

# Providence School of Tifton

## Bylaws

## Table of Contents

### **Providence School of Tifton Bylaws**

#### **Article I. Name of School, Mission Statement**

*Section 1. Name of School*

*Section 2. Mission Statement*

#### **Article II. Statement of Faith, Educational Philosophy, Objectives**

*Section 1. Statement of Faith*

*Summary Statement*

*Governments*

*Marriage, Sexuality, and Gender*

*Section 2. Educational Philosophy*

*Of Being Christian*

*Of Being Classical*

*Of Being a School*

*Section 3. Objectives*

*Christian*

*Classical*

#### **Article III. Offices**

*Section 1: Principle Office*

*Section 2: Registered Office and Registered Agent*

#### **Article IV. Members**

*Section 1: Membership*

#### **Article V. Board of Directors of Providence Classical Christian School**

*Section 1: Election and Tenure*

*Section 2: General Responsibilities*

*Section 3: Qualifications*

*Section 4: Removal of Board Members*

*Section 5: Vacancies*

*Section 6: Ex-officio Board Members*

*Section 7: Headmaster*

*Section 8: Compensation*

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

*Section 1: Number*

*Section 2: Election*

*Section 3: Removal of Officers*

*Section 4: Chairman*

*Section 5: Vice Chairman*

*Section 6: Secretary*

*Section 7: Treasurer*

#### **Article VII. Committees**

*Section 1: Committees*

*Section 2: Qualifications for Committee Members*

*Section 3: Term of Committee Membership*

*Section 4: Officers*  
*Section 5: Vacancies*  
*Section 6: Quorum*  
*Section 7: Rules*

**Article VIII. Annual Report**

*Section 1: Annual Report*

**Article IX. Meetings of the Board**

*Section 1: Regular Meetings of the Board*

*Section 2: Special Meetings*

*Section 3: Notice*

*Section 4: Decorum*

*Section 5: Quorum[s]*

*Section 6: Executive Session*

*Section 7: Board Action*

**Article X. Fiscal Responsibility**

*Section 1: General Policy*

*Section 2: Budgets*

*Section 3: Financial Statements*

*Section 4: Financial Inspection*

*Section 5: Fund Raising*

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

*Section 1: Contracts*

*Section 2: Loans*

*Section 3: Checks and Drafts*

*Section 4: Deposits*

*Section 5: Gifts*

**Article XII. Fiscal Year**

*Section 1: Fiscal Year*

**Article XIII. Racial Non-Discrimination**

*Section 1: Racial Non-Discrimination*

**Article XIV. Amendments to Bylaws**

*Section 1: Amendments to Bylaws*

**Document Change History**

*7/25/2019: Initial Baseline version*

## **Providence School of Tifton Bylaws**

Adopted: August 23, 2019

Amended: January 13, 2020

### **Article I. Name of School, Mission Statement**

#### *Section 1. Name of School*

The name of the school shall be Providence School of Tifton. The name of the Corporation shall be the Providence School of Tifton Corporation.

#### *Section 2. Mission Statement*

The mission of Providence School of Tifton is to operate a school owned by the Providence School of Tifton Corporation, that will adhere to Sections 1-3 of Article II of these Bylaws. Our mission is to assist families with educating their children in the instruction of our Lord by cultivating a love of learning, Christian virtue, and the knowledge necessary for them to excel in every duty God calls them to throughout their life. We will carry this out by combining God-fearing, scholarly teachers and staff with a classical Christ-centered curriculum and a nurturing environment so as to instill truth, beauty, and goodness in every graduate (see Duet. 6:4-9; Eph. 6:1-4).

### **Article II. Statement of Faith, Educational Philosophy, Objectives**

#### *Section 1. Statement of Faith*

The following is the foundation of beliefs on which Providence School of Tifton is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in the school. Secondary or divisive doctrines and issues will not be presented as *primary doctrine*. When these types of doctrine or issues arise they will

be referred to the family and local churches for final authority.

#### *Summary Statement*

*We believe* the Bible to be the inerrant and only Word of God, fully inspired by the Holy Spirit. It is our only authoritative rule for faith and practice. It is the supreme standard by which all human conduct, creed, and opinion shall be tried and is the standard of and for all truth.

*We believe* that there is one God, eternally existent in three persons; Father, Son and Holy Spirit. He is omnipotent, that is, He is all-powerful. He is omnipresent, that is, He is present throughout Creation but not limited by it. He is omniscient, that is, nothing is hidden from His sight. In all things He is limited by nothing other than His own nature and character.

*We believe* the God we serve is holy, righteous, good, strong, loving, and full of mercy. He is the Creator, Sustainer, and Governor of everything that has, is, or will be made.

*We believe* in the true deity and full humanity 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.

*We believe* in the full deity of the Holy Spirit, acknowledging Him together with the Father and the Son as Creator and Redeemer.

*We believe* that because of Adam's sin all mankind is in rebellion against God. For the salvation of such lost and sinful men,

regeneration by the Holy Spirit is absolutely necessary.

*We believe* that salvation is by grace through faith alone, and that faith without works is dead.

*We believe* in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

*We believe* in the resurrection of both the saved and lost, those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

*We believe* in the spiritual unity of all believers in our Lord Jesus Christ.

*We believe* that God from all eternity did, by the most wise and holy counsel of His own free will, freely and unchangeably ordain whatsoever comes to pass; even so, neither is God the author of sin, nor is violence offered to the will of the creatures, nor is the liberty or contingency of second causes taken away, but rather established. [The Westminster Confession of Faith (1646), Chapter III; Section I]

*We believe* that because of the fall, unregenerate man is dead to the things of God (Romans 5:12; Ephesians 2:1; Colossians 2:13). His will is not morally free, but is in bondage to his evil nature, therefore, he will not--indeed he cannot--choose good over evil in the spiritual realm (1 Corinthians 2:14; Romans 8:7,8). Man, in this fallen state, is unable to exercise saving faith prior to regeneration.

*We believe* that God's plan of salvation for His people before the foundation of the world rested solely in His own sovereign will (John 1:12,13; Romans 9:10-12; Ephesians 1:4-6), and was not

determined by or conditioned upon any act foreseen in any individual.

*We believe* Christ's redeeming work was intended to save those he calls by grace, so long as they accept His calling.

*We believe* that the Holy Spirit efficaciously calls the sinner through regeneration, providing repentance and faith as gifts subsequent to the new birth (1 Corinthians 1:23,24; 1 Peter 2:9). It is only through this calling that a man has any desire for Christ.

*We believe* that God will complete the work He has begun in each believer. If someone is truly regenerate, then he will not fall away from salvation (Romans 8:29-31). The basis for this is God's faithfulness, not the faithfulness of the believer. God will not lose those whom He has purchased. God, the great Creator of all things, doth uphold, direct, dispose, and govern all creatures, actions, and things, from the greatest even to the least, by His most wise and holy providence, according to His infallible foreknowledge and the free and immutable counsel of His own will, to the praise of the glory of His wisdom, power, justice, goodness, and mercy. [The Westminster Confession of Faith (1646), Chapter V; Section I]

### Governments

*We believe* that God has ordained various governments among men. The three basic governments are civil government (Romans 13:1-7), church government (Ephesians 2:19-22; Hebrews 13:7,17; Matthew 18:15-17), and family government (Ephesians 5:22-6:4). All of these governments are dependent on the grace of God, common or special, working in individuals to bring about self-government. God has ordained the realm of each and assigned to

them differing responsibilities within their separate jurisdictions.

*We believe* that Christian parents have the responsibility before God to provide their children with a godly understanding of the world in which they are growing up. To this end, Christian education, however administered, is essential (Deuteronomy 6:1-6). The civil government has no duty or obligation to rear or educate our children. That authority has been given to the parents, with ultimate accountability having been assigned to the father (Ephesians 6:4).

### Marriage, Sexuality, and Gender

*We believe* God created marriage to be between one man and one woman in a “one-flesh” union for life, uniquely reflecting Christ’s relationship with his church. (Gen 2:18-25; Eph 5:21-33) Marriage also serves as the foundational unit of a stable society (1 Cor 7:2) It provides the best environment for children, and the decline in life-long, heterosexual marriage relationships is a significant contributor to many negative cultural developments.

*We believe* gender also matters to God. God’s creation of each person as male and female is complementary within marriage and reflects the image and nature of God. (Gen 1:26-27) Those who reject their biological sex reject God’s design and the person He created them to be.

*We believe* that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

*We believe* that to preserve the integrity of Providence and to provide a biblical role model

to the students and faculty, it is imperative that all persons representing Providence in any capacity (employees, volunteers, etc.) agree to and abide by the Statement on Marriage, Sexuality, and Gender.

*We believe* that every person must be afforded compassion, love, kindness, respect, and dignity and that God offers forgiveness, redemption and restoration to all who confess and forsake their sin (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

## **Section 2. Educational Philosophy**

### Of Being Christian

Providence School of Tifton seeks to present all truth and knowledge in the context of the following biblical worldview:

#### *Christian View of Reality*

God created the universe of His own free volition. As Creator, God is absolute, autonomous, and self-sufficient. He is in no way dependent upon the created universe, whereas the creation is utterly dependent upon Him. God, in His creative activity, brought all things into being; whether they be material, spiritual, conceptual, or abstract. All of these created entities function together in the way He decreed they would, according to His design. God is also providential, in that He governs all things that come to pass. His decrees are irrevocable; He alone is in ultimate control. While transcending all things, this providential oversight is not distant, but rather immanent and personal. At all times, He is intimately acquainted with and relates to everything in His universe.

The doctrines of Creation and Providence address the relationship of the created universe to its Creator. Neither creation as a whole, nor

any part of creation, is autonomous. Only God is autonomous, and all creation is dependent upon and subject to Him. God alone is the ultimate reality, and the determiner of what is and what is not real.

### *Christian View of Knowledge*

God is self-referential in that He has complete knowledge of Himself, and does not stand in reference to another standard that exists beyond Himself. God knows all things because He originally conceived all things. Man, on the other hand, does not conceive things originally, but discovers what God has known all along. Man, therefore, cannot truly know anything unless he understands it in reference to the God who originally conceived it (Proverbs 1:7). Thus, God is the ultimate truth from which all meaning and knowledge is derived. Man comes to know only by revelation from God. Man can know nothing that God did not reveal to him.

All knowledge is revealed to man through Christ (Col. 2:3). All things were created by Christ and for Christ (John 1:3; Col. 1:16). Christ is the point of contact between God and man, and through this contact God imparts knowledge to man. Ultimately, to reject Christ is to reject knowledge.

### *Christian View of Ethics*

God alone is the standard of what is right and wrong, true and false. There is no ethical standard that is above or alongside God. God's character is the basis for all ethical judgments. It is His Word alone that reveals ethical standards and makes ethical judgments possible for men.

### *Summary*

Whatever might rightly be called an education must teach the lordship of Christ. Any subject treated apart from Christ fails to meet the basic goal of education: To impart knowledge. Apart

from Christ there is no education, for without Him knowledge is impossible. A Christian curriculum must include study in Christ's lordship, and that study must encompass all courses. We believe the focal point of all that is, has been, and ever will be is the person of Jesus Christ. We believe that the education of our children begins with this reality. God reveals Himself not only specially in His Word, but also generally in every facet of His creation. All knowledge is therefore interrelated and teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth can be understood only as it relates to Him, the God of Truth and Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education must be intentionally grounded in and integrated with biblical truth.

### *Of Being Classical*

The basic building block for the structure of classical education is the Trivium. The Trivium is a model that deals with the method and organization of education. The three stages of the Trivium consist of Grammar, Logic, and Rhetoric. The first stage, Grammar, focuses on the fundamental rules of each subject. The second stage, Logic, emphasizes the ordered relationship of particulars in each subject. The final stage, Rhetoric, is the clear expression of the grammar and logic of each subject. Each stage wonderfully integrates and corresponds to the way God has designed the development of our children.

The Trivium also deals with content in that it incorporates specific courses in classical language study (Latin and/or Greek), Logic, and Rhetoric. In addition, primary and older sources

of literature and knowledge are regarded highly and utilized regularly in the educational process.

The purpose of the Trivium is always to prepare for further study, to teach the student how to think, and to prepare the student how to learn. Our purpose in teaching subjects throughout the Trivium will be to equip the student with the tools of learning, rather than teaching the subjects as our final goal.

God wants us to love Him with our mind, as well as with our heart, soul, and strength (Matt 22:37). Therefore, we seek to individually challenge children at all levels, providing an environment that produces children who will have a lifelong love of learning. For a further understanding of a classical and Christian approach to education, we particularly refer to the following resources:

- The Lost Tools of Learning by Dorothy Sayers
- Recovering the Lost Tools of Learning by Douglas Wilson

### Of Being a School

We believe that the Bible clearly instructs parents, and specifically the *father*, to “bring children up in the discipline and instruction of the Lord (Ephesians 6:4). To this end, Providence will operate from the legal notion of *in loco parentis*, that is, family authority will temporarily be delegated from the parents to the school. Thus, all school authority is derived from the parents (versus the Church or State).

A proper biblical understanding and respect for the responsibilities of each God ordained government (Family, Church, Civil) will be taught.

Providence will seek to promote parental responsibility throughout its academic program. We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” Therefore we seek to encourage quality academic work and maintain high standards of conduct. Our faculty should have a love for learning, as examples to their pupils, being diligent to present themselves approved to God.

We seek to have a full Jr. K-12 program because of the integrated and dependent nature of the Trivium, plus the advantages of division of labor a school can provide parents.

### **Section 3. Objectives**

#### Christian

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17).
- B. Provide a clear model of the biblical Christian life through our employees and board (Matthew 22:37-40).
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20; Matthew 19:13-15).

#### Classical

- A. Emphasize grammar, logic, and rhetoric in all subjects.
- B. Encourage every student to develop a love for learning and live up to his academic potential.
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

### **Article III. Offices**

#### *Section 1: Principle Office*

The principle office of the Corporation in the State of Georgia shall be located at 2222 Murray Avenue, Tifton, GA 31794. The Corporation may have such other offices, either within or without the State of Georgia, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

*Section 2: Registered Office and Registered Agent*

The Corporation shall have and continuously maintain in the State of Georgia a registered office and registered agent whose office, as required by the State of Georgia Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principle office of the Corporation in the State of Georgia and the address of the registered office may be changed from time to time by the Board of Directors.

**Article IV. Members**

*Section 1: Membership*

The Corporation shall have no members.

**Article V. Board of Directors of Providence School of Tifton**

*Section 1: Appointees*

There shall be no less than three and no more than nine appointed board seats at a time. The six appointed seats will be filled when necessary by appointment from the existing Board. Appointed board members shall serve no less than four calendar years.

*Section 2: General Responsibilities*

The Providence Board of Directors shall oversee the continuing operation of Providence and generally oversee the school's business affairs. The responsibilities of the Board of Directors shall include, but not be limited to, ensuring that the vision of the School as outlined in Articles I and II of these Bylaws

is maintained, making policy, acting on matters of personnel including hiring and firing of Head of School, establishing tuition and fees, acting as an advocate and promoter of the school and praying for the ministry of the school.

Board members need not be residents of the State of Washington.

*Section 3: Qualifications*

Subject to availability of suitable board members subscribing without reservation to Articles I and II of these Bylaws, every attempt will be made to secure board members meeting the general qualifications for spiritual leadership found in 1 Timothy 3 and Titus 1, with special consideration towards the condition of his children and a demonstrated commitment to Classical Christian education. Further, the board member must regularly attend a local, evangelical church (3 out of 4 Sundays per month). Employees and their spouses are excluded from elected Board of Directors seats.

*Section 4: Removal of Board Members*

Three or more sitting board members, or fifteen or more parents of Providence students, may petition the Board for removal from the Board of any board member who fails to meet the qualifications as previously stated (Article V, Section 3), or who is living an openly scandalous lifestyle, or who is under church discipline. A board member may be removed from the Board by a two-thirds majority vote of the board members not under consideration.

*Section 5: Vacancies*

A vacancy due to 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

Directors may be filled by the affirmative vote of a majority of remaining directors though less than a quorum of directors remain.

*Section 6: Ex-officio Board Members*

The Board of Directors may designate non-voting, ex-officio members of the Providence School Board by a two-thirds majority vote of the full Board. Their term of service will continue at the discretion of the Board of Directors.

*Section 7: Head of School*

The Board, by two-thirds majority vote, shall employ a Head of School. The Head of School is responsible to implement the vision of Articles I and II of these Bylaws by the establishment of a biblically based, classical education and the resulting policies in the daily operation of the School through the training of the faculty and the development of classes and curriculum.

While matters of employee policy remain the primary duty of the Headmaster, no permanent hiring or firing decision shall become final without the concurrence of the Board.

*Section 8: Compensation*

Members of the School Board shall receive no compensation for their services. The Board may authorize the reimbursement of expenses, incurred by any board member, in the performance of official business for the School or the Board.

**Article VI. Officers of the Board**

*Section 1: Officers*

The Officers of the Board shall be Chairman, Vice-Chairman, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors. 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 Chairman and Secretary.

*Section 2: Election*

The officers of the Corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the new Board. Each Director and Officer shall hold office until his successor shall have been duly elected. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors.

*Section 3: Removal of Officers*

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

*Section 4: Chairman*

The Chairman shall, when present, preside at all meetings of the Board of Directors. He may 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.

*Section 5: Vice Chairman*

In the absence of the Chairman, or in the event of the inability of the Chairman to act, the Vice Chairman shall perform the duties of Chairman. The Vice-Chairman shall perform such duties as from time to time may be assigned to him by the Chairman or the Board of Directors.

*Section 6: Secretary*

The Secretary or his designee shall (a) keep the minutes of the proceedings and publish, via email, the minutes to the full board for approval. This email must be sent within seventy-two (72) hours of the meeting to which the minutes pertain, (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 Chairman of the Board any legal instrument approved by the Board, (d) be custodian of the corporate records, and (e) generally perform the duties of the office of Secretary, including such other duties as from time to time may be assigned to him by the Chairman or by the Board.

*Section 7: Treasurer*

The Treasurer or his designee shall: (a) have charge of and be responsible for all reporting and accounting of funds of the Corporation, (b) receive and give receipt for moneys due and payable to the Corporation and deposit all such moneys in the name of the School in such banks or other depositories as shall be selected by the Board, (c) in general perform all duties incidental to the office of Treasurer as set out by the Board.

**Article VII. Committees**

*Section 1: Committees*

The Board of Directors may, by resolution passed by a majority, designate such 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.

*Section 2: Qualifications for Committee Members*

The committee member must be an employee or parent of a child who is attending, or is planning to attend, the School. The member must subscribe to Articles I and II of these Bylaws, and must regularly attend a local evangelical church. Committee membership is subject to Board approval that the employee or parent meets the above qualifications. The mechanism for approval will be a signed statement asserting the above qualifications.

*Section 3: Term of Committee Membership*

The term of committee membership is to be on an annual basis, continuing until the next annual meeting of the Board of Directors, unless the committee shall be sooner terminated, or unless such member shall cease to qualify as a member thereof.

*Section 4: Officers*

Each committee shall elect a Chairman, Vice-Chairman, and Secretary.

*Section 5: Vacancies*

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

*Section 6: Quorum*

Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

*Section 7: Rules*

Each committee may adopt rules for its own

government not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

## **Article VIII. Annual Report**

### *Section 1: Annual Report*

The Providence School Board will compose, review with the Headmaster, and issue an annual report to the entire constituency of the Providence School. This report will be completed and made available no later than October 31, 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 financial aid, enrollment figures, standardized test results, the Board's annual evaluation of the school, the listing of all board members-identifying any new board members, listing of significant accomplishments and events of the school year, and such other business as may be deemed appropriate by the Board.

## **Article IX. Meetings of the Board**

### *Section 1: Regular Meetings of the Board*

The Board of Directors of Providence School shall meet at regular intervals of not less than once per month at a regularly designated place at a pre-announced time.

### *Section 2: Special Meetings*

Special meetings of 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 Chairman or any two Directors.

### *Section 3: Notice*

Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by mail or electronic mail to each director at his address as shown by the records of the corporation. If mailed, such

notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

### *Section 4: Decorum*

All meetings of the Board shall be conducted according to *Roberts' Rules of Order* using a pre-published agenda. Minutes of all board meetings will be maintained and accessible from the corporation's office.

### *Section 5: Quorum[s]*

A majority of the active board members, exclusive of members on sabbatical, shall constitute a quorum for full Board action. Board proxies may only be held for specific issues, exercised only in behalf of that issue.

### *Section 6: Executive Session*

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

### *Section 7: 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, nondonation/ undesignated proceeds, and projected, undesignated donations. The undesignated donation total to be budgeted may not exceed 20% of the total anticipated revenue for any given fiscal year.

#### *Section 2: Budgets*

The Board will approve annual operating budgets. The operating budget for the following fiscal year shall be submitted to the Board in February with final Board action to approve the budget taken no later than March 15.

#### *Section 3: Financial Statements*

It shall be the Headmaster's responsibility to ensure monthly financial statements are prepared and submitted to the Board seven days prior to the next regular Board meeting. All financial statements are subject to Board review.

#### *Section 4: Financial Inspection*

The books of Providence School will be inspected by a committee comprised of qualified persons at no less than yearly intervals. Findings of this committee will be reviewed by the Board and will be made available to all interested parents.

#### *Section 5: Fund Raising*

It shall be the Board's responsibility to set policy for the fundraising activities of the school and to be responsible for their effectiveness and thoroughness. Each board member is expected to contribute financially, at some level, to the annual fund as a means of

demonstrating their support for the school. Additionally, the board shall have significant presence at all major fundraisers.

### **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 corporation.

#### *Section 2: Loans*

No loans shall be contracted on behalf of the corporation without unanimous approval of the Board of Directors.

#### *Section 3: Checks and Drafts*

All checks or drafts issued by Providence School of Tifton shall be signed by such officers in such a manner as shall be determined by resolution of the Board of Directors. The Treasurer will present a schedule of aged accounts payable and aged accounts receivable every thirty days for the Board's information and approval.

#### *Section 4: Deposits*

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

#### *Section 5: Gifts*

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. Personal gifts will not be accepted.

### **Article XII. Fiscal Year**

#### *Section 1: Fiscal Year*

The fiscal year of the Corporation 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. Racial Non-Discrimination**

#### *Section 1: Racial Non-Discrimination*

Providence School of Tifton admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, financial assistance and loan programs, athletic programs, and other school administered programs.

### **Article XIV. Amendments to Bylaws**

#### *Section 1: Amendments to Bylaws*

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

### **Document Change History**

***7/26/2019: Initial Baseline version***