

Approved 8-28-2022



SHECP Board of Directors
Bylaws

1. Members of the Board of Directors:

Nominated Members - Two Year Term — Voting Members	
Parents of students at SHECP (not SHUMC member-s)	3
Parents of students at SHECP (SHUMC members)	3
SHUMC Members (Without children currently enrolled at SHECP)	2
Former Board of Directors Chair	1

Ex-Officio Members - Non-Voting
SHECP Head of School
SHECP Co-Director(s) of School
SHECP Teacher Representative
SHUMC Director of Children’s Ministries or Minister of Faith Formation
SHUMC Trustees Representative
SHUMC SPRC Member
SHUMC Senior Pastor

2. Board of Directors Member Composition

Nominated Members

Self-Nomination Forms are distributed each year in March. The Board of Directors Chair and Head of School will collect and summarize the nomination forms. Criteria for selection should include prior involvement at school(s), educational/work experience, and the diversity of ages represented. New board members shall be selected with a Board of Directors vote at the April meeting and invited to attend the May meeting of the old and new boards to wrap up the school year. Nominated members will serve a two-year term. Board members can be reappointed. A member may be removed with cause at a properly noticed regular or special meetings with the approval of 2/3rds of the other voting members present. Any member may resign from office at any time by delivering a resignation in writing to the Chair.

There cannot be a whole new board, at least 1/3 of the current board should remain. There will be at least one meeting per quarter, with additional meetings as deemed necessary.

Board of Directors Chair

The Chair shall be elected each year from the nominated membership of the board at the April or May meeting by a majority vote of the Board. The Chair shall have served on the board for a minimum of one year and it is preferred the chair should be a SHUMC member. The former Board of Directors Chair shall serve one additional year on the board following his/her term as Chair.

Teacher Representatives (One lead and one assistant... one teacher representative should attend each meeting)

The Teacher Representatives will be elected positions by the school's staff. They will serve a one-year term and act as a liaison between the board and the staff to offer input and perspective in board meetings. In addition, they should represent any unresolved issues or concerns (non-personnel). All personnel issues should be brought to the SPRC.

Self-Nomination Forms are distributed each year in March. The Board Chair and Head of School will collect and summarize the nomination forms. New Teacher Representatives shall be invited to attend the May meeting of the old and new boards to wrap up the school year.

3. Reporting Structure

The Co-Directors, administrative support staff and teachers report directly to the Head of School. The Head of School reports to the church SPRC. The SHECP Board of Directors is

accountable to the church administrative council. The church Finance Team will provide monthly financial reports to the leadership of the board and the church finance committee.

4. Responsibilities of the Board of Directors

The Board will be responsible for overseeing the general direction and approval of curricular matters, teaching standards, class offerings, operating budgets, restricted and reserve funds, scholarship programs, and pedagogical policy decisions for SHECP as presented by the Head of School. Additionally, the Board of Directors may handle strategic, organizational, and financial considerations as needed. Day-to-day operational decisions will be made by the Head of School, unless otherwise stated within the bylaws.

Personnel Matters

All human resources matters shall be handled by the Head of School and the SPRC chair in accordance with SHUMC Staff Parish Relations Committee (SPRC) policy. The SPRC has exclusive authority over certain matters as stated in the Employee Handbook, and the Head of School shall seek approval at a meeting of SPRC for matters falling within SPRC jurisdiction.

Hiring and Dismissal of Staff

Before filling a vacated position, all positions must be posted internally before proceeding with an external hiring process. Approval to add incremental staff or change an employee from Part Time to Full Time must be given by the Board of Directors Chair and the SPRC. Dismissal and non-renewal of a contract decision will follow the process outlined in the employee handbook.

Facilities Matters

All requests by staff or recommendations by the Board of Directors that materially affect the church facilities, because such requests or recommendations require a change in the facilities and/ or require facility staff to commit their resources or equipment outside of the approved budget, shall be requested and approved at a meeting of the Board of Trustees.

5. Documentation

All documents pertaining to the school are kept on file by the Head of School in the school office or by the church Business Administrator in the church business office.

6. Minutes

The minutes of all board meetings will be recorded by an appointed member. All minutes will be reviewed and approved by the board at the next meeting. All minutes will be kept on file by the Head of School. All minutes will be sent to the Church Trustees committee chairperson.

7. Actions of the Board

Voting Eligibility

All Board Members are granted voting privileges excluding the ex-officio members. The Board Chair will vote only in the event of a tie.

Forms of Actions Taken

Unless otherwise specified in these bylaws, any action taken shall require a motion and second followed by an affirmative vote of a majority of all voting members present, which shall constitute a quorum.

Open Voting Policy

Open voting will be maintained unless confidential ballot is requested, seconded and approved. In the event of a confidential ballot vote, the Chair will tally the votes and share the results with the board to be entered into the minutes.

8. Tuition

The Head of School will recommend tuition rates and discounts, if any, to be voted upon by the Board of Directors. The Head of School or Chair will then present the information to the church Finance Committee, for subsequent report to the Administrative Council.

9. Confidentiality of Meetings

The Board has a duty to the school not to discuss any information that may be damaging to the school, by way of, but not limited to, hiring and dismissals, tuition increases, salary increases, and general decisions concerning any areas that may affect the staff. If a Board member feels that this burden of confidentiality cannot be upheld, then the Board member needs to step down and the nominating committee will find an immediate replacement.

10. Criteria of Meeting Schedule and Special Meetings

The Board shall meet a minimum of 4 times per year. A special meeting of the Board may be called by the Chair. A quorum will be met at regular or special meetings if at least 50% of the voting Board members are present either in person, by telephone, or electronically. Regular meetings shall be noticed at least 14 days prior to the meeting. Special meetings shall be noticed at least 3 days prior to the meeting. Notice can be given by phone, mail, or email.

10a. Special Consideration for Agenda items should be submitted in writing to the Head of School and Chair of the Board 10 days before the regular meetings.

11. Administrative Council Communication

The Head of School or Board Chair shall present an annual summary of school operations to the SHUMC Administrative Council. SHECP financial results will be published in the church-wide financial report.

12. Registration Policy

The Head of School will ensure the registration policy is in keeping with the most efficient and fair way to register present and prospective children. SHUMC members will be allowed to register prior to returning families and public registration. Returning families will then be eligible to register before the general public.

13. Bylaws

All proposed changes to these bylaws must be submitted to the church Administrative Council for approval at least 30 days before voting by the board. No additions, alterations or amendments shall be made to these Bylaws except at a meeting of the Board of Directors and unless the additions, alterations or amendments proposed shall be approved by the affirmative vote of 2/3rds of the voting members. All proposed additions, alterations or amendments shall be submitted in writing to the Board of Directors at least 7 days prior to the meeting at which they are to be discussed. The church Trustees committee shall be responsible for providing communications regarding SHECP to the Administrative Council.

14. Status of Members of the Board

Members of the Board of Directors serve in a volunteer capacity. As such, the insurance policies covering SHECP shall carry coverage for volunteers acting in the capacity as a volunteer.

15. Discretionary Power

The Head of School, the Board Chair and the church Business Administrator together for unplanned and unbudgeted items have the power to make decisions and authorize the expenditure of school funds up to \$1,000 without the meeting or consent of the Board when they upon discussion and unanimous agreement, deem such action appropriate due to necessity and/or exigent circumstances. All one-time non-payroll expenditures (budgeted or non-budgeted) that exceed \$3,000 must be approved by the church Business Administrator before funds are committed to any project (e.g., playground maintenance). These expenditures shall be reported at the next regular meeting of the Board of Directors.

**** These Bylaws will be reviewed annually upon new board members induction.**