

# Trinitas Christian School

*A Classical and Christ-Centered Education*



## Bylaws

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**Trinitas Christian School Association Bylaws - Record of Amendments**

Adopted:	July 1, 1999
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## **Article I. Name of School**

The name of the school shall be Trinitas Christian School. The name of the association of founders, parents, and patrons of Trinitas Christian School will be the Trinitas Christian School Association.

## **Article II. Mission, Objectives, and Statement of Faith**

### ***Section 1. Mission Statement***

By God's grace we endeavor to assist Christian families in the education of their children, by providing a stimulating academic program in a distinctly Christ-centered environment expressly designed to equip students to a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God.

### ***Section 2. Objectives***

The primary mission of this association is to operate a school owned by Trinitas Christian School Inc. that will closely adhere to the Objectives and Statement of Faith as set out in Sections II and III of Article II of these bylaws.

Education at Trinitas Christian School is defined as inherently different than government education in philosophy and content. Trinitas Christian School attempts to operate under parental authority as an extension of the family. At all its levels, programs and teachings, Trinitas Christian School seeks to:

- a. ensure that the parental authority over the education of their children is respected and reinforced (Deuteronomy 6:4-9);
- b. manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (Genesis 1:2, Colossians 1:15);
- c. teach all subjects as a part of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
- d. encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (Matthew 28:18-20);
- e. provide a clear model of the biblical Christian life through the actions of our staff and Board of Governors (Matthew 22:37-40);
- f. promote principled thinking by helping each student develop a biblical world view to be consistently applied to every area of life;
- g. cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence, for the purpose of bringing glory to God alone;
- h. utilize a Classical Model of education emphasizing the grammar, logic, and rhetoric in each subject;

#### **Definitions:**

Grammar: The fundamental rules of each subject

Logic: The ordered relationship of particulars in each subject area.

Rhetoric: The clear expression of the grammar and logic of each subject.

- i. train and equip each student to be a servant-leader who has an impact on those God puts within reach by living a God-honoring life;
- j. provide an orderly atmosphere conducive to the attainment of the above goals.

### ***Section 3. Statement of Faith***

- a. We believe that the Bible is the very word of God in its entirety and, therefore, is our final authority in matters of faith and practice.
- b. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- c. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- d. We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.
- e. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- f. We believe that salvation is by grace through faith alone.
- g. We believe that faith without works is dead.
- h. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- i. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- j. We believe in the spiritual unity of all believers in our Lord Jesus.
- k. We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- l. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary sexes together reflect the image and nature of God. Rejection of one’s biological sex is a rejection of the image of God within that person.
- m. We believe in the sanctity of God-given life, that it begins at the moment of conception, and that it is a violation of God’s Sixth Commandment to purposefully and willfully end a life before birth.

As a matter of firm policy, it is mandatory that all Board members subscribe to the above Statement of Faith in a manner and method prescribed by the Board of Governors, either by written statement or by oral testimony before the Board.

### ***Section 4. Use of the Objectives and Statement of Faith***

The Objectives and Statement of Faith shall be signed by every parent/guardian of an enrolling student, every nominee for the Board of Governors, and every person seeking employment at Trinitas Christian School. The person’s signature shall confirm his complete agreement with the Objectives and Statement of Faith.

### ***Section 5. Non-denominational Position***

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position. In order to do so in all fairness, the following areas are left primarily to the teaching of home and church:

- a. Church government-authority, discipline, communion
- b. Time and mode of baptism
- c. Timing of future events
- d. Second work of grace-baptism of the Holy Spirit
- e. Sinless perfection
- f. Gift of the Spirit, interpretation of tongues, healing, miracle working, discerning of spirits

In honoring this desire concerning the purpose and outreach of Trinitas Christian School, there shall be no attempt by student, teacher, or parent to promote these denominational positions. The school desires to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctive.

### **Article III. Non-Discriminatory Statements**

#### ***Section 1. Admissions, Policies, Programs, and Activities***

Trinitas Christian School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of the education policies, scholarships and athletic or other school-administered programs.

#### ***Section 2. Employment Practices***

Trinitas Christian School does not discriminate in its employment practices against any person because of race, color, national and ethnic origin, sex, or disability.

### **Article IV. Offices**

The principle office of the association in the State of Florida is located in Pensacola, Florida at 3301 E. Johnson Avenue in Escambia County. The offices may be maintained at this location but may, from time to time, be changed at the discretion of the Board of Governors.

### **Article V. Members**

The membership of the association shall include the founders, patrons, and parents of all duly enrolled full time students of Trinitas Christian School, members in good standing of any duly authorized ad hoc committee, school staff, and such other members as may be approved by the Board of Governors, such as alumni and their parents.

### **Article VI. Board of Governors of Trinitas Christian School Association**

Trinitas Christian School will be recognized as a board-directed school. The Board of Governors has complete authority and is fully responsible for all aspects of the operation of Trinitas Christian School.

#### ***Section 1. Election and Tenure***

There shall be three appointed Board seats and two elected seats. The three appointed seats will be filled when necessary by appointment from the existing Board. There will be four persons appointed to fill the three seats, with the extra person taking a one-year sabbatical leave from the Board. This "sabbatical seat" will rotate through the complete Board every four years. The two elected Board seats will have three-year terms; elected seats will be filled by election as necessary. New Board members may be nominated for their terms of service by two or more sitting Board members. Any two sitting Board members may remove a nominee from consideration. Election will be affirmed by a majority of ballots returned to the Board by the date set and written on the ballot. The Board will make ballots available to association members not less than one week prior to the election date (normally no later than June 30).

Elected members of the Board shall serve for a maximum of three calendar years. No elected Board member may serve more than two consecutive elected terms.

#### ***Section 2. Qualifications***

Members of the Board shall:

- a. be in full agreement with the Statement of Faith;
- b. be a male who is active and in good standing in an evangelical church;

- c. exemplify a life of faith and loyalty to the Word of God and to the teachings of their respective churches;
- d. demonstrate an interest in the spiritual life and Christian education of children.
- e. meet the qualifications in I Timothy 3 and Titus 2;
- f. enroll his child(ren) in Trinitas Christian School or in a Christ-centered home schooling program, if the children are eligible;
- g. demonstrate personal integrity and an appreciation of the values of good Christian education;
- h. be willing and capable of assuming responsibility;
- i. possess the ability to work with others, have the courage to voice their convictions and vote their beliefs;
- j. be champions of the school both in and outside of the community;
- k. be willing to devote a sufficiently large amount of time to the study of the problems of education in the school, as well as the state and nation at large, so as to be able to interpret them to the parents and patrons of the school;
- l. desire to make sacrifices of their time, knowledge, and personal pleasure for the benefit of the school;
- m. be sufficiently convinced of the priority of Christian education for Christian families;
- n. know Jesus Christ as his personal Savior and daily accepts Him as Lord of his life;
- o. understand and be able to cope with fiscal circumstances faced by the school;
- p. commit to read the following:
  - all policy, faculty and family/student manuals;
  - other Board of Governors material as required;
  - *An Introduction to Classical Education* by Christopher A. Perrin;
  - *The Lost Tools of Learning* by Dorothy Sayers;
  - *The Liberal Arts Tradition* by Kevin Clark and Ravi Scott Jain;
  - and *Repairing the Ruins* by Douglas Wilson.
- q. be an active member of the Parent Association for no less than one academic year, if Board position is an elected seat.

Subject to availability of qualified Board members, every attempt will be made to secure Board members having expertise valuable to the school. In all cases, the demonstrated Christian walk of the individual Board member shall be a major consideration as to their suitability as Board members.

### ***Section 3. Responsibilities***

Members of the Board shall:

- a. pray faithfully for the school;
- b. attend meetings of the Board regularly;
- c. serve actively on assigned committees;
- d. give consideration and thought to Board issues;
- e. actively promote the school within the community;
- d. voice considerate and thoughtful opinions at Board meetings;
- f. contribute, and urge others to contribute as God enables;
- g. keep Board issues confidential.

### ***Section 4. Ethics***

Members of the Board shall:

- a. be faithful in attendance at all Board meetings. If unable to attend they are responsible for notifying the Board secretary or president in advance;
- b. prepare for each Board meeting by reviewing agenda, minutes of past meetings and other materials which should be reviewed;

- c. be willing to give of his time and talent with a joyous spirit and faithfully pray for the school;
- d. direct appropriate inquiries and complaints regarding school matters to school headmaster, principal, or teachers;
- e. commend the staff continually;
- f. refrain from inappropriate discussion of school Board business at any non-business functions or gatherings;
- g. use God-given discretion in deciding what matters can be shared with his spouse so as to cultivate and maintain the important relationships with the spouse, matters pertaining to personnel and other matters of sensitive nature should not be shared outside of meetings;
- h. place a high priority on attending as many school functions as possible;
- i. be a member in good standing of an evangelical church;
- j. refrain from reprimanding a teacher directly, even when dealing with his own child's teacher, Board members must seek first to speak the truth in a kind way so as to avoid intimidation.
- k. demonstrate support for Trinitas Christian School by conducting all family, social and business affairs in a manner consistent with school policies;
- l. abstain from entering into the day-to-day operation of the school.

#### ***Section 5. Employee Eligibility***

No teacher or staff member employed by the school shall be eligible to serve on the Board of Governors as a voting member.

#### ***Section 6 . Vacancies***

A vacancy due to member and/or Board action, death or resignation, may be filled by the Board for the unexpired portion of the term. In all such circumstances, the Board shall remain sensitive to the needs and desires of the parents and students, and to the spiritual mission of the school. Any vacancy occurring in the Board of Governors may be filled by the affirmative vote of a majority of remaining governors though less than a quorum of governors remain.

#### ***Section 7. Ex-officio Board Members***

The Board of Governors may designate non-voting, ex-officio members of the Trinitas Christian School Board by a two-thirds majority vote of the full Board. Their term of service will continue at the discretion of the Board. At the direction of the Board, non-voting ex-officio members may be designated as secretary of the association.

#### ***Section 8. Removal of Board Members***

Two or more sitting Board members, or fifteen or more parents of Trinitas students may petition the Board for removal from the Board of any Board member they feel lacks a basic commitment to the association's statement of faith, goals of the school, or wisdom and diligence in matters brought before the Board. A Board member may be removed from the Board by a unanimous vote of the Board members not under consideration.

#### ***Section 9. School Headmaster***

The Board by two-thirds majority vote shall employ a headmaster whose duties shall include, but not be limited to, pre-qualifying all staff, hiring support staff, developing budgets, preparing financial statements, maintaining the spiritual quality of the school, developing the curriculum, dismissing staff, and all daily administrative duties. While matters of staff policy remain the primary duty of the school headmaster, no permanent hiring decision shall become final without the concurrence of the Board for



any Logic or Rhetoric School positions of theology, history, or science (this concurrence may be obtained electronically).

The Board shall be notified at least 24 hours prior to extending a contract to any faculty member. Additionally, the board should be kept updated regularly about faculty recruitment efforts and invited to all final interviews with full-time faculty candidates.

## **Article VII. Officers of the Board**

### ***Section 1. Number***

The officers of the association shall be a president, a vice-president, treasurer and a secretary, each of whom shall be elected by the Board of Governors. Such other officers and assistants as may be deemed necessary may be elected by the Board. Any two or more offices may be held by the same person except the offices of president and secretary.

### ***Section 2. Election***

The officers of the association shall be elected annually by the Board of Governors prior to the first meeting of the new Board (July). Each governor and officer shall hold office until his successor has been duly elected.

### ***Section 3. Removal of Officers***

Any elected officer or agent may be removed from office by the Board of Governors whenever in its judgment the best interests of the school will be served thereby. Three consecutive absences from regular Board meetings constitute valid grounds for removal from office.

### ***Section 4. President***

The President shall:

- a. when present, preside at all meetings of the Board, as well as all general meetings of the association.
- b. maintain the right to sign with the secretary, or any other full and proper officer thereunto authorized by the Board, any checks, deeds, contracts or other instruments which the Board has authorized to be executed.
- c. confer with the Headmaster regarding preparation of agenda for each Board meeting.
- d. appoint chairpersons to govern Board designated committees.
- e. act as an ex-officio member of all committees.
- f. assign responsibilities to various working committees and coordinate the efforts of each committee so as not to duplicate or overlap responsibilities.
- g. follow-up all unfinished items of business to insure their completion.
- h. formulate orientation sessions for new Board members.
- i. appoint a nominating committee for the election of officers
- j. not serve in the office of President more than two consecutive years

### ***Section 5. Vice President***

The Vice-President shall:

- a. in the absence of the president, or in the event of the inability of the President to act, perform the duties of President.
- b. assist President in his functions and responsibilities.
- c. take on special assignments per request of the President.
- d. serve as parliamentarian for all Board meetings.

### ***Section 6. Secretary***

The secretary or his designee shall

- a. keep the minutes of the proceedings.
- b. see that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
- c. sign with the president of the Board any legal instrument approved by the Board.
- d. generally perform the duties of the office of secretary for the association including such other duties as from time to time may be assigned to him by the President or by the Board, including maintenance of the association offices.

### ***Section 7. Treasurer***

The treasurer or his designee shall:

- a. function as the chair of the finance committee.
- b. be responsible for all reporting and accounting of funds of the association.
- d. perform all duties incidental to the office of treasurer as set out by the Board.

## **Article VIII. Committees of the Board**

### ***Section 1. Executive Committee***

An executive committee, comprised of the president, vice president, secretary, and the school headmaster may, in the absence of the full Board, exercise all authority of the Board to the extent of the full Board authorization. However, said authorization shall not enable the executive committee to incur indebtedness, sell or lease school property, revoke or amend the bylaws, hire staff, or establish policy.

### ***Section 2. Ad Hoc Committees***

The Board of Governors may, by resolution passed by a majority, designate such ad hoc committees as may be appropriate, consisting of one or more Board members and others, as deemed necessary to carry out the activities and purposes of the Board. All committees serve at the pleasure of the Board and may be comprised of Board members, regular and ex-officio, parents or any others who may be approved to serve.

## **Article IX. Annual Reports/Meetings**

### ***Section 1. Annual Reports***

The Trinitas Christian School Board will compose, review with the administration, and issue an annual, written report to the entire constituency of the Trinitas Christian School Association. This report will be completed and presented at the annual Parent Association meeting no later than September 30, for the previous fiscal and school calendar year. The report should include, but not be limited to, the year-end financial reports, year-to-date scholarship funding, enrollment figures, standardized test results, the Board's annual evaluation of the school, the listing of all Board members identifying any newly-elected Board member, listing of significant accomplishments and events of the school year, and such other business as may be deemed appropriate by the Board for the membership's information.

### ***Section 2. Notice of Membership Meeting***

Prior to August 31 all members of the Trinitas Christian School Association shall be sent a notification announcing the annual Association meeting, stating the general purpose, time, date, and place of said meeting at least ten and not more than 50 days prior to the meeting.

### ***Section 3. Regular Meetings of the Board***

The full Board of Governors of Trinitas Christian School shall meet at regular monthly intervals, not less than eight (8) times per year at a regularly designated place at a pre-announced time. All regular meetings of the Board shall be open to any member of the association and shall be conducted from a

pre-published printed agenda, posted outside the administrative offices at least two days (48 hours) in advance.

#### ***Section 4. Special Meetings***

Special meetings of the membership or the Board may be held at a time and place designated by the Board to address such issues as may come before the Board and shall be called by the President or whenever a petition requesting such special meeting, signed by twenty or more members, has been submitted.

#### ***Section 5. Decorum***

All meetings of the Board shall be conducted according to Roberts' Rules of Order using a printed, pre-published agenda. Minutes of all regular Board meetings will be published and maintained in a permanent binder in the association offices.

#### ***Section 6. Quorum[s]***

Three members of the full Board including the President or Vice President shall constitute a quorum for full Board action. Board proxies may only be held for specific issues, exercised only in behalf of that issue. Attendance at the membership meeting of ten or more members shall constitute a quorum of a membership meeting. If less than ten members are present at a meeting, a majority of the members may adjourn the meeting from time to time without further notice. A majority of the members of the executive committee shall constitute a quorum for the transaction of day to day business.

#### ***Section 7. Executive Session***

The Board may, as circumstances dictate, adjourn to closed session from time to time as the need to address spiritual, personnel or disciplinary issues arises.

#### ***Section 8. Board Action***

The Board will be considered as having formally acted when, in a duly-constituted meeting, a proposal is moved, seconded, discussed, passed with the appropriate margin of votes, entered in minutes, and duly-approved. Board discussion, consensus, debate, etc. does not constitute formal Board action.

### **Article X. Fiscal Responsibility**

#### ***Section 1. General Policy***

The Board is responsible through the budgeting process to ensure that the day to day operations of the school, including facility maintenance, shall be fully funded. Budgeted revenue for the day-to-day operations will be comprised of the projected tuition, any anticipated publication sales, building rental, other planned, non-donation/undesignated proceeds, and projected, undesignated donations.

#### ***Section 2. Budgets***

The Board will approve annual operating budgets. The operating budget for the following fiscal year shall be submitted to the Board no later than April 30 with final Board action to approve the budget taken no later than May 31.

#### ***Section 3. Financial Statements***

It shall be the headmaster's responsibility to prepare a monthly financial statement, to be submitted to the Board prior to the next regular Board meeting. All financial statements are subject to Board review.

#### ***Section 4. Financial Inspection***

The books of Trinitas Christian School will be managed by a third party (i.e. accountant, bookkeeper) and evaluated regularly by the Board of Governors. On a regular basis or when deemed appropriate by the Board of Governors, an ad hoc committee comprised of qualified persons (selected by the board)

will inspect the financial records. Findings of this committee will be made available to interested association members.

### ***Section 5. Fund Raising***

It shall be the Board's responsibility to set policy for the fundraising activities of the parents, students, and school staff and to be responsible for their effectiveness and thoroughness.

## **Article XI. Contracts, Loans, Checks and Deposits**

### ***Section 1. Contracts***

The Board may authorize any officer, officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the association.

### ***Section 2. Loans***

No loans shall be contracted on behalf of the association without two-thirds approval of the Board of Governors. The Board of Governors shall notify the association members no later than the next Annual Association meeting.

### ***Section 3. Checks and Drafts***

All checks or drafts issued by Trinitas Christian School shall be signed by such officers in such a manner as shall be determined by resolution of the Board of Governors. The treasurer will present a schedule of aged accounts payable and aged accounts receivable to any Board member upon request.

### ***Section 4. Deposits***

All funds of the association shall be deposited in such depositories as the Board may select.

## **Article XII. Fiscal Year**

The fiscal year of the association shall begin on the first day of July and end on the thirtieth day of June of each year. Terms of the Board members will run concurrent with the fiscal year.

## **Article XIII. Amendments to Bylaws**

These bylaws may be altered, amended, or repealed by a three-fifths vote of the Board at any regular or special meeting provided a minimum of ten days written advance notice has been mailed to all association members of record at their last known address, specifically enumerating such proposed changes or amendments.