

**TRINITY CHRISTIAN SCHOOL, INC.  
DUBLIN, GEORGIA**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I  
NAME**

The name of the Corporation shall be Trinity Christian School, Inc.

**ARTICLE II  
SEAL**

The Seal impressed on the last page hereof is hereby adopted as the Corporate Seal of this Corporation.

**ARTICLE III  
STATEMENT OF PURPOSE**

The purpose of Trinity Christian School (TCS) shall be to operate schools on the preschool, elementary, and secondary levels. The school's employees shall train students in accordance with these basic goals of education:

1. Command of fundamental processes.
2. Development of character.
3. Citizenship and health.
4. Commitment to family values.
5. College/vocational preparation.

All training shall be integrated with the knowledge that God and His Word are truth. Students shall be taught His authorship of all things and the principle that His Holy Scriptures reveal Himself to us.

One of the ultimate goals of the School shall be to bring each student to a saving faith in Jesus Christ and to assist them toward Christian maturity. There shall be no attempt to impose on anyone the minor doctrinal differences of various denominations.

**ARTICLE IV  
STATEMENT OF FAITH AND PHILOSOPHY**

**Section 1. STATEMENT OF FAITH**

- a. We believe there is one (1) Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. He is eternal, almighty, infallible, unchangeable, wise, holy, and just. He is Spirit, Light, Love, and Truth. He has revealed Himself to us by the Bible.
- b. We believe the Bible is the inerrant, inspired, infallible Word of God.
- c. We believe that, by His Word, the Triune God created out of nothing the universe and all that is therein.

- d. We believe God created Adam in His own image, and that man did not originate through the process of evolution. Adam was tempted by Satan and sinned; and because of this, all men are totally depraved and unable to save themselves.
- e. We believe in the deity of Jesus Christ through whom alone salvation occurs.
- f. We believe salvation is the remission of sins through the work that Jesus Christ accomplished by his death, burial, and resurrection, and is the gift of God available to all who repent and place their complete faith in Him.
- g. We believe the indwelling of the Holy Spirit enables each believer to live a holy life, separate from sin, and should cause us to seek to win others to Christ.
- h. We believe in the imminent return of Jesus Christ.
- i. We believe in the resurrection of the saved and the damnation of the lost.
- j. We believe in the spiritual unity of believers in the Lord Jesus Christ.
- k. We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.
- l. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union.
- m. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, transgenderism, and use of pornography) is sinful and offensive to God.
- n. This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God is the final source of all that we believe.
- o. For purposes of Trinity Christian School’s faith, doctrine and practices, our Board of Directors is the school’s final interpretive authority on the Bible’s application.

## Section 2. PHILOSOPHY

Trinity Christian School espouses the historic Christian world-view. Since God created and sustains everything through His Son, Jesus Christ, man’s responsibility in life is to glorify Him. However, man, being a sinner by nature and choice, cannot in this condition glorify or know God. He can glorify and know God only by committing his life to Jesus Christ as Savior and Lord (Romans 1-8). Therefore, the total process of education must seek to direct students to knowledge, righteousness, and holiness in Christ (Colossians 3:10, Ephesians 4:24). This process stems from the Biblical fact that “For by Him (Christ) were all things created, that are in heaven, and that are in earth...and He is before all things and by Him all things consist” (Colossians 1:16-17). This education is God-centered and presents all truth as God’s truth.

Principles that must be practiced at Trinity Christian School include the following:

- a. School personnel must recognize each student’s unique intelligence in order to help the individual reach his/her God-given potential.
- b. Students must be guided toward responsibility by allowing them to exercise expression of initiative and creativity within the limits of accountability.
- c. A student’s self-esteem is augmented by positive relationships with faculty, staff, administrators, and fellow students.
- d. We must provide students with a superior education because God expects Christians to do their best academically and in all aspects of life.
- e. We believe parents must be vitally involved in the student’s education since God holds them accountable for their children. Each parent is considered a partner in education with Trinity Christian School (Deuteronomy 6, Ephesians 6).

**ARTICLE V  
MISSION STATEMENT**

The mission of Trinity Christian School is to provide a quality education for each child in a safe, diverse, God-centered environment. We are dedicated to the preparation of our students for a life of maximum contribution to the cause of Christ either in Christian service or in living a successful and meaningful life in a secular field where honesty, discipline, and awareness of others guide daily life. The School strives to foster Christian excellence in scholarship, leadership, sportsmanship, and character.

**ARTICLE VI  
VOTING RESPONSIBILITY**

Each parent or guardian of a student duly enrolled at TCS shall receive only one (1) vote upon each matter in question if present at the annual or called meeting, except as specified in Article VII regarding election of Board members.

**ARTICLE VII  
BOARD OF DIRECTORS**

Section 1. POWERS

The Board of Directors shall be vested with the management of the activities, property, and affairs of Trinity Christian School, and to those ends may exercise any and all of the powers of Trinity Christian School, including but not limited to the following:

1. Appointment of the Officers of Trinity Christian School;
2. Determination of major personnel, fiscal policies, and program policies;
3. Approval of program plans and priorities;
4. Authority to accept and receive property of any description, or any interest therein, by gift, devise or bequest, and to invest surplus funds;
5. Employment of a Headmaster for the School to be administered, one of whose duties shall be to screen and recommend to the Board of Directors such personnel as may be needed to accomplish the purposes of Trinity Christian School. A unanimous vote of the entire Board of Directors shall be required for the employment of the Headmaster;
6. In the event the Headmaster is unable to fulfill his/her duties, the Board will name an interim Head of School until a permanent Headmaster can be secured.

The Board of Directors shall exercise spiritual leadership, establish policies, ratify the enlistment of competent personnel, maintain prudent fiscal policies, plan for future needs, cultivate active public relations, and relate properly to all public and private accrediting associations and governmental agencies.

Section 2. BOARD MEMBER QUALIFICATIONS

1. All Board Members shall be born-again Christians and subscribe personally to the school's Statement of Faith without reservation. Further, each Board Member shall be committed to preserving the ideals and purpose of the school as described in the Philosophy of Education.
2. Eligibility for Board membership requires that a nominee shall be a godly person, graced in their judgments, through their meditation on and willing submission to the

Word of God. Further, their reputation in the community and the testimony of their life shall evidence their qualifications for biblical leadership.

3. In their speech and behavior a Board Member shall demonstrate that he/she is not quick-tempered, not overbearing, one who loves what is good and one found faithful in their love for the brethren. To serve on the TCS Board he/she shall possess a wholehearted commitment to the school and the cause of Christian education.

### Section 3. COMPOSITION

Trinity Christian School shall maintain a Board of Directors consisting of a minimum of nine (9) and up to a maximum of twelve (12) individuals. There must always be evidence of good faith in assuring fair representation of all segments of the School. In addition, Trinity Christian School parents or guardians must elect the majority of Board positions.

TCS parents shall elect one (1) representative from the preschool/elementary school (Pre K – grade 5), one (1) from the middle school (grades 6 – 8), and one (1) from the high school (grades 9 – 12). Each representative must be the parent or guardian of a TCS student who is enrolled in the grade category for which that representative is elected for the upcoming school year. Each parent or guardian of a student duly enrolled at Trinity Christian School shall have only one (1) vote in a grade category for each of his/her children duly enrolled in that category.

The three (3) newly elected Board members shall be invited to attend the regularly scheduled Board meeting immediately following Election and shall assume responsibility for their positions at the conclusion of the regular business session of that Board meeting.

Up to three (3) additional members may be appointed to the Board of Directors. These appointees must meet one (1) of the following criteria:

1. A TCS parent (may reside inside or outside Laurens County).
2. A TCS alumnus, grandparent, or parent of a TCS alumnus.
3. A businessperson from the community.

### Section 4. NOMINATIONS AND ELECTIONS

- a. Election for the Board of Directors shall take place annually on an established date during the first two weeks of May.
- b. Nominations for the Board of Directors shall be solicited from all families which have children enrolled in Trinity Christian School for the upcoming year. All nominations must be specified for a particular grade category as described in Article VII/Section 3, must be signed by the nominating parent within that category, and must be signed by the nominee indicating his/her willingness to serve as a member of the Board. Nominee shall complete and submit a Board Member Nominee Application.
- c. Nomination forms shall be accepted in the School office until 4:00 PM on the date that coincides with the third Monday of April.
- d. To verify eligibility of nominees, the Board shall review all nominations.
- e. The list of nominees shall be published and sent to all TCS families, along with information explaining the general and absentee voting procedures.
- f. In the event that no written nominations have been received for a particular Board position, the current Board will select the Directors.
- g. Pre-numbered ballots shall be prepared in order to ensure that no duplication of voting occurs.

- h. Ballots shall only be issued to parents or guardians of students duly enrolled at Trinity Christian School.
- i. Absentee voting shall commence exactly one (1) week prior to the established Election date and shall close at exactly 4:00 PM on said date.
- j. Upon completion of the voting process, a committee consisting of the Board Chairman and two (2) other Directors of the Board shall tabulate all votes, and the newly elected Board members shall be announced immediately.

#### Section 5. TERMS OF OFFICE

Each Director shall serve for a term of three (3) years.

#### Section 6. VACANCIES

If a vacancy on the Board occurs, the remaining Directors may fill the vacancy by majority vote in accordance with Article VII/Section 2, and the successor shall serve for the unexpired portion of the term of the Director succeeded. The Board may also choose to leave the position vacant until the next Election Meeting.

#### Section 7. REMOVAL OF DIRECTORS

Any Director may be removed from membership by the affirmation vote of three-fourths of the full voting membership of the Board registered in person, at any regular meeting or special meeting called for that purpose, for conduct detrimental to the interest of Trinity Christian School, for failure to meet the requirements set forth under Article VII/Section 2 or Section 6, for lack of sympathy regarding corporate objectives, or for failure to render reasonable assistance in carrying out stated purposes. Any such Director proposed to be removed shall be entitled to appear and be heard at such Board meeting.

#### Section 8. CHILDREN OF BOARD MEMBERS

Directors shall enroll eligible children in Trinity Christian School.

### **ARTICLE VIII OFFICERS**

#### Section 1. COMPOSITION

The Officers of the Board of Directors shall also serve as the Officers of Trinity Christian School. These include the Chairman, Vice-Chairman, Secretary, and Treasurer.

#### Section 2. ELECTION AND TERM OF OFFICE

The Officers shall be elected annually by the Directors from among their number at the regularly scheduled June Board meeting.

#### Section 3. VACANCIES

In the case that any office of Trinity Christian School becomes vacant by death, resignation, retirement, disqualification or any other cause, the Directors may elect an Officer to fill such

vacancy, and the Officer so elected shall hold office and serve until the next Annual Board Meeting.

#### Section 4. CHAIRMAN

The Chairman shall preside at all meetings of the Directors. The Chairman shall appoint members to all standing committees with the consent of the Board of Directors. The Chairman shall also appoint the chairmen of all standing and special committees. The Chairman shall have and exercise general charge and supervision of the affairs of Trinity Christian School and shall do and perform such other duties as may be assigned to him/her by the Directors. He/she shall consult with the Headmaster to establish the agenda for each regularly scheduled Board meeting.

#### Section 5. VICE-CHAIRMAN

The Vice-Chairman shall preside at meetings of the Board of Directors in the Chairman's absence and shall perform such other duties as may be delegated to the Vice-Chairman by the Board.

#### Section 6. SECRETARY

The Secretary shall have charge of such books, documents, and papers as the Directors may determine and shall have custody of the Seal of Trinity Christian School. The Secretary shall attend and keep minutes of all meetings of the Directors of Trinity Christian School. The Secretary shall keep a record containing the names, alphabetically arranged, of all persons who are Directors of Trinity Christian School, showing their places of residence, and such books shall be open for inspection as prescribed by law. The Secretary shall keep the Board Policy Manual current, and shall do and perform such other duties as may be assigned to the Secretary by the Directors.

#### Section 7. TREASURER

The Treasurer shall have the custody of all funds, property, and securities of Trinity Christian School, subject to such regulations as may be imposed by the Directors. When necessary or proper, the Treasurer may endorse on behalf of Trinity Christian School for collection, checks, notes and other obligations and shall deposit the same to the credit of Trinity Christian School at such bank or depository as the Directors may designate.

#### Section 8. REMOVAL OF OFFICERS

For policies regarding the removal of Officers, see Article VII/Section 6, "Removal of Directors."

### **ARTICLE IX STANDING COMMITTEES**

There shall be five (5) standing committees of the Board of Directors as follows:

## Section 1. EXECUTIVE COMMITTEE

This committee is comprised of the Officers of the Board and is vested with the authority to act on behalf of the Board in all matters pertaining to Trinity Christian School. All Executive Committee decisions must be ratified at the next Board meeting.

## Section 2. FINANCE COMMITTEE

This committee, of which the Treasurer must be a member, shall be responsible for the following:

- a. Review all fiscal policies of the School and consult annually with the Headmaster in establishing the annual budget.
- b. Secure an annual audit or review with an established accounting firm.
- c. Assist the Treasurer in the fulfillment of his/her duties.

## Section 3. PROPERTY COMMITTEE

This committee shall be responsible for the following:

- a. Assist with the care and maintenance of all School property.
- b. Act as agents of the Board in dealing with any architects, contractors, government officials, etc. as may be required for any building/maintenance programs. However, this empowerment shall not include signature authority for any official documents.

## Section 4. EDUCATION COMMITTEE

This committee shall be responsible for the following:

- a. Review curriculum and related educational policies of the School.
- b. Evaluate the educational and spiritual tone of the School and bring prayer concerns to the Board.
- c. Oversee the operational program of the School, including athletics, fine arts, and other areas deemed appropriate by the Chairman.

## Section 5. DEVELOPMENT COMMITTEE

This committee shall be responsible for the following:

- a. Assist the Headmaster and designated personnel in the planning and coordination of all development activity.
- b. Facilitate the recruitment of new families and students for enrollment.

## **ARTICLE X MEETINGS**

### Section 1. ANNUAL MEETING

The Annual Meeting of Trinity Christian School shall be held on school property following the close of the fiscal year (May 31) prior to September 30. It shall be the responsibility of the Board of Directors to make adequate plans and published notification stating the specific place,

date, and hour of the meeting to parents or guardians of students duly enrolled at Trinity Christian School, at least one (1) month prior to the meeting.

## Section 2. ANNUAL MEETING AGENDA

The agenda for the Annual Meeting of Trinity Christian School shall be as follows.

- a. Devotional and prayer.
- b. Report on the number of parents or guardians of students duly enrolled at Trinity Christian School present in person in order to determine the existence of a quorum.
- c. Reading of the notice of the meeting and proof of the due publication or mailing thereof.
- d. Approval of minutes.
- e. Reports from the Headmaster, Officers, Board members, and committees.
- f. Old business.
- g. New business.
- h. Adjournment and prayer.

## Section 3. ELECTION AGENDA

The Election of the Board of Directors shall be held during the first two weeks of May. It shall be the responsibility of the Board of Directors to make adequate plans and published notification stating the specific place, date, and hours of polling to the parents or guardians of students duly enrolled at Trinity Christian School, at least one (1) month prior to the meeting.

## Section 4. SPECIAL MEETINGS

Only after a written and verbal presentation to the Board of Directors, special meetings of Trinity Christian School may be called in the following manner:

- a. Resolution of the Board.
- b. Written request signed by any five (5) Board members.
- c. Request by the Chairman of the Board.
- d. Written request of not less than thirty-three percent (33%) of all the families of students duly enrolled at Trinity Christian School.

It shall be the duty of the Secretary to cause notice of such meeting to be given.

## Section 5. QUORUM

Forty-five (45) parents or guardians of students duly enrolled at Trinity Christian School or ten percent (10%) of the parents or guardians of students duly enrolled at Trinity Christian School, whichever shall be greater, shall constitute a quorum. The minutes of each meeting shall contain a list of those present who are parents or guardians of students duly enrolled at Trinity Christian School.



**ARTICLE XI  
BOARD MEETINGS**

Section 1. REGULAR MEETINGS

Meetings of the Board of Directors shall be held at the direction of the Chairman at least four (4) times per year. During the June meeting each year the Board will elect officers. Reasonable notice of the time and place of each such meeting shall be given to each Director. Failure to attend two-thirds of the regularly scheduled meetings of the Board of Directors in any one (1) calendar year shall cause his/her directorship to lapse. At the discretion of the Board, the same Director may be nominated to complete the remainder of his/her term on the Board.

Section 2. SPECIAL MEETINGS

Special meetings of the Board of Directors shall be held upon forty-eight (48) hours written or telephone notice to each Director; such notice shall include the items of business to be transacted. The Chairman shall call special meetings within five (5) days after receipt of a petition signed by at least one-third of the Directors for such a meeting.

Section 3. VOTING

At every meeting of the Board of Directors, each member shall be entitled to vote in person. Each member of the Board shall be entitled to one (1) vote. At the request of any Board member, the vote upon any question shall be by secret ballot. A quorum being present, all voting shall occur and all questions decided by a majority vote of the Directors voting in person, except where otherwise designated.

Section 4. VOTING BY PROXY

There may not be voting by proxy at meetings of the Board of Directors or at meetings of any committee of the Board.

Section 5. QUORUM

At any meeting of the Board of Directors, two-thirds of the members of the Board of Directors shall constitute a quorum.

**ARTICLE XII  
RULES OF ORDER**

Roberts Rules of Order shall govern the conduct of all meetings of Trinity Christian School.

**ARTICLE XIII  
AMENDMENTS**

These By-Laws may be amended, repealed, or altered by the parents or guardians of students duly enrolled at Trinity Christian School at the Annual Meeting or at a special meeting, provided the notice of such meeting shall have contained a copy of the proposed amendment, repeal, or alteration. Any proposals to amend, repeal, or alter the Constitution and By-Laws shall be supplied to all parents or guardians of students duly enrolled at Trinity Christian School no less

than one (1) month prior to the vote. At the time of the notification, the date of the vote must be specified.

#### **ARTICLE XIV SAVING CLAUSE**

Should any section(s) of these By-laws be found illegal or otherwise invalid, only such specific section(s) and not the entire document shall be deemed illegal.

#### **ARTICLE XV PERSONNEL**

##### **Section 1. HEADMASTER**

The Headmaster shall report to the Board of Directors and has full authority to manage all aspects of Trinity Christian School pursuant to the policies adopted by the Board of Directors. All employees and volunteer personnel shall be recommended for employment or position by the Headmaster and shall report ultimately to the Headmaster.

The Headmaster shall serve as an ex-officio member of the Board of Directors and all committees, but shall not chair any committee or hold any office of the Board or Trinity Christian School.

##### **Section 2. OTHER PERSONNEL**

All personnel guidelines shall be provided in the Personnel Handbook. This document shall be reviewed annually by the Board of Directors.

#### **ARTICLE XVI STUDENTS**

All student requirements, including but not limited to admission policies, curriculum guidelines, and discipline procedures, shall be noted in the Parent-Student Handbook. This Handbook shall be reviewed annually by the Board of Directors and shall be distributed to each TCS family prior to each school year. Each student must submit a statement of cooperation signed by his/her parent or guardian no later than one (1) week after the first day of the current school year.

#### **ARTICLE XVII ORGANIZATIONS**

The Board of Directors must approve and supervise any support organizations that are established.