church at 1701 E. Trinity Blvd., in Montgomery County.

Article IV. Governing School Board and its Agents

Section 1. Board Composition, Election and Tenure

The ECS board will consist of seven individuals with voting privileges. A majority of the board seats will be members in good standing of a local PCA church within the Southeast Alabama Presbytery. The remaining seats will be members in good standing of a local evangelical church. All members of the board are subject to approval by the Eastwood Presbyterian Church Session.

Voting board members serve three year terms, except for the chairman who serves a five year term. All voting members begin their terms 1 July and complete their terms on 30 June. The newly elected members will begin attending school board and committee meetings as often as possible after their appointment. (NOTE: It is strongly recommended that any EPC elders serving on the school board should not serve on any committee other than the school oversight committee of the session while serving on the school board.)

New persons to serve in the elected board member seats shall be nominated by any sitting board member. Elections will take place every three years during the spring meeting of the ECS board. Elected board members may serve two consecutive elected terms but must then leave the board for a minimum of one year before being considered again for election.

Members of the board, except the chairman, will serve based on a two-class system. Each class will serve three year terms. The table below shows the classes and the year in which the term ends for each class.

<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
2015	2016	2030	2031
2018	2019	2033	2034
2021	2022	2036	2037
2024	2025	2039	2040
2027	2028	2042	2043

Section 2. Qualifications

Subject to availability of suitable board members subscribing to the statement of faith in Article 2 Section 2, every attempt will be made to secure board members having expertise valuable to the school and a demonstrated commitment to Classical and Christian education. In all cases, the demonstrated Christian walk of the individual board member shall be a major consideration as to their suitability as board members. Faculty, staff, compensated coaches, and EPC staff are excluded from board seats with voting privileges.

Section 3. Vacancies

A vacancy may be filled by the board for the unexpired portion of the term. Vacancies occurring on the board may be filled with persons, who meet the above qualifications, by the affirmative vote of a majority of remaining board members, though less than a quorum of members remain, and the approval of the Session of Eastwood Presbyterian Church. The person filling the vacancy assumes the class and term limit of the person who vacated the office.

Section 4. Ex-officio Board Members

The school board may designate ex-officio members by a two-thirds majority vote of the full board. Their term of service will be one year. Ex-officio membership can only be renewed by a majority vote of the board.

Section 5. School Headmaster

The EPC Session, based on the recommendation of the ECS board, shall employ a school headmaster who will implement the policy of the school board. The headmaster's performance evaluation will be based on a job description approved by the school board. The headmaster's duties shall include, but not be limited to, admission and dismissal procedures, pre-qualifying all staff, developing budgets, ensuring performance to budget, preparing financial statements, maintaining the spiritual quality of the school, discipline of student body, developing and delivering the curriculum, ensuring execution of curriculum, formal evaluations of all staff, hiring and dismissing staff, all day-to-day administrative duties, and help with capital development activities. Faculty or staff employment decisions shall become final upon the concurrence of the school board. The headmaster's performance evaluation shall be conducted by the chairman of the school board and managed by the EPC Personnel committee.

Article V. Officers of the Board

Section 1. Officers

The officers of the Board shall be a chairman, a vice-chairman, and a secretary. The vice-chairman and the secretary shall be elected by the board.

Section 2. Chairman

The chairman shall be appointed by the Session of Eastwood Presbyterian Church and must be a member of Eastwood Presbyterian Church. The responsibilities of the chairman or his designee include, but are not limited to:

- A. Moderating board meetings;
- B. Setting and publishing the board's agenda;
- C. Maintaining the integrity of board activity and action;
- D. Ensuring that the headmaster, staff, and faculty adhere to policy;
- E. Ensuring that the headmaster executes all duties satisfactorily;
- F. Voting in the event of a tie or when, in his sole discretion, his vote is necessary; and
- G. Executing, with the secretary, or any other person authorized by the board, any instruments authorized by the board.

Section 3. Vice-Chairman

In the absence of the chairman, or in the event of the inability of the chairman to act, the vice-chairman shall perform the duties of the chairman.

Section 4. Secretary

The responsibilities of the secretary or his or her designee include, but are not limited to:

- A. Keeping the minutes of board meetings and providing them to the clerk of the Session of Eastwood Presbyterian Church;
- B. Providing that all notices are given in accordance with the provisions of these by-laws or as required by law.
- C. Keeping each board member's current contact information;
- D. Signing, with the chairman, any instruments approved by the Board; and
- E. Maintaining copies of the policy manual and these by-laws.

Section 5. Removal of Officers

An officer may be removed for cause by a two thirds majority vote. The chairman may be removed by the Session of Eastwood Presbyterian Church.

Article VI. Ad Hoc Committees

The school board may, by resolution passed by a majority, designate such *ad hoc* committees as may be appropriate, consisting of at least one voting board member and others (as deemed necessary to carry out the activities and purposes of the board). All committees serve at the direction of the board and may be comprised of board members, regular and *ex-officio*, parents, or any others. An ad hoc committee will only be convened when a specific action plan has been approved and the plan includes a measurable result and a time limit of up to one year, unless the board approves an extension. No standing ad hoc committees are allowed.

Article VII. Meetings

Section 1. Regular Meetings of the Board

Regular meetings will be held at a pre-announced time/location at least quarterly. All regular meetings of the board shall be open to any member of ECS and any member of the EPC Session and shall be conducted from a

pre-published printed agenda, posted outside the administrative offices at least two days in advance.

Section 2. Special Meetings

Special meetings of the board may be held at a time and place designated by the board chairman to address such issues as may come before the board requiring board action sooner than the regularly scheduled meeting,

Section 3. Decorum

Regularly scheduled meetings of the board shall be open to any ECS member and shall be conducted according to *Roberts' Rules of Order* using a printed, pre-published agenda. For regularly scheduled meetings, the agenda is to be made available to the members of the board via electronic or other means at least two days prior to the meeting.

Section 4 Quorum[s]

Four members of the board plus the chairman, or his designee, shall constitute a quorum for full board action.

Section 5. Executive Session

The board may, as circumstances dictate and according to Robert's Rules of Order, adjourn to closed session from time to time as needed.

Section 6. Board Action

The board will be considered as having formally acted when, in a duly-constituted meeting, a proposal is moved, seconded, discussed, and passed with the appropriate margin of votes.

Article VIII. Fiscal Responsibility

Section 1. General Policy

The board is responsible through the budgeting process to ensure that the day-to-day operations of the school shall be fully funded.

Section 2. Budgets

The board will approve the annual operating budget. Having already coordinated with the finance committee of Eastwood Presbyterian Church, the school headmaster will submit an operating budget for the following fiscal year to the board no later than March 31 with final board action to approve the budget taken no later than May 31.

Section 3. Financial Statements

It shall be the Headmaster's responsibility to obtain a quarterly financial statement which shall be submitted to the board seven days prior to the next regular board meeting.

Section 4. Financial Oversight

The financial records of Eastwood School will be audited annually by an outside auditing firm and submitted for review to the finance committee of Eastwood Presbyterian Church.

Article IX. Contracts, Loans, Checks and Deposits

Section 1. Contracts

The board may authorize, by majority vote, an officer or agent to enter into any contract in the name of and on behalf of the school.

Section 2. Loans

No loans shall be entered into on behalf of the school without 1) two thirds approval of the board; and 2) approval of the Eastwood Presbyterian Church Session.

Section 3. Checks and Drafts

All checks or drafts issued by ECS shall be signed by such officers in such a manner as shall be determined by resolution of the board.

Section 4, Deposits

All funds of the school shall be deposited in such depositories as the board may select.

Article X. Fiscal Year

The fiscal year of the school shall begin on the first day of July and end on the thirtieth day of the following June each year.

Article XI. Annual Report

The school board will compose and issue an annual, written report to the Eastwood Presbyterian Church Session. This report will be completed and delivered no later than July 15 for the previous fiscal and school calendar year. The report should include, but not be limited to, the year-end financial reports, enrollment figures, standardized test results, the board's annual evaluation of the school, the listing of all board members, identifying the newly-elected board member(s), listing of significant accomplishments and events of the school year, and such other business as may be deemed appropriate by the board for the Session's information.

Article XII. Amendments to By-laws

These by-laws may only be altered, amended, or repealed when the two following actions occur: 1) by a two-thirds vote of the board at any regular or special meeting, provided a minimum of ten days' notice of the special meeting has been given to all board members, specifically enumerating such proposed changes or amendments; and 2) approved by the session of Eastwood Presbyterian Church. Minor editorial changes can be authorized by the chairman, after approval of the board.