

By-laws

Eastwood  
Christian  
School

A ministry of Eastwood Presbyterian Church

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## Article I. Name of School

The name of the school is Eastwood Christian School (ECS). The name of all duly enrolled students of Eastwood Christian School, administrators, staff, faculty, employees, and current board members will be Eastwood Christian School.

## Article II. Objectives and Statement of Faith

### Section 1. Objectives

This school is a ministry of Eastwood Presbyterian Church and shall adhere to the statement of faith and purpose as set out in Sections I 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*

There shall be five seats appointed by the Session of Eastwood Presbyterian Church and four elected seats which are voted on by the school board and must be approved by the Session. Nominees for these seats must be members in good standing of Eastwood Presbyterian Church. Only these nine seats will have voting privileges. Three of the five appointed seats will be filled by elders of Eastwood Presbyterian Church, one of whom will be the Chairman of the Board. Two of the five appointed seats will be filled by deacons, one of whom should be a member of the Diaconate Finance Committee.

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 Session of Eastwood Presbyterian Church appoints board members at the scheduled Session meeting in the last January of the sitting appointee's term. The newly elected members will begin attending school board and committee meetings as often as possible after their appointment. It is strongly recommended that the elders appointed to 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.

Appointed and elected members of the board, except the chairman, will serve based on a two-class system. Each class will consist of one elder, one deacon and two elected members. Each class will serve three year terms except for Class A for the term beginning in 2013. 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 board, by unanimous vote, shall employ a school headmaster who will implement the policy of the school board. The headmaster will not serve as an officer of Eastwood Presbyterian Church. The headmaster's performance evaluation will be based on a job description developed 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 and approved by the personnel committee.

## **Article V. Officers of the Board**

### *Section 1. Required Officers*

The officers of the school board shall be a chairman, a vice-chairman, and a secretary, each of whom, except the chairman, shall be elected by the board.

### *Section 2. Removal of Officers*

Any elected officer may be removed from office for cause by a 2/3 majority vote of the school board whenever, in its judgment, the best interests of the school will be served thereby.

### *Section 3. Chairman*

The chairman shall moderate all meetings of the board. He is responsible for setting and publishing the meeting agenda. He is responsible for maintaining the integrity of board activity and action. He is responsible for ensuring the school headmaster and/or administration adheres to policy and the Headmaster executes his duty satisfactorily. The chairman will, in general, only vote in the event of a tie. The chairman may cast a vote on any question he deems appropriate. He may sign with the secretary, or any other full and proper officer duly authorized by the board, any checks or other instruments which the board has authorized to be executed.

### *Section 4. 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 chairman.

### *Section 5. Secretary*

The secretary or his designee shall:

- (a) Keep the minutes of all school board proceedings and email them to the clerk of the Session for Eastwood Presbyterian Church;
- (b) See that all notices are given in accordance with the provisions of these by-laws or as required by law;
- (c) Keep a current, valid postal address of each school board member;
- (d) Sign with the chairman any legal instrument approved by the board;
- (e) Maintain policy manual and by-laws; and
- (f) Other duties as from time to time may be assigned by the chairman or by the board.

## **Article VI. Committees of the Board**

### *Section 1. Standing Committees*

The standing committees of the board are Executive, Finance, Personnel, Extra-curricular, Student Affairs, and Capital Development. The Executive Committee determines membership for all committees. The chairman for all committees shall be a voting member of the board.

*A. Executive Committee.*

The Executive Committee will consist of the Chairman, Vice Chairman, Secretary, Chairman of the Finance Committee, and Chairman of the Personnel Committee. The Executive Committee ensures adherence to the policy of the board. It is responsible for obtaining an appropriate accreditation for the school. It is responsible for obtaining appropriate memberships in organizations that can support or benefit the school. The committee is also responsible for identifying future board members, recruiting and preparing future board members, board training and development, publishing policy, and reports to the Session.

*B. Finance Committee.*

The Finance Committee will ensure appropriate controls and methods of fiscal oversight are in place. It will recommend budget and fiscal policy. This committee will help develop and manage the budget. This committee is tasked to protect and promote the assets of the school which includes, but is not limited to, ensuring adequate insurance, contingency plans, and audits. This committee works with the personnel committee to develop and implement faculty and staff compensation policy. The finance committee is responsible for short-term, intermediate and strategic financial plans. This committee is responsible for identifying, monitoring, and reporting the information pertinent to the fiscal health of and risk management of the school. This committee will seek appropriate independence in accounting and bookkeeping services for the school.

*C. Curriculum Committee.*

The Curriculum Committee determines the definition of classical, Christian education and ensures the delivery of classical, Christian education. This committee sets policy for anything related to classroom instruction. The committee ensures appropriate standardized testing is conducted. It also ensures that analysis of test results is conducted, appropriate action is taken based on the analysis, and a report of the analysis is given to the school board on an annual basis and entered into the minutes of a regularly scheduled board meeting.

*D. Personnel Committee.*

The Personnel Committee will develop job descriptions and compensation plans. It will develop a standard and coherent compensation policy for all faculty and staff. It is responsible for employment policy. This committee ensures performance evaluations are administered in a timely and accurate manner. This committee ensures qualified faculty and staff are hired, developed, and evaluated regularly. This committee promotes personnel development and process improvement with respect to employee management. This committee seeks to join organizations that may assist in recruiting and developing faculty and personnel.

*E. Extra-curricular Committee.*

The Extra-curricular Committee oversees all activities not associated with classroom instruction. The activities and groups this committee oversees include, but are not limited to, theater production, on-site and before/after-school activities, sports, senior trip, and talent show. This committee ensures only persons of good repute are granted the privilege of leading, coaching, or helping in extra-curricular activities. This committee works with the Finance Committee to develop and manage budgets that are appropriate for each activity.

*F. Student Affairs Committee*

The Student Affairs Committee oversees the general welfare and direction of the student body. It works with the administrator to pastor the students and families of the school. This committee sets policy for student retention and dismissal.

*G. Capital Development Committee*

The Capital Development Committee sets policy for and manages the school's effort to cultivate, develop and advance the support of donors who will invest in the school's mission. The goal of this committee is to provide for the long-term fiscal sustainability of ECS. The activities engaged in are, but are not limited to, ensuring this committee has an adequately funded line item in the school budget to implement capital campaigns and marketing campaigns for the school, compiling and maintaining mailing lists of donors,

scheduling meetings with friends of the school, coordinating all activities which involve soliciting support, recording gifts, recognizing donors promptly, advertising, and fund raising events. This committee works closely with the Headmaster of the school who is tasked with promoting the school.

### *Section 2. 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 Eastwood Presbyterian Church 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*

School Board meetings shall be conducted according to Robert's Rules of Order.

### *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 April 30.

### *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 finance committee of Eastwood Presbyterian Church on an annual basis will review the financial records of Eastwood School. Findings and recommendations of this review will be included in the annual report to the Session.

### **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<sup>th</sup> 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) by approved by the Session of Eastwood Presbyterian Church. Minor editorial changes can be authorized by the chairman, after approval of the Executive Committee.