

SOUTHERN BAPTIST ASSOCIATION OF CHRISTIAN SCHOOLS BY-LAWS

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, services, fellowship, and avenues for influence to impact the educational and spiritual development of school-aged children.

Article IV – STATEMENT OF FAITH

The Statement of Faith of the Southern Baptist Association of Christian Schools shall be the Baptist Faith and Message.

Article V – 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, which is in agreement with the Baptist Faith and Message. Member schools shall not discriminate on the basis of race or national or ethnic origin in the admission of students nor in their employment practices.

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 (SBC), any Southern Baptist state convention or a local association of Southern Baptist churches.

2. An institution such as a school system or one with multiple 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 Membership applies to other Christian schools not affiliated with the SBC, a 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, or
 2. Currently a member in good standing of a Southern Baptist church that sponsors a full institutional member school, and
 3. Able to serve as an officer, committee chair or a committee member.
- B. Associate Members shall be:
 1. Currently employed by an Affiliate Institutional 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 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 at a time and place selected by the Board of Trustees.

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 the **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 – BOARD OF TRUSTEES

Section I – Definition

The term "trustee" shall refer to a member of the Board of Trustees of SBACS. At election each official of SBACS must be an active member of a Southern Baptist church. Trustees must continue during their tenure to be a member in good standing of a Southern Baptist church.

Section II - Governance

The affairs of SBACS shall be overseen by a board of seven trustees elected at large by the members of SBACS in the manner set out below.

Section III – Election and procedures

The election of Trustees shall be at the Annual 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 trustee is required if two or more names are proposed for the same office. A majority ballot of delegate votes is required for election.

Section IV – Term of office

If individuals serve more than half of an unexpired term they become ineligible for reelection 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. Trustees shall be elected to a term of three years. Terms of trustees shall be staggered such that no more than three (3) trustees shall be elected at any one time, unless more are required to fill vacancies.
- C. New trustees shall be installed after their election at the regular meeting of the Association and shall formally take office on August 1.
- D. Trustees shall not be elected for more than two consecutive terms.
- E. Only one individual from a Full Institutional Member shall serve as a trustee at any given time.
- F. The Past President shall serve at least one full year beyond the end of his or her presidency, regardless of whether that extends the term of the Past President beyond three years.

Section V – Duties

- A. The trustees shall establish policy of SBACS; shall oversee SBACS business; and shall hold the Executive Director and staff accountable for their performance.
- B. The trustees will serve on standing and/or ad hoc committees at the direction of the President.

Section VII – Removal from office

Any trustee 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 Board of Trustees and Full Institutional members at least thirty (30) days prior to said meeting.

Section VIII– Replacement of Trustees

- A. In the event of a vacancy, the President shall appoint, with board approval, a member of SBACS to fill any vacancy. If the appointment is during the first or second year of a three-year term, the appointment must be ratified by majority delegate vote at the next regular meeting.

- B. An appointed trustee shall fill the remaining term of the person he or she replaces, subject to the ratification process set out in A above.

Section IX – Voting of Board

- A. Actions of the Board requiring votes shall require a majority of those present and voting to approve or ratify.
- B. A quorum of four board members shall be required for any meeting of the Board of Trustees or any vote taken at a meeting to be valid.

Article IX – OFFICERS

Section I – Definition

The term “Officer” shall refer to an individual elected by the Board of Trustees to be an officer. Officers may only be members in good standing of the Board of Trustees of SBACS.

Section II – Officers

The officers of SBACS shall be President, Vice President, Secretary and Treasurer. The Executive Committee shall be comprised of the officers. 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 the President. It shall meet at least 2 times a year at the call of the President. Executive Committee members shall be reimbursed from SBACS funds for the Executive meetings occurring between the Annual Meetings of SBACS. One meeting shall be held prior to the Annual Meeting.

Section III– Election and procedures

The election of officers shall be at a regular meeting of the Board of Trustees of SBACS. Nominations shall come from the President or other members of the Board of Trustees, with the prior consent of the nominee. Secret ballot voting for a particular office shall be required if two or more names are proposed. A majority ballot of board member votes is required for election.

Section IV– Term of office

If individuals serve more than half of an unexpired term they shall become ineligible for reelection 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. Officers shall serve for a term of one year or until the end of the term for which they were appointed.
- C. New officers shall be installed after their election at the next regular meeting of the Association and shall formally take office on August 1.
- D. The President and Vice President may not be elected for more than two consecutive terms. The President shall be ineligible for election to either office for a period of one year following his/her second consecutive term; however, the Vice President is eligible for election to the presidency.

Section VI – 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 Board of Trustees; be an ex-officio member of all committees; and oversee the Executive Director’s activities.
- B. The Vice President shall fulfill the duties of the President in the President’s absence, and serve as parliamentarian of SBACS. The vice president shall coordinate all SBACS scholarship information for SBACS schools.
- C. The Secretary shall keep a record of SBACS and Board of Trustees’ business; maintain a file of SBACS activities and be responsible for official SBACS correspondence.
- D. The Treasurer shall serve as the key leader on all financial management policy matters. The Treasurer shall ensure that all trustees regularly receive appropriate and comprehensive financial statements from the Executive Office of SBACS.

Section VII – Removal from office

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

Section VIII– Replacement of officers

- A. The Vice President shall assume the office of President if that office becomes vacant.
- B. In the event of another vacancy, the President shall nominate and the Board of Trustees shall approve a member of the Board of Trustees to fill other vacancies.

Article X– BOARD AUTHORITY AND RESPONSIBILITY

Section I – Board Authority

The Board of Trustees shall exercise authority as set forth in these by-laws. These by-laws shall take precedent over all other organization statements, documents and policies.

Section II – Responsibilities

The Board shall have responsibility to carry out all functions permitted by the by-laws. The responsibilities shall include but not be limited to the following:

- A. Safeguard the unique purpose of SBACS as a Southern Baptist organization and periodically review the mission and purpose.
- B. Select the Executive Director who shall be the organization’s chief executive officer and set appropriate conditions of employment, including compensation.
- C. Support the Executive Director and yearly assess the Executive Director’s performance.
- D. Approve the annual budget and regularly monitor the organization’s financial condition.
- E. Support the efforts of the organization’s Executive Director in the solicitation of new members for SBACS.
- F. Develop and maintain scholarship programs for students attending SBACS schools.
- G. Identify the needs and wants of SBACS member schools.
- H. Aid in the development of alternative sources of funding above and beyond membership dues to advance the purpose of SBACS.
- I. Determine short and long term organizational goals.

Section III – Ad Hoc Committees

An ad hoc committee may be appointed by the President for a stated purpose and a specific length of time. Ad hoc committees shall investigate specific interests, and report implementation actions to the Board and, if directed by the Board, to the membership at large.

Section IV - Nominating Committee

The Nominating Committee shall be made up of at least 3 members, which shall include the President and the Executive Director. The Nominating Committee shall nominate members for appointment to the Board of Trustees to fill positions that will become vacant at the end of the existing term of a board member. At least one member must not be currently serving as a trustee of SBACS. The committee membership will be appointed by the President and approved by the Board at least 4 months prior to the Annual Meeting of any given year. The committee must report at the Annual Meeting concerning nominations for trustees. 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 XI – OFFICERS OF THE ORGANIZATION

Section 1 – Executive Director

The Southern Baptist Association of Christian Schools shall employ an Executive Director to fulfill the operational goals of the organization. The Executive Director shall serve at the pleasure of the Board and shall fulfill those duties prescribed by the Board.

Section 2 – The Executive Director shall be a member of a Southern Baptist church.

Section 3 – Duties of the Executive Director

The Executive Director shall be the organization's chief executive officer and the chief advisor to and executive agent of the Board of Trustees. The Executive Director's authority is vested through the Board of Trustees and includes responsibilities for the organization's operational and managerial affairs. The Executive Director is responsible for leading the organization, implementing all board policies, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions and serving as the organization's key spokesperson. The Executive Director has the authority to execute all documents on behalf of the organization and the Board of Trustees consistent with board policies and the best interest of the organization. The Executive Director shall serve ex-officio, in voice and vote, as a member of all board committees.

Article XII – 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 Board of Trustees 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.

I certify that this is a true and accurate copy of the by-laws of the Southern Baptist Association of Christian Schools.

Signature on file

Date 9/20/2004

Secretary, Southern Baptist Association of Christian Schools