

CONSTITUTION AND BY-LAWS
OF THE
NORTHWEST BIBLE COLLEGE, INCORPORATED

ARTICLE I

Name and Location

The name shall be the Northwest Bible College, Incorporated, and shall be located in the city of Seattle, County of King, State of Washington.

ARTICLE II

Relationship

- Section 1. The Northwest Bible College is and shall be affiliated with the General Council of the Assemblies of God, Incorporated, of Springfield, Missouri, and shall operate in conjunction with the Educational Department of the General Council of the Assemblies of God.
- Section 2. The Northwest Bible College shall be the creature of the Northwest District Council of the Assemblies of God and the Montana District Council of the Assemblies of God.
- Section 3. Other District Councils of the Assemblies of God which may hereafter desire to share in the administration and support of the school may be included.

ARTICLE III

Tenets of Faith

The Articles of Faith shall be the same as those set forth in the Statement of Fundamental Truths of the General Council of the Assemblies of God.

ARTICLE IV

Purpose and Objectives

- Section 1. The purpose and objective of the Northwest Bible College is to maintain, conduct, and operate a non-profit institution of learning on the college level with particular emphasis upon ministerial and missionary training.

Section 2. The further purpose of the Northwest Bible College shall be to establish and operate elementary, secondary, commercial, liberal arts, and graduate schools and extension courses of study as the need arises within the denomination.

Section 3. Northwest Bible College believes that it is possible to combine sound scholarship and vital Christian living. Therefore, its entire curriculum has as its objective the realization of this purpose. The specific aims of the College are:

- a. To offer a thorough course of instruction in God's Word to all students so that each one will have studied by the time of his graduation every book in the Bible.
- b. To organize the curriculum of study in such a way that each student will have an introduction to the basic fields of learning, such as language, literature, history, and science, as well as courses of a more specialized nature.
- c. To help students form wholesome intellectual, social, and Spiritual attitudes that they may be better prepared for college life, for citizenship in a democracy, and for effective Christian service.
- d. To train pastors and evangelists by giving ministerial students suitable courses of instruction and opportunity for actual ministry.
- e. To foster missionary interest and to help missionary candidates prepare for their fields of calling.
- f. To provide training in Christian education for young men and women in order that they may be properly qualified either to engage full time in Sunday School and youth work, or to return to their home churches and become active and efficient lay workers.
- g. To provide a complete course of instruction and adequate practical experience for those who desire to develop their musical talents or to devote their lives to the ministry of music.
- h. To assist those who desire to prepare for the chaplaincy, for teaching, for nursing and for other types of occupation and service.
- i. To encourage all students to be filled with the Holy Spirit to live consistent Christian lives, and to lead others to Christ.

- j. To regulate the academic and spiritual life of the school in such a way that the Northwest Bible College will make a distinctive contribution to education and to the cause of Christ.

ARTICLE V

Prerogatives

Northwest Bible College shall have full power and range as to courses of study, tuition, and government; to prescribe and from time to time change the courses of study, tuition, and method of government; to employ professors, instructors, and tutors in any and all departments of learning and study; to employ staff members and other employees; to acquire, own, convey, manage, mortgage, encumber, and dispose of real and chattel property of any and every kind; to keep board and lodging houses and interests in such houses and receive the rents, issues and/or other income therefrom; to found, maintain, receive, and bestow scholarships and funds, and to invest, re-invest, accumulate, and dispose of such funds and receive, apply, and dispose of the income therefrom; to confer academic honors and degrees of all grades, and possess and enjoy every power and thing, and to do everything necessary or proper or wont to be possessed or done by any institution of learning for the promotion or carrying out or securing of any of the foregoing powers, purposes, or objects.

ARTICLE VI

The responsibility for the management and control of the Northwest Bible College shall rest exclusively with a Board of Trustees provided that at no time shall action be taken by such Board contrary to the regulations and standards of the governing District Councils.

Section 1. Control

- A. There shall be a Board of Trustees which shall consist of the following:
 1. Three members to be appointed or elected by each participating District.
 2. One member to be elected by the Alumni Association of the Northwest Bible College.
 3. The president of the school shall be a trustee by virtue of his office.
 4. Additional members shall be elected by the trustees from the laity of the participating Districts. Members of the Board elected by the trustees shall not be less than three in number, nor shall their number exceed the number of District-elected trustees.

- B. Officers of the Board of Trustees shall be a chairman, a vice-chairman, a secretary and a treasurer. The term of office for these officers shall be a period of one year, or until their successors shall qualify. They shall be elected at the annual meeting of the Board.
- C. There shall be an Executive Committee of five members consisting of the corporate officers and the president of the college.
- D. Term of office of the trustees shall be for three years, or until their successors qualify.
- E. The Board of Trustees shall meet semi-annually. Special meetings may be called by the Executive Committee or by the officers of the Board as the need may require.

Section 2. Management

The administration of the college shall be committed to the president of the college who shall be elected by the Board and who shall at all times be responsible to the Board.

ARTICLE VII

Amendments

Amendments to this Constitution may be made at any regular or special business meeting of the Board of Trustees by a two thirds vote, providing the proposed amendment has been submitted in writing to each member of the Board of Trustees at least thirty days prior to such meeting.

BY-LAWS

ARTICLE I

District Membership

In addition to the charter Districts now governing the Northwest Bible College, any contiguous District of the Assemblies of God may apply to become a participating District in the ownership of the college by passing a resolution to that effect at any regular or special meeting of its District Council. The Board of Trustees of the Northwest Bible College are empowered to accept such Districts into this corporation by a majority vote.

ARTICLE II

Government and Official Functions

Section 1. Board of Trustees

A. Qualifications

Trustees shall be persons of spiritual maturity, whose character is above reproach, who exhibit keen interest in Christian education, and who have proven themselves in positions of responsibility. They shall be in harmony with the Tenets of Faith, as set forth in Article III of the Constitution, and shall be chosen from the constituency of the Assemblies of God.

B. Election

1. Participating Districts shall appoint or elect their representatives to the Board.
2. The representative of the Alumni Association shall be elected by and from among its membership at its annual meeting.
3. Trustees who are not District representatives shall be elected by the Board of Trustees. District representatives on the Board shall serve as a nominating committee to present the names of lay candidates. Election shall be by secret ballot and a majority vote.
4. In the event a vacancy occurs, the constituent electors shall fill the vacated office at the next regular meeting.

C. Meetings

The annual meeting of the Board of Directors shall be held the day preceding commencement. The semi-annual meeting shall be held the first Tuesday and Wednesday of the second full week in January.

D. Duties

1. The Board of Trustees shall comprise the Board of Directors of the Northwest Bible College.
2. They shall elect the president of the college.
3. They shall employ the faculty and shall determine the length of employment and remuneration of the staff and faculty. They shall determine admission and tuition fees and perform other related duties customarily performed by a board in the conduct of a school.
4. They shall have the power to terminate the services of faculty members and administer other discipline as may be required.
5. They shall establish and maintain budgetary control of the control.
6. The financial responsibility for the operation and maintenance of the college shall be assumed by the Board of Trustees. Trustees of the participating Districts shall initiate ways and means in their respective Districts to support the college.
7. They shall be authorized to buy, encumber, and dispose of any real and chattel property of any kind by a two thirds vote.

Section 2. Chairman

- a. He shall be elected by the Board from among their number by secret ballot, and a majority vote shall constitute an election.
- b. He shall be president of the corporation in all legal and business matters and shall perform all necessary functions of that office.
- c. He shall preside at all meetings of the Board of Trustees, and shall serve as chairman of the Executive Committee.
- d. He shall be an ex-officio member of all committees.
- e. Should a vacancy occur in the office of the chairman, the vice-chairman shall complete the unexpired term.

Section 3. Vice-Chairman

- a. He shall be elected by the Board from among their number by secret ballot and a majority vote shall constitute an election.
- b. He shall preside in the absence of the chairman.

- c. He shall be a member of the executive committee.
- d. Should a vacancy occur in the office of the vice-chairman, an election shall be held by the board at the next regular meeting.

Section 4. Secretary

- a. He shall be elected by the Board from their number by secret ballot, and a majority vote shall constitute an election.
- b. He shall act as secretary at all meetings of the Board of Directors and of the Executive Committee.
- c. He shall make and keep true records of the proceedings of all meetings of the Board of Directors and shall publish the same as approved and directed by the Board.
- d. He shall make and keep true records of all official transactions.
- e. He is authorized to sign all official and legal documents and to perform such other functions as are customary to his office, or as may be directed by the Board of Directors.
- f. He shall be custodian of the official seal.
- g. Should a vacancy occur in the office of secretary, an election shall be held by the Board at the next regular meeting.

Section 5. Treasurer

- a. He shall be elected by the Board from among their number by secret ballot, and a majority vote shall constitute an election.
- b. It shall be the prerogative of the treasurer to review all accounts of the officers and employees of the college which have to do with receipts and disbursements of funds and securities. Furthermore, he shall obtain full and true reports of all such receipts and disbursements from the aforesaid officers and employees, who shall keep their accounts and render statements in such manner as he shall require, in order that he may ascertain correctly the financial condition of the college or any of its departments and report the same to the Board of Directors.
- c. All expenditures authorized by the Board of Trustees shall be paid by check, signed by the treasurer or such individual or individuals as may be especially designated by the Board of Trustees.

- d. He shall file with the secretary a bond for the faithful performance of his duties in such sum as may be fixed by the Board, the premium on said bond to be paid by the college.
- e. He shall be a member of the Executive Committee.
- f. Should a vacancy occur in the office of treasurer, an election shall be held by the Board at the next regular meeting.

Section 6. Executive Committee

- a. The members of the Executive Committee shall consist of the corporate officers and the president of the college.
- b. The Executive Committee shall have power to transact the necessary business of the Board of Trustees in the interim of the meetings of the Board. A full report of all such transactions shall be made to the Board at the next regular meeting.
- c. The Executive Committee shall meet, as a rule, at least one time in the interim between the semi-annual Board meetings.

Section 7. Board of Administration

- a. The President of the College, together with two faculty members, at least one of which shall be an instructor, and two members of the Executive Committee, shall comprise the College Board of Administration.
- b. The Board members shall be appointed by the Board of Directors and shall serve for one year from the time of appointment.
- c. The duties of the Board of Administration shall be to meet as it is needed to act in the internal affairs of the College. All internal Committees of the College shall be amendable to the Board of Administration and the Board shall make periodical reports to the Executive Committee of the Directors and to the Board of Directors.

ARTICLE III

The President of the College.

Section 1. Qualifications

- a. He shall qualify as set forth in Article I, Section I, Paragraph A of the By-Laws.
- b. It is desirable that he be experienced in the field of Christian education.
- c. He shall have demonstrated his ability to organize and direct people and shall have a knowledge of financing and business management.

Section 2. Election

- a. The president of the College shall be elected by the Board of Trustees by secret ballot, and a two-thirds vote shall constitute an election.
- b. The Executive Committee shall comprise the nominating committee, and they shall counsel with the Director of the Educational Department of the Assemblies of God in the selection of qualified candidates.

Section 3. Duties.

- a. The president shall administer the policies of the Board, be responsible for the general management of the school, and have the general oversight of all phases of school life and activity.
- b. Further duties of the president related to the welfare of the school shall be: Direction of public relations and publicity; appointing of minor staff members; solicitation of funds; representation of the college at conventions and educational meetings; and, promotion of the spiritual life of the school.
- c. The president shall represent the faculty, the staff and the student body on the Board. He shall submit to the Board progress reports, budgets, faculty nominations, and other pertinent information and facts.
- d. He shall determine all internal policies of the school not otherwise decided by the Board of Directors and Board of Administration.
- e. He shall be a member of the Executive Committee.
- f. He shall perform such other duties as are customary to his office.
- g. The president shall be given a three months vacation annually, the time to be mutually agreed upon by the President and the Executive Committee.

Section 4. Term of Office.

The term of office of the President of the College shall be for three years.

ARTICLE IV.

Quorum

A majority of the Board of Directors shall constitute a quorum except for the purpose of electing officers and the president or amending the Constitution and/or By-laws at which time three fourths of the members of the Board shall be required.

ARTICLE V

Amendments.

Amendments to these By-laws may be made at any regular or special meeting of the Board of Trustees by a two-thirds vote.