

# BYLAWS OF THE IMMANUEL CHRISTIAN SCHOOL BOARD

APPROVED BY BOARD – April 22, 2021

Updated April 20, 2021

## I. Board Meetings and Procedures

Board meetings will be conducted according to Roberts Rules of Order. The Chairman of the Board will preside over the meetings. In the absence of the Chairman, the Vice-Chairman or the person designated by the Chairman will preside. The Chairman, with input from the Director and Principal, will generate the agenda of each Board meeting and publish it at least 6 days before the meeting, by email to board members, in the school office, and on the website. The Board meeting dates and agenda will be posted in the ICS office. ICS and Immanuel Baptist Church (IBC) Staff are encouraged to attend. The only visitors normally permitted to speak outside of the visitor's session at Board meetings are those previously scheduled on the agenda. The Board will hold Regular Board Meetings once a month on the days (3<sup>rd</sup> Thursdays) and published in the ICS Annual Calendar. Special Board Meetings may be held as needed.

## II. Composition of Board and Term of Office

The Board can have up to twelve members with a mix of non-constituent congregations and majority members of IBC however; the Chairman of the board must be an IBC member. Potential Board members are presented by existing Board to the Elders of IBC, approved by the IBC Elders, and elected by the IBC. A member normally serves a three-year term, and may serve additional three-year term if nominated. If no new members come forward or not approved standing members will be asked to extend until the next year. If a member resigns mid-term, the IBC Nominating Committee will immediately seek a replacement.

## III. Role and Responsibilities of the Board

The School Board shall be responsible for recommending the direction for the school, future development of the school, major policies, acting as consultants in the hiring of all faculty and staff, determining eligibility of tuition assistance and recipients, maintaining fiscal responsibility, and providing support to the school Director, Principal and the Senior Pastor. The Board is to provide Christian leadership and oversight of Immanuel Christian School (ICS). The Board has the following major responsibilities: (1) shepherding the school towards the ICS Vision, (2) providing for the organization and processes for operating the school, and (3) ensuring the appropriate support and accountability of the Director and Principal.

The Board shall:

1. Inform the ICS parents, students, staff, and the IBC in frequent dialogue for the purpose of improving ICS and achieving the common ICS Vision.
2. Evaluate, update, and adopt policies consistent with the Vision, Christian ethics, Christian outreach, and the law.
3. Maintain accountability for student learning by adopting the ICS curriculum and monitoring student progress.
4. Support the Director and Principal in the budgeting process to ensure that income and staffing are sufficient to operate the school consistent with the Vision.
5. Work with the IBC HR to establish fair and reasonable salary and benefit schedules. Ensure the visibility of ICS to the local community and beyond for recruiting students and staff, and for raising capital funds.

The Director and Principal shall:

- a) Monitor the budget and fiscal health of ICS monthly.
- b) Ensure a safe environment for all students and staff.
- c) Ensure a Christian environment for all students and staff.

#### IV. Some Imperatives for the Christian School Board

1. Every member of the school board must be a born again believer with a testimony within and without; a faithful member of an evangelical church and well respected in the community for his/her godly lifestyle. *"But the natural man receiveth not the things of the Spirit of God; for they are foolishness unto him; neither can he know them, because they are spiritually discerned."* I Corinthians 2:14
2. They must understand and be in harmony with the school's philosophy and doctrinal beliefs. Being in one accord is very essential. *"Now I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment."* I Corinthians 1:10
3. The members of the board must be men and women of vision. *"Where there is no vision the people perish."* Proverbs 29:18
4. The school board member should be a **Bible-centered individual**, a man or woman of prayer. Christian work can never be accomplished through our own strength; however, *"We can do all things through Christ..."* Philippians 29:18
5. They must be men and women of integrity; able to keep confidential matters, able to deal with problems, give direction to the school, possess a willingness to take steps of faith, and above all, demonstrate a flexible spirit.
6. They must **respect the leadership** they have chosen for the school and uphold them in prayer.
7. They must recognize the potential of the Christian school and see it as a **ministry**. The Christian school touches the lives of parents, boys and girls, extended family members, and friends. Many of these people may never hear the Gospel apart from the witness of our schools. (The Great Commission)
8. The school board member must **recognize his/her job as an appointment from God**, and be faithful to his/her call. *"And I thank Christ Jesus, our Lord, Who hath enabled me, in that he counted me faithful, putting me into the ministry."* I Timothy 1:12
9. The Christian school board member must be **able to work in harmony with others**. *"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation to which ye are called, with all lowliness and meekness, with long-suffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace."* Ephesians 4:1-3
10. The Christian school board member must be willing to be visible, become involved in the school's programs, visit the school, assist with fund-raising, show appreciation to those who serve the school, and be knowledgeable of the general program. If he/she has children at the level of the school, they should be enrolled.

#### V. Governance Standards

The Board has major responsibilities and commitments to the IBC, parents/guardians, staff, and students. Board members are expected to govern responsibly and to hold themselves to Christian standards of conduct.

Each Board member shall:

1. Understand the differences between Board and ICS staff roles, and refrain from performing management functions that are the responsibility of the Principal and staff.
2. Understand that authority rests with the Board as a whole and not with individual Board members.
3. Develop school board skills, and commit adequate time and energy to be an informed and effective leader.
4. Recognize and respect differences of opinion and style of Board members, staff, students, and parents.
5. Keep confidential matters confidential.

The Board as a whole shall:

1. Self-evaluate its own effectiveness and review its Bylaws annually.
2. Evaluate the performance of the Principal annually.
3. Govern within Board-adopted policies and procedures.
4. Operate openly (with exceptions for evaluations and certain personnel matters).
5. Support and communicate the common Vision.
6. Keep the primary focus on learning, achievement, and Christian values for all students.

#### **VI. Public Statements**

All public statements shall be issued by the Board Chairman (or designee at the direction of the Board). No individual Board member shall make a public statement in the name of the Board.

Before voting on any issue, all Board members shall be encouraged to present relevant facts, research, information, and evidence.

All opinions shall be openly discussed so that each Board member may understand all aspects of the issue before voting. Any Board member who wishes to criticize or oppose any specific Board action should do so **only** during the Board meetings. Once a Board decision has been reached, all Board members shall abide by that decision until it is amended or rescinded by subsequent Board action. When Board members express their opinions outside the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such. All shall strive to resolve conflict by following the adopted Matthew 18 Principal on conflict resolution.

#### **VII. Chairman**

The Chair shall be elected by the board in June every two years.

The Chair is to facilitate all board meetings.

Spokes person for all public comments to speak for the board.

#### **VII. Vice-Chairman**

The Vice-Chairman shall be elected by the Board at the June meeting.

The Vice-Chairman shall succeed the Chairman one year later, unless the board votes to retain the same Chairman for one more year. That vote takes place at the June board meeting.

In the absence of the Chair the Vice-Chair shall conduct the meetings.

#### **IX. Secretary**

The Secretary shall be elected by the Board at the June meeting. The Secretary shall write and distribute the minutes of the Board meetings for approval of the Board before the following meeting. In addition, the secretary will keep the official copy of all minutes, bylaws, handbooks, and other documents as directed by the board.

#### **X. Board Standing Committees**

Membership of the following Standing Committees of the Board shall be established at the June meeting: Development/Marketing/Communications, Financial Aid , and Finance.

Each Board member will serve on at least one of the Standing committees.

The Chairman will appoint the Chair of each committee. Board members are encouraged, but not required, to rotate to different committees at the end of each school year. Standing committees will meet bi-monthly when possible, and report their activities and recommendations at each Regular Board meeting. The Financial Aid Committee will meet with the Director and Principal to review recommended financial assistance to families and ensure that all procedures are followed. The Finance Committee will work with the Director and Principal to draft an Annual Budget which will be presented in April to the Immanuel Baptist Church Council. After Church Council approval the budget will be presented in May to the ICS board.

#### **XI. Student Board Member**

The Principal shall designate a student to attend Board meetings to report on student affairs and to report back to the student body ICS Board actions and policies.

#### **XII. Teacher Board Member**

The Principal shall designate two teachers (1 for elementary & 1 for Jr & Sr High) to attend Board meetings to report to Principal on teacher's needs and concerns one week prior to Board meetings and report back to all teachers concerning Board actions and policies. Teachers rep must be in good standing with the Principal and the Board.

### **XIII. Board Member Orientation/ Development**

Board members will be given a copy (or have access) to the ICS Handbook of Policies. Board members are encouraged to attend open houses and other ICS activities, to sit in during normal classroom recitations, and to attend ACSI and other meetings on Board membership.

### **XIV. Conflicts of Interest**

Board members may not vote on any action from which they may benefit financially. Board members should abstain from voting on any issue on which they may be perceived as having a conflict of interest.

### **XV. The ICS Policy Manual (Handbook)**

The Personnel Committee will draft changes recommended by the Board and Principal, and recommend new policies for Board approval from time to time.

### **XVI. Visitors**

Agenda for each meeting will provide time for visitors to speak. All visitors must sign in and first 10 visitors will get to speak and will be allowed 3 minutes. Board members are not to reply or take time in the visitors session but will follow up in another forum.

### **XVII. Closed Session Purpose**

The Board will meet in closed session at its discretion to personnel issues as well any other sensitive matters.

### **XVIII. Actions by the Board**

Actions require a majority vote of a quorum of the Board. A quorum shall consist of anything greater than 51% of the seated board members. (A board of twelve members shall have a quorum of seven; a board of eleven members shall have a quorum of six; etc.) The Principal will execute Board actions. Actions are subject to nullification by the Immanuel Baptist Church Council.

### **XIX. Board Self-Evaluation and ICS Vision**

The Board should meet annually, with the Principal (and other staff), to evaluate its performance. This meeting shall also be used to review the ICS Vision and long-range plan as proposed by the Development Committee which drives the priorities of the finance. Minutes of this meeting will be published.

### **XIXI. Sub-committee's Formed by Board**

The Board shall create and appoint sub-committee's as needed to support and address the Boards short and long term goals and plans. Sub-committee personal should possess and demonstrate skills that align with sub-committee (i.e. fund raising, enrollment, etc.) as well as follow Board By-Laws and meet the requirements stated in the New Board Member Packet. They will fall under the pervue of the Board and will meet monthly when possible, and report their activities and recommendations at each Regular Board meeting. In their first standing meeting they shall elect a chair to lead the team and establish a charter to be approved by the Board.