



BYLAWS

Of the

IBCK Educational Center

At the

Iglesia Bautista Central de Kissimmee

A Non-profit Christian School

PREAMBLE

We, the Board of Directors of IBCK Educational Center, are mindful of the biblical call to “train a child in the way he should go, and, when he is old, he will not depart from it (Proverbs 22:6).” We are a Christ-centered school that provides an excellent forum for teaching our children. Our goal is to pour into the hearts of every student the love, passion, and care that God Himself has instilled in us. We want to partner with parents in investing valuable time in the training of each child biblically, spiritually, academically, emotionally, socially, physically, and professionally. Each guideline, policy, and procedure that we have developed has been prayerfully and carefully set in place to ensure that we reach those goals. Therefore, we adopt the following bylaws for the organization and operation at IBCK Educational Center (hereinafter, “IBCK,” or “School”).

ARTICLE I - NAME

The name of this organization shall be IBCK Educational Center. It is a DBA of the church Iglesia Bautista Central de Kissimmee, Inc.

ARTICLE II- MISSION STATEMENT, VISION, AND GOALS

Section 2.1 Mission Statement

IBCK Educational Center is a Christ-centered mission school whose sole purpose is to equip all students of the community in the ways of the Lord Jesus Christ by providing a strong biblical, spiritual, academic, emotional, social, physical and professional foundation.

Section 2.2 Vision

The vision of IBCK Educational Center is to share the Gospel of Salvation to all students and their families so that they may have a personal encounter with Jesus Christ. We seek to be a beacon of light within our community and strive to provide an excellent and solid Christian education to all students who come through our doors.

Section 2.3 Goals

Our goals are:

1. To provide excellent, Christ-centered education that will teach students how to apply Biblical truths to the knowledge that is acquired through their daily subjects.
2. To pour into each child the love, passion, and care that God has poured into us.
3. To encourage students to identify their God-given talents and abilities and to use them in serving the Lord.
4. To help students develop a genuine relationship with God by teaching them who God is and what His word teaches us on a daily basis.
5. To teach students how to become independent by depending on God's wisdom, guidance, and strength.
6. To equip students to become world changers for God's glory.
7. To continuously reflect on the effectiveness of our programs and implement changes for school improvement.

ARTICLE III - STATEMENTS OF FAITH AND LIFESTYLE

Each member of the Board of Directors and each employee of the School, having accepted Jesus Christ as his or her personal Savior, shall subscribe annually in writing to the following **Statements of Faith**:

GOD: *We believe that there is only one, true, living God who created all things and that sustains all that exists. We believe that He is a triune God— Father, Son, and Holy Spirit. The function of the Father is that of Creator, the function of the Son is that of Savior, and the function of the Holy Spirit is that of Counselor-convicting the world of judgment and sin. We believe that God is the only being worthy to be worshipped and praised. He is the only source of faith, truth, and wisdom. (Jeremiah 10:10, 1 John 5:7-8, Revelation 4:11)*

JESUS CHRIST: *We believe that Jesus is God. He was conceived by the Holy Spirit and born of a virgin. We believe that He lived a life free of sin, performed many miraculous works, suffered and died on a cross as the perfect sacrifice for our sins, was buried, and physically resurrected on the third day. We believe that He ascended into heaven, reigns as King of the Universe, and that He will return to gather His church in glory and power. (John 1:1-14, John 10:30, Colossians 1:12-20)*

HOLY SPIRIT: *We believe that the Holy Spirit is God. He is the one who convicts us of sin and judgment, and carries out the work of sanctification in our lives. We believe that He is our helper; He reminds us of what the Bible says, leads us to worship the Lord in spirit and truth, and gives us the words to pray. (John 16:4-15, Romans 8:26, Galatians 5:16-26)*

THE SCRIPTURES: *We believe that the Bible in its entirety is the Word of God. We believe that God, through the inspiration of the Holy Spirit, moved men to write the 66 books of the Bible. We believe the Bible to be the absolute truth of God and, therefore, make it the only guide for our daily living. (2 Timothy 3:16-17; 2 Peter 1:20-21)*

MANKIND: *We believe that God created man from the dust in His own likeness and image and breathed the breath of life into his nostrils. We believe that mankind was originally created to live in perfection with God to worship Him. (Genesis 1:26-28, Genesis 2:7-8; 18-22,)*

SIN: *We believe that Adam, the first man, sinned by disobeying God. Due to his disobedience, sin entered in this world, leading us to physical and spiritual death. (Genesis 3, Romans 3:10-23; Romans 6:23)*

SALVATION: *We believe that salvation is a gift given to us by God through the death and resurrection of Jesus Christ. We believe that salvation is not earned by human works but by grace through faith in Jesus. (Ephesians 2:8-10; 2 Timothy 1:9-10)*

Each member of the Board of Directors and each employee of the School shall also abide by the following **Statement of Lifestyle**:

The Bible is the ultimate and final source for determining our personal, professional, and public morality. As a follower of Christ, we each submit our will to God in accordance with the Bible.

ARTICLE IV - OUR PHILOSOPHY OF EDUCATION

IBCK Educational Center recognizes God as our authority and ultimate source of truth. We believe that a true Christian Education should be Bible-based, Christ-centered, Holy Spirit-controlled, student related, and socially oriented. The Bible is the foundation of all knowledge. Our precepts are established upon the Bible. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction of righteousness" 2 Timothy 3:16.

Jesus Christ is our foundation. He is our wisdom, knowledge and stability. Our primary goal is to bring a child to the knowledge of Jesus Christ. Teaching them of Christ's saving grace, helping them grow in their trust of Him and equipping them to serve Him. "Now this is eternal life: that they know you, the only true God, and Jesus Christ, whom you have sent" John 17:3.

We acknowledge the work of the Holy Spirit in the lives of our staff, teachers, students and parents. We believe that with His guidance we will be able to impart the truth to our students effectively. We rely on the power of the Holy Spirit to think as Christ does and communicate the truth as we educate our students.

We understand that parents have a primary responsibility in educating their children. We believe in forming a partnership with parents to help them fulfill their Biblical responsibilities. Therefore we require that teachers and school personnel be actively involved and work in conjunction with parents in the education of their children.

In order to lead and instruct our students effectively it is imperative that our Christian teachers be fully trained and knowledgeable in his or her subject area. Most importantly we believe that our teachers must have a personal relationship with Jesus Christ, have the ability to integrate Biblical truth in their academic subject and exemplify a Christ-like character.

We believe that the true education of a child is teaching about God's creation and His providence. We not only address the main academic areas of study which consist of language arts, mathematics, science, and history, but also how God reveals Himself through each of these areas. We teach our students how to interact and relate with the world. Through a lifestyle of faith and Biblical values, we teach a worldview that includes God in everything and that there is no separation of secular and spiritual.

As a Christian school, we pray that through our faithfulness, living in truth, and openness of the gospel of Jesus Christ, our students will be inspired to become world changers for Christ's glory.

ARTICLE V - BOARD OF DIRECTORS

Section 5.1 - Board Member Qualifications

All members of the Board of Directors shall be born-again believers that are over 25 years of age and who agree wholeheartedly with Articles II and III of the Bylaws. Furthermore, they believe in the vision as outlined in Article 2.2 and congregate on a regular basis at the church Iglesia Bautista Central de Kissimmee. A candidate for the Board of Directors must have been involved with the School for at least two years prior to their appointment. All members of the board shall be Christian role models in the School and in the community and shall agree to the following scriptural principles for leadership:

- Leadership authority is given and ordained by God (Romans 13:1).
- Our speech or written word should not cause us to sin (Ecclesiastes 5:6; Proverbs 4:24).
- The tongue or pen has the power to encourage or destroy (Proverbs 18:21; Isaiah 50:4).
- Words from a wise man are gracious (Ecclesiastes 10:12; 1 Peter 3:10-11).
- We are not to be hasty in words or impulsive in thought (Psalm 19:14; 39:1; 141:3-4).
- Leaders must be servants (Luke 22:25-26, John 13:13-16).
- Leaders must have a teachable spirit (Proverbs 19:20, 27).
- Leaders must model correct behavior (Titus 2:7-8).
- Leaders must evaluate themselves continuously (2 Corinthians 13:5; Galatians 6:4).
- Leaders are responsible to correct, rebuke, and encourage with instruction while also demonstrating great patience and kindness (2 Timothy 4:2; 1 Corinthians 13:4; Hebrews 3:13; Ephesians 4:1-3).
- Leaders regularly examine their thoughts and motives (2 Corinthians 13:5; Psalm 139:23-24).
- Leaders use authority to nurture and serve (Ephesians 4:12; Romans 13:4).

Section 5.2 - General Responsibilities and Powers

The governing body of the School shall be the Board of Directors (the "Board"). The activities, affairs, business, and property of the School shall be controlled, governed, managed, and supervised by the Board. The Board shall determine the policies of the School. The Board shall also have absolute discretion in the disbursement of its funds and management of its property. Specifically, the Board shall:

- Serve as spiritual leaders of the School, waiting upon God for His direction and wisdom.
- Maintain the essential character and integrity of the School.
- Oversee the general operation of the School, assuring that the established policies are effectively interpreted and appropriately implemented.
- Support, nurture, and annually review the performance of the Head of School.
- Establish the budget, approve major capital expenditures and loans, and assure the fiscal integrity of the operation via oversight and periodic professional audits.
- Establish policies regarding the number of employees and total compensation of personnel.
- Approve major fringe benefits, including employee contribution options deducted from pay.
- Establish bylaws for effective operation.

Section 5.3- Board Member Number and Tenure

A. The Board shall be comprised of seven members.

B. Each board member shall serve on the Board of Directors for a term of three years, unless such service is terminated by resignation or dismissal. Any Board member may, if he or she chooses, serve a second successive three-year term. After a second term on the Board, the Board member shall step down from service for at least one year before being eligible again for the Board. A term year shall run parallel to the fiscal year which runs from July 1 through June 30 of the following year.

Section 5.4- Board Member Compensation

Voting members of the Board of Directors shall receive no compensation or tangible benefit for their services. The Board of Directors may authorize the reimbursement of expenses incurred by any Board member in the performance of official business for the School or the Board of Directors.

ARTICLE VI- NEW BOARD MEMBERS

Section 6.1 - Vacancies on the Board of Directors

A vacancy on the Board of Directors shall be deemed to exist in the case of a Director's expiration of term, resignation before expiration of the term, death, incapacity, or removal from the Board of Directors.

Section 6.2 - Appointment of Directors

Any vacancy on the Board of Directors may be filled by a majority resolution of the remaining Directors. In the instance of an unexpired term, each Director so appointed to hold the vacated position shall hold office until the expiration of that term. Otherwise, the newly appointed Director shall serve a full term.

Section 6.3 - Resignation or Dismissal from Board of Directors

A. After prayerful consideration, any Board member may resign from office. He or she shall tender his or her resignation by letter to the Board of Directors.

B. Any board member may be removed from the Board of Directors for failure to meet the qualifications set forth in Article IV, Section 4.1; for excessive absence from regular and special meetings of the Board of Directors; or whenever such removal, in the judgment of the Board, would be in the best interest of the School. Removal shall require a two-thirds vote of the Board of Directors. In view of the serious nature of a Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board of Directors shall be a matter of "last resort." Any unpleasantness surrounding such action shall be dealt with quickly and shall take into account the dignity and personal privacy of the individual in question.

C. In the event a Board member who has left the Board of Directors was an officer, another member shall be designated by majority resolution of the Board of Directors to assume the responsibilities of the office now vacant.

ARTICLE VII- DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors will set the spiritual tone for the School. Board members shall pray both individually and corporately for the administration, faculty, staff, parents, and children of the School. They will be inclined to prayer, ever-mindful of their own dependence on God for His grace and wisdom to be manifested in their leadership.

B. The primary function of the Board of Directors is to set school policy in conjunction with the Pastor of the church. The daily administration is the work of the Head of School. The Board of Directors will maintain authority over the overall direction of the School in conjunction with the Pastor of the church.

C. The Board of Directors shall approve the procurement, maintenance contracts, and overall management of the property and the capital equipment of the School.

D. The Board of Directors shall oversee the general financial operation of the School by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. The Board shall arrange for an independent financial review as needed based upon the needs of the organization. If needed, an independent audit may be conducted at the discretion of the Board and make recommendations to the Board in writing.

E. The fiscal period for the School shall run from July 1 through June 30 of the following year.

F. The Board of Directors shall exercise due care to ensure that the School operates according to accepted legal principles, which should include but not be limited to obtaining competent legal advice and considering relevant safety and personnel issues.

G. Upon recommendation by the Head of School, faculty and staff of the School shall be appointed by the Board of Directors after due consideration of their spiritual and academic qualifications. Employees shall be appointed only if they can be trusted to meet the spiritual and educational objectives of the School.

H. The Board of Directors and Head of School, in conjunction with the performance evaluations done by the Instructional Principal, shall have the authority to dismiss anyone associated with the School who does not fulfill the requirements set forth in these Bylaws or in their employment agreement, or who, in the Board's opinion, fails to live by Biblical standards.

I. The Board of Directors shall oversee the maintenance of an Employee Handbook and a Student/Parent Handbook. These handbooks shall be updated, reviewed, and approved by the Board annually. The handbooks shall also be made available to all employees and school families.

J. The Board of Directors shall approve educational programs and standards of achievement for the School. This shall include review and approval by the Board of Directors of all textbooks and courses of study recommended by the School's faculty under the leadership of the Head of School. The Board will consider how the educational program fits into the overall direction and principles of the School. The Board's review is NOT intended to be an academic review.

K. When approached by other parents or staff members, Directors must understand and follow the dispute resolution model found in Matthew 18. Directors must be good listeners (James 1:19) and refer matters to the Head of School as appropriate.

ARTICLE VIII- OFFICERS OF THE BOARD

Article 8.1- Composition of the Board

The Board shall be comprised of seven (7) members, all whom shall be Directors. The officers shall be the president, vice-president, secretary, and treasurer and their duties shall be as follow:

A. The President shall preside at all Board of Directors meetings and perform such other duties as approved by the Board. The President shall be the Head of School's primary point of contact with the Board when the Board of Directors is not in session. He or she shall also have general supervision and direction of the officers and shall see that their duties and those assigned to other trustees are properly performed.

B. The Vice-President shall perform the duties of the President in the latter's absence, disability, or refusal to act. When so acting, the Vice-President shall have all powers of and be subject to all the restrictions upon the President.

C. The Secretary shall record the minutes of any and all meetings of the Board. If the Secretary is not at a meeting, the Secretary shall delegate the task of recording Board business to another Director. The Secretary shall have custody of all Board records and shall conduct necessary correspondence on behalf of the Board.

D. The Treasurer shall oversee the financial records showing the financial condition of the School and act as the custodian of all monies of the School, and perform other duties as are customarily performed by such an officer.

Article 8.2- Removal from the Board

Any officer appointed may be removed for a violation of a Biblical principle after following Matthew 18. Whenever in its judgement, the best interest of the School would be served by two-thirds (2/3) majority of the Board.

ARTICLE IX- MEETINGS

Section 9.1- The Board shall:

- Meet a minimum of once a month. These shall be referred to as "regular monthly meetings."
- Discuss budget issues and annual employee contracts in July's regular quarterly meeting.
- Be given a minimum of one (1) week notice for any regular quarterly meeting and twenty four (24) hours for all other meetings.
- Convene for special meetings called by or at the request of the Head of School or by a majority of the Board members.
- At least a quorum shall exist for meetings to take place (4 out of 7 members).

Section 9.2- Liability

No Director shall be personally held liable for the debts, liabilities, or obligations of the School.

Section 9.3- Compensation

Board members shall serve without compensation.

Section 9.4- Indemnification

Each Director and officer of the Board shall be indemnified by it against all expenses actually and necessarily incurred by such trustee or officer in connection with the defense of any action, suit, or proceedings to which he or she has been made a part by reason of his or her being or having been such Director or officer except in relation to matters as to which such Director or officer shall be adjudicated in such action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE X- HEAD OF SCHOOL

Section 10.1- The Head of School shall be a born- again believer and shall agree wholeheartedly with Articles II and III of the Bylaws. He or she shall be a Christian role model in the School and community and shall meet the character qualifications as set forth in Article IV, Section 4.1.

Section 10.2- The Board of Directors shall evaluate the Head of School in written form annually on the basis of his or her job description and other factors related to job performance.

Section 10.3- The Head of School shall use a variety of strategies to remain current in research-based knowledge about effective schools and school administration.

Section 10.4- The Head of School will read and understand the Student/Parent Handbook. This handbook can and shall be updated from time to time. He or she shall make all changes public as he or she sees fit.

Section 10.5- The Head of School will be responsible for implementing Board Policies and administering the budget as approved by the Board. The Head of School has sufficient authority to exercise leadership over the budget formation and oversight.

ARTICLE XI- FACULTY AND STAFF

Section 11.1- The faculty and staff shall be appointed by the Board of Directors upon recommendation of the Head of School.

Section 11.2- Individuals serving on the faculty and staff shall be born-again believers who agree wholeheartedly with Articles II, III, and IV of the Bylaws. Such individuals shall be Christian role models in the School and community. They shall actively serve and worship in a local, evangelical church whose doctrine aligns with Article II of the Bylaws and agree to the scriptural principles for leadership set forth in Article V, Section 1.

Section 11.3- The faculty and staff shall be appointed each year by written contract after careful consideration of evaluations and spiritual and academic qualifications.

Section 11.4- The Head of School or his/her designee shall evaluate faculty and staff annually on the basis of their job descriptions and other relevant factors.

Section 11.5- Student/Parent Handbook

All teachers and staff will read and understand the Student/Parent Handbook. This handbook can and shall be updated from time to time. The Head of School shall make all changes public as he or she sees fit.

ARTICLE XII- DISPUTE RESOLUTION

The Board of Directors shall ensure that each contract for employment shall contain language for dispute resolution as follows:

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with one another in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, law of contract, and law of tort, shall be settled by biblically-based mediation.

ARTICLE XIII – STUDENTS AND PARENTS

Section 13.1- Non- discrimination Statement

Admission materials and the Student/ Parent Handbook shall contain language reflecting the following policy:

“IBCK Educational center admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs and activities accorded or made available to our students. IBCK Educational Center does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of educational policies, admission procedures, financial policies, or school administered programs. However, we do reserve the right to deny admission to, or to dismiss from the school, any individual whose personal lifestyle is not in harmony with the stated mission and vision of IBCK Educational Center, or who, in the opinion of the School Board does not reflect the spirit of the school by not adhering to school guidelines, policies, and procedures. IBCK Educational Center is a Christian school and ALL instruction is based on the principles established in the Bible.”

Section 13.2– Student/Parent Handbook

All students and parents will sign a statement of “Understanding and Agreement,” agreeing to follow the guidelines set by the Student/Parent Handbook. This handbook can and shall be updated from time to time. The Head of School shall make all changes public as he or she sees fit.

ARTICLE XIV– MANAGING DOCUMENTS

Section 14.1– Operation Documents

IBCK Educational Center operates through the use of The Holy Bible and three additional documents. These documents are listed in order of priority. If there seems to be a conflict between any of the listed documents, the higher priority document will override.

1. The Holy Bible – The New King James Version (commissioned in 1975) is the official translation used by the School.
2. The IBCK Educational Center’s Bylaws
3. The IBCK Educational Center's Employee Handbook

4. The IBCK Educational Center's Student/Parent Handbook

Section 14.2 – Board Approval and Review

The Bylaws and handbooks shall be reviewed annually by the Board of Directors. These documents will be made public and available for review in the school office. Electronic copies will be provided upon request. The Board of Directors shall be the final authority of the interpretation of said documents. The Bylaws and manuals can and shall be updated from time to time. The Head of School will make all changes public as he or she sees fit.

ARTICLE XV- AMENDMENTS OF THE BYLAWS

Section 15.1- The Board of Directors shall have power to alter or amend the Bylaws. This may be done at any regular or special meeting if at least one (1) week written notice is given about the intent to alter, amend, repeal, or adopt new Bylaws at such a meeting.