

**Trinity Christian School
Board Election Guidelines
as noted in the**

**TRINITY CHRISTIAN SCHOOL, INC.
DUBLIN, GEORGIA
CONSTITUTION AND BY-LAWS**

Article VII, Section 4

- a. Election for the Board of Directors shall take place annually on an established date during the first two weeks of May. [*Current year's meeting is scheduled for Monday, May 4, 2026.*]
- 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. [*Current year's deadline for nomination forms is Monday, April 20. Nomination forms will be available in the school office beginning Wednesday, April 1.*]
- d. To verify eligibility of nominees, the Board shall review all nominations. [*Current year's review will be held during the week of April 20th.*]
- e. The list of nominees shall be published and sent to all TCS families, along with information explaining the general and absentee voting procedures. [*To be published/sent by Thursday, April 23.*] In the event that no written nominations have been received for a particular Board position, the current Board will select the Directors.
- f. Pre-numbered ballots shall be prepared in order to ensure that no duplication of voting occurs.
- g. Ballots shall only be issued to parents or guardians of students duly enrolled at Trinity Christian School.
- h. 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. [*Current year's absentee voting start date is Monday, April 27, 2026 at 8:00am. Absentee voting will close on Monday, April 27, 2026 at 4:00 PM.*]
- i. 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.

*Anyone wishing to nominate or willing to be nominated for a Board member position should be familiar with the entire **CONSTITUTION AND BY-LAWS**, (posted on the TCS website under the Board of Directors tab), and in particular, **Article VII, BOARD OF DIRECTORS**, as noted on the following pages.*

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. Determine personnel, fiscal, 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. 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.
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- 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.
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- 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.