

# SOUTHERN BAPTIST ASSOCIATION OF CHRISTIAN SCHOOLS

## BY-LAWS

Amendments adopted at the Annual Meeting, June 22, 2001, Fort Worth, Texas

### Article I – NAME

The name of this organization shall be the Southern Baptist Association of Christian Schools (SBACS).

### Article II – PURPOSE

The purpose of SBACS shall be to provide for fellowship and the exchange of information among Christian schools, to communicate the purposes of Christian education, and to enhance the image of Christian education throughout the world.

### Article III – MISSION

The Southern Baptist Association of Christian Schools will serve Southern Baptist families, schools, and churches by providing information, training, fellowship, and avenues for influence to impact the educational and spiritual development of school-aged children.

### Article IV – MEMBERSHIP

#### Section I – Membership

The membership of SBACS shall be open to institutions and individuals.

#### Section II – Institutional Membership

Institutional membership shall be open to any Christian education organization or Christian school – preschool through high school, that is in agreement with the 1963 Baptist Faith and Message. Member schools shall not discriminate on the basis of race, national, or ethnic origin in the admissions of students.

Institutional members may be either affiliate or full.

##### A. Full Institutional Membership

1. Full Institutional Membership shall be open to schools that are related to churches, organizations affiliated with the Southern Baptist Convention, any Southern Baptist state convention, or a local association of Southern Baptist churches.
2. An institution such as a school system or one with multi campuses must enroll each campus to receive full institutional membership for each. A single campus is understood to include all the following:
  - a. Separate administration for the grade levels covered.
  - b. Separate application process for student enrollment.
  - c. Separate budgetary process.

##### B. Affiliate Institutional Membership shall be open to any Christian education organization that espouses the purpose of SBACS.

1. Affiliate Institutional Membership applies to any Evangelical Christian organization related to education and in harmony with the purposes of SBACS.
2. Affiliate Institutional Members applies to other Christian schools not affiliated with the SBC, state convention, or a local association of Southern Baptist churches.
3. Affiliate Institutional members have voice but no voting rights at the delegate assembly.

#### Section III – Individual Memberships

Individual membership shall be open to any individual that espouses the purposes of SBACS. Individual members may be Active, Associate, or Honorary.

- A. Active Members shall be:
  - 1. Currently employed by a full institutional member school.
  - 2. Able to serve as an officer, committee chair, or a committee member.
- B. Associate Members shall be:
  - 1. Currently employed by an Affiliate Institution member or
  - 2. Any other individual who espouses the purposes of SBACS including teachers, staff, denominational professionals, pastors, parents or friends.
  - 3. Able to serve on committees.
- C. Honorary Members shall be:
  - 1. Selected by executive committee for cause.
  - 2. Able to serve on committees.
  - 3. Conferred for life.

#### **Section IV – Fees and Dues**

The fees and dues of SBACS shall be assessed for institutional and individual members for the current scholastic year and shall be set by the executive committee on or before August 1.

- A. Institutional fees shall:
  - 1. Be assessed based on school enrollment as of September 1st.
  - 2. Include dues payment for staff.
  - 3. Be assessed for a non-school institution at a flat fee.
- B. Active individual dues shall be paid by the fees of the full member institution.
- C. Associate individual dues shall:
  - 1. Be paid by the fees of the affiliate member school for their staff only or
  - 2. Be paid by the fees of the affiliate non-school member for their staff only or
  - 3. Be paid by the individual not associated with an affiliate member organization.
- D. Honorary members shall not be assessed dues.

### **Article V – OFFICIALS**

#### **Section I – Definition**

The term “official” shall refer to the officers and any other elected or appointed position within SBACS. At election or appointment each official of SBACS must be an active member. Officials must continue during their tenure to be a member in good standing of a Southern Baptist Church.

#### **Section II – Officers**

The officers of SBACS shall be President, Executive Vice President, Secretary, and Treasurer.

#### **Section III – At Large elected Position**

Five members at large shall be elected. Each member at large will be appointed as Vice President of a standing committee: Membership, Public Relations, Academic, Training, and Long Range Planning.

#### **Section IV – Appointed positions**

Appointed positions will service in ex-officio capacity on the Executive committee.

- A. Representatives--Each state, regional, or institutional grouping of Southern Baptist schools may have one representative official appointed by mutual consent of SBACS and that state, regional, or institutional group. The individual must be a member of SBACS.
- B. Pastoral Advisor--A pastor from a Full Member institution shall be appointed to chair an advisory committee.
- C. Past President--At the end of a term as President, the person vacating that position shall be appointed to the position of Past President.

**Section V – Election and procedures**

The election of officers shall be at the regular meeting of SBACS. Nominations shall come from the Nominating Committee or from the floor, with the prior consent of the nominee. Secret-ballot voting for a particular office is required if two or more names are proposed. A majority ballot of delegate votes is required for election.

**Section VI – Term of office**

If individuals serve more than half of an unexpired term they become ineligible for election for that position when their tenure expires.

- A. Terms of office shall run from the beginning to the end of a fiscal year (August 1–July 31).
- B. President, Executive Vice President, and Members at Large shall serve for a term of three years or until the end of the term for which they were appointed.
- C. Secretary and Treasurer shall serve for a term of three years or until the end of the term for which they were appointed.
- D. New officers shall be installed after their election at the regular meeting of the Association and shall formally take office on August 1.
- E. The President and Executive Vice President shall not be elected for two consecutive terms. The President shall be ineligible for election to either office for a period of one year following his/her term, however the Executive Vice President is eligible for election to the presidency..
- F. Only one individual from a Full Institutional Member shall serve as an officer at the same time.
- G. Two Members at Large shall be elected every year and shall serve three year terms.
- H. Representatives shall serve 3 year terms and may be reappointed upon mutual consent of SBACS and the institution.
- I. The Pastoral Advisor shall serve a one year term and may be reappointed by the President of SBACS with Executive Committee approval.
- J. If officials change employment during office they may maintain office for the remainder of the term if they maintain membership in SBACS and a Southern Baptist Convention church.
- K. The Past President shall serve a term of 3 years.

**Section VII – Duties**

- A. The President shall chair meetings of the SBACS; represent SBACS as needed or appoint a representative; oversee SBACS business between meetings; moderate meetings of the Executive Committee; and be an ex-officio member of all committees.
- B. The Executive Vice President shall fulfill the duties of the President in the President's absence, and serve as parliamentarian of SBACS.
- C. The Secretary shall keep a record of SBACS and Executive Committee business; maintain a file of SBACS activities; and be responsible for official SBACS correspondence.
- D. The Treasurer shall keep a record of all receipts and expenditures; sign all checks drawn on the account of SBACS; and file financial reports with appropriate state and federal authorities.
- E. At Large Members shall each be appointed as Vice President of one of the standing committees (Training, Academic, Membership, Public Relations, and Long Range Planning.) and shall be members of the Executive Committee.
- F. The Vice Presidents shall chair the meetings of their committees, appoint their committee members, and schedule committee meetings.
- G. The Representatives may be appointed to any standing committee and/or chair any Ad Hoc Committee, and be ex-officio members of the Executive Committee.
- H. The Pastoral Advisor serves as an ex-officio member of the Executive Committee and as Chairman of the Advisory Committee.
- I. The Past President shall serve as an advisor to the President and Executive committee and may be assigned special projects from time to time at the discretion of the President.

**Section VIII – Removal from office**

Any official may be removed from office for cause at any meeting of SBACS by vote of two-thirds of the delegate vote present and voting, if written notice has been furnished to the Executive Committee and Full Institutional members at least thirty (30) days prior to said meeting.

**Section IX – Replacement of officials**

- A. The Executive Vice President shall assume the office of President if that office becomes vacant.
- B. In the event of another vacancy, the president shall appoint, with Executive Committee approval, a member of SBACS to fill other vacancies. If the appointment is during the first year of a multi-year office, the appointment must be ratified by majority delegate vote at the next regular meeting.

**Article VI – VOTING**

**Section I – Eligibility**

Each Full Institutional member is entitled to one delegate. Each delegate is entitled to one vote. Each delegate must be an active member of SBACS.

**Section II – Quorum**

A quorum shall be necessary for the transaction of SBACS business and shall consist of the delegate votes of fifteen percent (15%) of the Full Institutional members or the delegate vote of twelve (12) Full Institutional members, whichever is greater.

**Section III – Majority Vote**

A vote of more than fifty percent (50%) of the delegate votes constituting a quorum shall be binding on SBACS, unless specifically stated otherwise in these By-Laws.

**Section IV – Proxy vote**

Proxy voting is not allowed.

**Article VII – MEETINGS AND ORGANIZATION**

**Section I – Fiscal Year**

The fiscal year of SBACS shall be from August 1 through July 31.

**Section II – Annual Meeting**

SBACS shall meet annually to conduct business in conjunction with the Christian School Leadership Seminar.

**Section III – Special Meetings**

Special meetings may be called by the majority of the Executive Committee or by petition of twenty-five percent (25%) of the Full Institutional members to be Executive Committee. Special meetings must be called for a specific purpose which must be promulgated to the membership at the same time as the notice of the meeting. Notice of the special meeting must be given at least thirty (30) days prior to the meeting.

**Section IV – Parliamentary Authority**

When consistent with these By-Laws, Robert's Rules of Order Newly Revised shall be parliamentary authority for all matters of procedure.

**Article VIII – COMMITTEES**

**Section I – Executive Committee**

The Executive Committee is comprised of the officers, the Members at Large, and the ex-officio members. The Executive Committee shall assist the president in planning and reporting on SBACS work; prepare the annual SBACS budget; and assist with any other business assigned to it by SBACS. It should meet at least 2 times a

year at the call of the President. Committee members shall be reimbursed from SBACS funds for the Executive meetings occurring between the Annual Meeting of SBACS. One meeting shall be held prior to the Annual Meeting. Ex-officio members have voice and vote.

## **Section II – Standing Committees**

Standing Committees of SBACS shall be authorized by the membership to deal with continuing specific topics or SBACS purposes.

The following committees are mandated:

- A. Membership Committee--The Membership Committee shall be responsible for keeping the membership records, notifying the membership of meetings, welcoming new schools to SBACS, soliciting new schools to join SBACS, and any other matter concerning the membership of the SBACS.
- B. Academic Affairs--The Academic Affairs Committee shall keep members informed; encourage colleges, universities, and seminaries to develop courses to prepare teachers and administrators for Christian schools; to promote school accreditation and staff certification; to contribute to curriculum development and publication; to develop state and regional competition and fellowship programs such as spelling bees, academic competitions, arts festivals, joint student ventures and other creative events that contribute to the spiritual, intellectual, social, and physical development of students and their family life.
- C. Public Relations--The Public Relations committee shall identify the needs and wants of SBACS members and plan national public promotion accordingly. Through media publications, they will promote Christian school values, a positive image, and encourage the development of Christian schools. They shall be responsible for any other matter pertaining to the public relations of SBACS.
- D. Training Committee--The Training Committee shall plan Christian School Leadership seminars, enlist competent leaders, set time and location, contract for facilities and equipment, conduct event promotion, and manage support services for planned events.
- E. Advisory Committee--The Advisory Committee shall assist in establishing positive church/school relations. They will help SBACS identify and nurture sources of support for SBACS Christian schools. The committee will help promote Christian education among pastors at associational, state and national conventions.
- F. Committee for Institutional Advancement--The Committee for Institutional Advancement shall be responsible for developing alternative sources of funding above and beyond membership dues and fees to advance and promote the mission and purpose of SBACS.
- G. Long Range Planning Committee--The Long Range Planning Committee shall determine long and short range needs of members, suggest possible models for meeting these needs, meet with other committees to determine future needs, plan organizational changes to help meet marketing goals, and present long range models to executive committee for decisions regarding implementation.

## **Section III – Ad Hoc Committees**

An ad hoc committee may be authorized by vote of the membership or by appointment of the President for a stated purpose and a specific length of time. Ad hoc committees shall investigate specific interests, and report implementation actions to SBACS. Authorization for ad hoc committees shall be renewed at the first Executive committee meeting of the fiscal year if its activity needs to continue. If a particular ad hoc committee continues for more than two years, it may be considered for standing committee status by the SBACS. Chairs of ad hoc committees shall serve as ex-officio members of the Executive committee during the length of the committee's tenure.

Nominating Committee--The Nominating Committee shall be made up of at least 5 members. A majority of the committee must be made up of members who are not currently serving as officers of SBACS. The committee membership will be appointed by the president and approved by the executive committee no later than December. The committee must report at the annual meeting concerning nominations for offices for the next year. Nominations should be solicited from the membership to be reviewed by the committee prior to the report to SBACS. The nomination must be confirmed prior to presenting the nominee's name.

**Article IX – AMENDMENTS**

These By-Laws may be amended at any meeting of the full SBACS by a two-thirds (2/3) vote of those delegate votes present, provided that the amendments have been submitted in writing to the Executive Committee members and Full Institutional members at least thirty (30) days prior to the meeting. All amendments shall go into effect immediately upon ratification, unless the amendment itself states otherwise.