**Bylaws of God's Window Christian Preschool of Northampton Presbyterian Church**

**January 2025**

**Article I. Mission Statement**

The mission of God's Window Preschool shall be to promote the spiritual, academic, emotional and social growth and development of its students by providing the highest quality, developmentally appropriate preschool education integrating Biblical principles in all areas of the students’ lives.

**Article ll. 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 shall be exclusively devoted for the promotion and preservation of the Preschool and its Mission, 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. Statement of Understanding:**

Northampton Presbyterian Church is a member church of the Presbyterian Church (USA), grounded in the Reformed tradition. A particularly important theme of that tradition is that the life and work of every Christian can and should give glory to God.

We understand the work of the Board, the Preschool, its Director and its staff as a work of Christian vocation. We are called to honor and serve God at all times and in all places: in our work and play, in our thought and action, and in our private and public engagements. Such service and love is an act of gratitude for God’s grace.

**Article IV. Preschool Advisory Board**

1. 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 administer the school. The daily administration is the work of the Director.

1. Authority

The School Board's authority is corporate. Individual Board members, including the Chairperson, have authority to act only when the Board is convened in regular or special session. The line of authority flows from Session to the School Board through its Chairperson and then to the Director. The Director is charged with conveying the decisions and actions of the Board to the staff, students, and parents as appropriate. In all matters of Preschool business, Session shall have final authority.

1. Compensation.

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

1. Composition of the Board.
   * 1. The Board shall be comprised of no less than five (5) and no more than seven (7) 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 at a minimum of one (1) full year before being eligible again for Board membership.
     3. Of the members, an appointed member of Session or an appointed member of Northampton Presbyterian Church 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 or an appointed member of Northampton Presbyterian Church 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.

* + 1. The Chairperson and the Recording Secretary shall be elected annually from among the elected members and serve no more than six (6) consecutive one (1) year terms. This election shall take place at the May meeting with their term beginning in June.
    2. The pastor shall serve as an ex-officio member of the Board.
    3. The Director shall serve on the Board as an ex-officio member.
    4. 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.
    5. For the purpose of providing parent input, a parent volunteer shall be identified by the Director and appointed by the Board as a voting member.
    6. 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.

1. Responsibilities
   1. The Board shall exercise due care in its decision-making, always prayerfully considering the best interest of the Preschool and the furtherance of its Mission. All decisions shall be made according to accepted legal principles: this may include, but is 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. Session or a committee of Session with input from the Board as needed, shall oversee the creation and maintenance of a Policies and Procedures Manual applicable to all employees of Northampton Presbyterian Church, to include conflict resolution and personnel policy. This manual should be updated, reviewed, and approved by Session annually or as required. The manuals shall be made available to all employees.
   4. The School Board shall evaluate itself annually. Each member shall also evaluate his or her willingness and ability to continue in a Board position.
   5. Annually, the Personnel Committee of Session, with input from the Board, jointly with the Pastor, shall carry out a performance evaluation and salary review of the Director. The evaluation and review shall be on the basis of the approved Job Description and objectives determined jointly by the Board, the Pastor and the Director. This shall take place prior to the approval of the following year's budget.
   6. The Budget and Finance Officer in conjunction with the Director shall prepare the annual budget and present it for discussion and approval by the August Board meeting. The Budget and Finance Officer or designee shall prepare and present a written budget update at every meeting.
   7. Personnel, hiring and termination.
      1. The director has authority to hire and terminate preschool staff for existing / approved positions consistent with the budget. The director may seek input, as needed, from members of the Board or Personnel Committee.
      2. The Board shall have the authority to increase or decrease the number of approved staff positions.
   8. As invited by the Director and as scheduling permits, the Board supports the Director and the staff through attendance at special events and functions of the Preschool
2. Meetings
3. 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.
4. 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.
5. 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.
6. Minutes of the Meeting
   1. 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.
   2. The Recording Secretary shall maintain a compiled record of all

Preschool Meetings and upon completion of his/her term 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.

1. Meetings of the Board shall be governed by Robert's Revised Rules of Order.
2. All meetings of the Board shall require the presence, in person, 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.
3. 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 IV F 1.
4. All meetings of the Board shall be opened and closed in prayer.
5. A simple majority will prevail at all meetings of the Board.

**Article V. Preschool Director**

A. Appointment.

It is the responsibility of the Personnel Committee with input from the Board to interview and recommend Director Candidates for hire to the Church Session. Session has final approval on hiring and on termination of the Director.

B. Qualifications.

The Director, at minimum shall hold a valid Private Academic Certificate issued by the Commonwealth of Pennsylvania and have earned a Bachelor's degree from a reputable College or University, in a related field and have a minimum of five (5) years of relevant experience.

C. Responsibilities.

The Director's responsibilities are defined by a job description, approved by the Board. The Board's policies set the boundaries within which the Director administers the school and manage the day-to-day operation of the school.

**Article VI. Statement of Nondiscrimination**

The Preschool admits students of any race, color, national, and 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 and ethnic origin in administration of its educational policies, admissions policies, financial assistance policies, and other school-administered programs.

**Article VII. 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.