

Bylaws of God's Window: "A Christian Preschool"

Article I. Mission Statement

The mission of God's Window Preschool is to promote the spiritual, academic, emotional, and social growth and development of its students by providing the highest quality, developmentally appropriate preschool education and instilling the love of God in all areas of the students' lives.

Article II. Name

The name of the school is God's Window: "A Christian Preschool", hereby referred to as the "Preschool". The Preschool is operated as an inseparable religious and education ministry and an integrated auxiliary of the Northampton Presbyterian Church. The Preschool is not organized for profit and all earnings of the school are devoted to the promotion and preservation of the Preschool and its Mission Statement, while allowing for funds to be applied to church projects that benefit the preschool as well as preschool projects that benefit the church. This is in accordance with the purposes stated in the church's Constitution and Bylaws and in accordance with all applicable Internal Revenue Service codes, provisions, and any subsequent federal tax laws. Separate records of accounts shall be maintained by the Treasurer of the church, subject always to the jurisdiction of the Session of the church.

Article III. Preschool Advisory Board

A. Function

The primary function of the School Board is to make policy decisions that are in the best interest of the operation of the Preschool. The Board does not manage the operations of the school. Daily operation of the school is the responsibility of the Director.

B. Authority

The authority of the God's Window Preschool Board is corporate. Individual board members, including the chairperson, have authority to act only when the Board is convened in regular or special session. Authority for the Preschool flows from the Session of Northampton Presbyterian Church, which shall have final authority in all matters of Preschool business, to the Board to the Director.

Responsibility for properly conveying the decisions and actions of the Board to the staff, students and parents, as appropriate, rests with the Preschool Director.

C. Compensation.

Members of the Board shall receive no monetary compensation for their services.

D. Composition of the Board.

1. The Preschool Board shall be comprised of no less than five (5) voting members and no more than nine (9) voting members.

2. Elected members shall be eligible to serve on the Board for two (2) full three (3) year terms, including partial terms to fill vacancies. In no case shall either an elected member or an appointed member serve on the Board for more than six (6) consecutive years. After a second term the board member shall step down from service for a minimum of one (1) full year before again being eligible for board membership.
3. Of the members, an appointed member of Session serving as the **Budget and Finance Officer** shall serve their term as a member of the Board.
4. Of the members an appointed member of Session serving as the **Facilities Chairperson** shall serve their term as a member of the Board.
5. The remaining members shall be selected by the Nominating Committee with approval of Session according to the bylaws of the church. In case of a vacancy the Nominating Committee shall recommend to Session a replacement to serve the remaining term.
6. The Chairperson and the Recording Secretary shall be elected annually from among the elected members and serve no more than three (3) consecutive one (1) year terms. This election shall take place at the May meeting with their term beginning in June.
7. The **Pastor** shall serve as an ex-officio member of the Board.
8. The **Director** shall serve as an ex-officio member of the Board.
9. No paid employee of the church or spouse or immediate family member of any paid employee of the school shall be eligible to serve on the Board as a voting member.
10. A parent volunteer shall be appointed by the Board as an advisory, non-voting member for the purpose of providing parent opinion.
11. Attendance by all elected and appointed members at all meetings is mandatory. Failure to attend two (2) consecutive meetings will result in the position being declared vacant. A replacement will be elected through the Nominating Committee, approved by Session to fill the vacancy.

E. Responsibilities

1. The Board sets the spiritual tone for the Preschool and shall exercise due care in its decision making, always prayerfully considering the best interests of the Preschool and the furtherance of its Mission Statement. Decisions shall be made according to accepted legal principles, which may include but are not limited to obtaining competent legal advice and consideration of safety and personnel issues.
2. The Board or a committee of the Board shall ensure that a Staff Handbook is developed, revised as needed, and annually made available to all employees.
3. The Board or a committee of the board shall oversee the creation and maintenance of a Policies and Procedures Manual to include conflict resolution and personnel policy. This manual should be updated, reviewed, and approved by the Board annually. The manuals should also be made available to all employees.

4. The Preschool Board shall evaluate itself annually. Each member shall also evaluate his or her willingness and ability to continue in a board position.
5. The Budget and Finance Officer in conjunction with the Preschool Director shall prepare the annual budget and present it for discussion and approval by the May meeting. The Budget and Finance Officer shall prepare and present a written budget update at every meeting.
6. Personnel, hiring and termination.
 - a. Upon recommendation of the Preschool Director, the staff of the Preschool shall be appointed by the Board.
 - b. Upon recommendation of the Preschool Director, the Board shall have the authority to dismiss personnel, with the exception of the Director, who do not fulfill the requirements of their job.
 - c. It is the responsibility of the Board to interview and recommend Director Candidates for hire to the church Session. Session has final approval on all hiring/termination of the Preschool Director.
7. The Board shall support the Preschool Director and the staff in prayer and presence including but not limited to attendance at Orientation, Graduation and other special events and functions of the Preschool.

F. Meetings

1. The Board will meet quarterly as follows: August, November, February and May. Dates are to be scheduled by the Chairperson in consultation with members of the board.
2. The chairperson, in consultation with the director, shall prepare an agenda for the quarterly meetings of the board. Such agenda shall be emailed to each board member and the pastor at least one week prior to the regularly scheduled meeting.
3. Emergency Action/Meetings may be initiated by the chairperson or the director. The Chairperson may poll the full Board via email to secure authorization for a given course of action. The purpose, all comments, actions and resolution shall be reported at the next regularly scheduled board meeting and recorded in the minutes.
4. Minutes of the Meeting
 - a. The Recording Secretary shall record all proceedings at the meeting and any emergency business and distribute all minutes to all members within one week following the meeting to review for approval at the next quarterly meeting.
 - b. The Recording Secretary shall maintain a compiled record of all Preschool Board meetings and updates to the Employee Handbook and Policies and Procedures Manual. Upon completion of their term they shall pass said records to the next Recording Secretary. These records shall include all Minutes and attachments throughout the Preschools operation. These records are property of the Preschool with a copy to be kept on file in the church office.

5. Meetings of the Board shall be governed by Robert's Revised Rules of Order.
6. All meetings of the Board shall require the presence of a majority of voting board members, which shall constitute a quorum for the transaction of business. Only voting members shall vote and proxies shall not be valid for voting.
7. In the absence of a quorum, a minority board member may adjourn any meeting of the board without notice other than the announcement at the meeting. The meeting date shall then be rescheduled by the Chairperson in accordance with **Article III F1**.
8. All meetings of the Board shall be opened and closed in prayer.
9. A simple majority will prevail at all meetings of the Board.

Article IV. Preschool Director

A. Appointment:

The Director shall be appointed by the Session upon recommendation from the Board and shall be a professing Christian, active in their faith and striving to live into the vision and mission of Northampton Presbyterian Church.

B. Qualifications:

At minimum, the Director shall hold a valid Private Academic Certificate issued by the State of Pennsylvania and will have earned a Bachelor's degree in a related field from a reputable college or university. They shall have a minimum of five (5) years of experience as a Director of a child development program.

C. Responsibilities.

The Director's responsibilities are defined by a job description approved by the Board.

Article V. Statement of Nondiscrimination

The Preschool Admission policy does not discriminate based on race, national or ethnic origin, gender, age, or disability, pertaining to all rights, privileges, program and activities accorded or made available to students in the Preschool.

Article VI. Amendments to the By Laws

The Session has the right to amend the Preschool By-Laws. Such amendment would require advanced written notice to the Preschool Board and the Director of the intention to amend and a two-thirds affirmative vote by the Session.