

Constitution and Bylaws of Sumrall Baptist Kindergarten

(operating on the campus of First Baptist Sumrall)

Article I: Mission Statement

The mission of Sumrall Baptist Kindergarten is to provide preschool learning in a Christian environment to ready students for life and the next level of education.

Article II: Preschool Operations

Sumrall Baptist Kindergarten (hereafter referred to as SBK) shall operate in a manner consistent with First Baptist Church Sumrall's (hereafter referred to as FBC) mission, values, and traditions, including but not limited to:

1) Admissions: Registration shall be open first to members and families of the FBC community, including members of the congregation and FBC employees. Thereafter, as space remains, available registration will be open to current students and siblings. If space is still available, registration will be open to the public on a first-come, first-served basis, and always without regard to race, creed, color, national origin, religious affiliation, or ability.

2) Curriculum: SBK shall establish a general curriculum consistent both with principles of sound education and with FBC Christian beliefs and traditions. In each classroom, daily implementation of FBC's general curriculum shall comport with the values of the FBC community and shall ensure the development of each child as a person of worth.

3) Budget: SBK's annual budget shall be approved by the SBK Board of Directors. Once a budget has been approved, the Preschool Director shall be authorized to expend the budget as necessary and appropriate to carry out SBK's mission.

Article III: SBK Board of Directors

SBK's governance and operation shall be entrusted to a Board of Directors (hereafter referred to as the Board) in accordance with the following rules and guidelines:

1) Purposes: The purpose of the Board shall be the following:

A) The hiring, evaluation, and compensation of a Preschool Director.

B) To adopt an annual Preschool budget and submit the budget, as adopted, to the FBC financial/stewardship committee.

C) To recommend and/or approve, when appropriate, modifications to SBK's program, including changes to SBK's facility, curriculum, personnel, or any other matter recommended to the Board by the Preschool Director or decided by the Board itself. The Board shall then forward the information and/or Board decision to the appropriate FBC governing body.

2) Membership: The Board shall be comprised of the following members:

A) The Preschool Director who shall serve in an advisory capacity, and who shall have no vote on matters before the Board; and

B) A chairperson, a professing member of FBC in good standing; and

C) FBC Children's Minister/Director; and

D) Three at-large professing Members of the FBC congregation in good standing who have personal stake in the ministry of SBK; and

E) A current or previous parents from SBK that is a professing Member of FBC in good standing; and

F) A Secretary, a professing member of FBC Sumrall in good standing.

3) Members' Collective Role: Board members shall be collectively entrusted with the development, interpretation, and adoption of policies to govern SBK's administration and overall operation.

4) Meetings: The Board shall meet regularly, and not less than four times during the SBK school year. Special meetings may be convened upon no less than one week's notice to all Board members.

5) Minutes and Reports: The Secretary shall be responsible for making and keeping accurate minutes of the Board meetings.

6) Voting: The Board's voting shall comport with the following guidelines:

- A) Any member may call a vote at any Board meeting.
- B) When necessary, the Board may vote to table a motion for voting to be conducted at the next meeting or between meetings via electronic communication.
- C) At any meeting or for any given vote on any motion or issue-including a vote held via electronic mail, a quorum shall consist of five Board members, or at least five votes cast, including abstentions.
- D) No motion before the Board shall carry nor any decision be approved by a vote of fewer than four members.
- E) In the event that a Board member resigns prior to the end of his/her term, the Chairperson shall cast a proxy vote for the resigning member for the remainder of the school year, but only with respect to any vote in which an additional vote must be cast to break a tie.

7) Selection of Board Members: In the event of a Board position, members of the board shall submit nominations for a new Board member in accordance with necessary qualifications. Proper vetting of nominees shall be pursued with report to the Board in a subsequent meeting which shall include discussion of the nominees and an up-or-down vote of candidates to fulfill the current voids.

8) Terms of Board Members: Board members shall be elected by current board members vote and shall be prepared to serve no less than a one-year term unless extenuating circumstances dictate otherwise. In order to continue to provide SBK with new and innovative ideas, Board members shall not be required to serve more than four consecutive years. After the four-year term expires a Board member may be nominated for another four-year term of service.

9) Election of Officers: Board members shall elect officers of the Board, including Chairperson and Recording Secretary, on an annual basis. Chairperson shall be elected for a one-year term and may serve no more than three consecutive terms before being required to take a one-year hiatus during which the member may continue to serve as a non-officer member. The Secretary may serve during the entirety of their four-year Board membership but must be elected annually as well.

Article IV: Preschool Director

SBK's operations shall be overseen and administered by a Preschool Director, whose role and function shall comport with the following rules and guidelines:

1) General Function: The Preschool Director shall serve as SBK's chief executive officer under the oversight of the Board and FBC.

2) Accountability: The Preschool Director shall be accountable to the Board and FBC.

3) Terms of Employment: The Preschool Director shall become a member of the FBC Children's Ministry team under the oversight of the Children's Minister/Director and may be asked to attend FBC meetings.

4) Preschool Director's Authority: The Preschool Director shall have plenary authority over all SBK employees, to include hiring, firing, and disciplinary action with Board discretion and direction. The Preschool Director shall have authority to design, implement, and execute SBK's curriculum, program, and day-to-day operations, except that the Preschool Director must obtain the Board's approval before taking any action that may affect the annual budget, the total number of students SBK can serve or the days and hours of SBK operation. The Preschool Director has authority to expend the budget as appropriate to operate the SBK program.

5) Selection and Hiring: The SBK Board of Directors shall select and hire a Preschool Director whenever the position has become vacant. Additionally, the SBK Board has authority to terminate the Preschool Director.

6) Participation in Board Meetings: The Preschool Director shall attend and participate in all Board meetings, to include the presentation of Board Agenda, status report, and any new business that needs to be attended to for the overall day-to-day operations of SBK.

Article V: General Matters

1) As an extension of the FBC Children's Ministry, the Preschool shall be provided with appropriate space (including but not limited to classrooms, storage spaces, and director's office) as agreed to between the church and school programs.

2) Equipment, non-expandable property, and any capital investments purchased by the Preschool shall be property of FBC and shall be available for church activities not related to SBK daily operation.

3) The Preschool constitutes a significant program within FBC. As a program dedicated to the intellectual, physical, emotional, and spiritual development of young children, the Preschool represents an opportunity to assist families in child

rearing. Ensuring the fulfillment of this goal must be a critical part of the Preschool Director's daily responsibility, the Board's operation, and the FBC oversight of SBK.

ADOPTED ON _____, _____

Board Chairperson

