

CENTRO TEOLÓGICO MINISTERIAL

BYLAWS

ARTICLE I

PRESIDENT

Section 1. Qualifications

The president shall be a man of mature experience, educational qualifications, and bilingual in English and Spanish. He shall be an ordained minister in good standing with the United Pentecostal Church International. His life must be without blot or reproach.

He must be sound in the faith as taught and practiced in the South Texas District, believing, teaching, and subscribing without reservations to the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution. He shall sign a loyalty form or questionnaire, stating his belief in, and pledging to teach, preach, support, and propagate faithfully, and to the best of his ability, the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

The president of Centro Teológico Ministerial shall be nominated by the South Texas District Spanish Ministry Board and is subject to the approval of the Board of Directors. His election by the Board of Directors must be by a two-thirds majority with a quorum of 75 percent. Upon his election by the Board of Directors, he must be approved by the South Texas District Board and ratified by the South Texas District Conference. All voting shall be done by secret ballot.

Section 3. Term of Service

The president of Centro Teológico Ministerial shall be elected for a term of three years and may be reelected for additional terms. Such action will be subject to the ratification of the District Conference. The Board of Directors may discharge the president at any time provided their action is done in accordance with the terms of the contract made with the president when he was employed.

Section 4. Salary

The president shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

The president shall perform the duties prescribed to him by the Board of Directors. He shall be responsible to promote institutional interest among faculty, students, and the constituency of the United Pentecostal Church International. He shall secure and compile information as to ways of improving, safeguarding, and promoting the institution. He shall also be responsible for public relations.

ARTICLE II

EXECUTIVE VICE PRESIDENT

Section 1. Qualifications

The executive vice president shall be a man of mature experience and educational qualifications. He shall be an ordained minister in good standing with the United Pentecostal Church International. His life must be without blot or reproach. He shall have demonstrated his interest in higher education, his ability to organize people, and shall understand financing and business management.

He shall sign a loyalty form or questionnaire, stating his belief in, and pledging to teach, preach, support, and propagate faithfully and to the best of his ability, the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

Until such time as the office of executive vice president is deemed necessary, the president shall assume all duties and requirements of the position. When the president determines that the growth of the college requires the position of executive vice president to be filled, he shall recommend a qualified person to the Board of Directors. His approval by the Board of Directors must be by a two-thirds majority with a quorum of 75 percent. All voting and ratifications shall be done by secret ballot.

Section 3. Term of Service

The executive vice president shall be elected for a term of three years and may be reelected for additional terms. He may be discharged at any time by the Board of Directors provided their action is done in accordance with the terms of the contract made with him when he was employed.

Section 4. Salary

The executive vice president shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

The executive vice president shall perform the duties prescribed to him by the president of Centro Teológico Ministerial under the authorization of the Board of Directors. These shall include the promotion and operation of the institution. He shall be head of all departments of the institution and shall be responsible for the satisfactory operation of each department. He shall recommend faculty members, staff, and administrators to the Board of Directors for employment by the board.

He shall supervise the organization of the institution and each department. He shall have charge of securing and disbursing institutional finance as directed by the Board of Directors, according to a well-planned budget system. He shall be responsible to promote institutional interest among faculty, students, and the constituency of the United Pentecostal Church International. He shall secure and compile information as to ways of improving, safeguarding, and promoting the institution.

ARTICLE III

DIRECTOR OF FINANCE

Section 1. Qualifications

The director of finance must be qualified with administrative experience and financial preparation. He shall be an ordained minister in good standing with the United Pentecostal Church International. His life must be without blot or reproach.

He shall sign a loyalty form or questionnaire, stating his belief in the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

He shall be recommended by the president and employed by the Board of Directors.

Section 3. Term of Service

His term of employment shall be of indeterminate duration and shall sign a contract each year specifying the condition of his employment.

Section 4. Salary

He shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

He shall assist the executive vice president in directing all financial programs of the institution. He shall be a member of the Executive Committee and shall work in harmony with and under the supervision of the executive vice president.

ARTICLE IV

DIRECTOR OF ACADEMICS

Section 1. Qualifications

The director of academics must be qualified with administrative experience and educational preparation. He shall be an ordained minister of the United Pentecostal Church International in good standing. His life must be without blot or reproach. He shall be able to organize and direct people and have a thorough knowledge of the problems that young people face.

He shall sign a loyalty form or questionnaire, stating his belief in and pledging to teach, preach, support, and to propagate faithfully and to the best of his ability, the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

He shall be recommended by the president and employed by the Board of Directors.

Section 3. Term of Service

His term of employment shall be of indeterminate duration and shall sign a contract each year specifying the condition of his employment.

Section 4. Salary

He shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

He shall assist the executive vice president in directing the academic program of the institution. He shall be a member of the Executive Committee. He shall work in harmony with and under the supervision of the executive vice president.

ARTICLE V

DIRECTOR OF STUDENT LIFE

Section 1. Qualifications

The director of student life must be qualified with administrative experience and educational preparation. He shall be an ordained minister of the United Pentecostal Church and in good standing. His life must be without blot or reproach. He shall be able to organize and direct people and have a thorough knowledge of the problems that young people face.

He shall sign a loyalty form or questionnaire, stating his belief in and pledging to teach, preach, support, and to propagate faithfully and to the best of his ability, the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

He shall be recommended by the president and employed by the Board of Directors.

Section 3. Term of Service

His term of employment shall be of indeterminate duration and shall sign a contract each year specifying the condition of his employment.

Section 4. Salary

He shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

He shall assist the executive vice president in directing all student life activities of the Institution. He shall be a member of the Executive Committee and shall work in harmony with and under the supervision of the executive vice president.

ARTICLE VI

DEAN OF SCHOOL OR DEPARTMENT

Section 1. Qualifications

The dean of a school or department must be qualified with administrative experience and educational preparation. He shall be an ordained minister of the United Pentecostal Church International in good standing. His life must be without blot or reproach. He shall be able to organize and direct people and have a thorough knowledge of the problems that young people face.

He shall sign a loyalty form or questionnaire, stating his belief in and pledging to teach, preach, support, and to propagate faithfully and to the best of his ability, the doctrines, standards of holiness, and spirituality as set forth in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

He shall be recommended by the president and employed by the Board of Directors.

Section 3. Term of Service

His term of employment shall be of indeterminate duration and shall sign a contract each year specifying the condition of his employment.

Section 4. Salary

He shall be paid a salary commensurate with his position, which shall be determined by the Board of Directors.

Section 5. Duties

He shall assist the director of academics in directing the academic operations of his school or department. He shall work in harmony with and under the supervision of the executive vice president.

ARTICLE VII

FACULTY MEMBERS

Section 1. Qualifications

The faculty members shall be well qualified both by training and experience to fill their position. They shall have been baptized in the name of Jesus and filled with the Holy Ghost in accordance with Acts 2:4 and Acts 2:38. They must be living a Christian life consistent with the doctrines, standards of holiness, and spirituality contained in the Articles of Faith of the institution. They must be loyal to the institution and a member in good standing of a United Pentecostal Church.

All members of the faculty, whether full-time or part-time, shall sign a loyalty form or questionnaire stating their belief in, and pledging to teach, support, and propagate to the best of their ability the doctrines, standards of holiness, and spiritually as set forth in the Articles of Faith of the institution, without hesitation or reservation. Failure to do so on the part of any faculty member will constitute grounds for instant dismissal.

Section 2. Selection

The faculty shall be recommended by the president and employed by the Board of Directors.

Section 3. Term of Service

Faculty members shall be hired for one year at a time until they have served the institution for three years, after which their term of service shall be of indeterminate duration, so long as their services are satisfactory and needed by the institution. They shall sign contracts each year specifying the conditions of their employment.

Section 4. Salary

Faculty members shall be paid according to the salary schedule adopted by the Board of Directors.

Section 5. Duties

The president of Centro Teológico Ministerial shall prescribe the duties of the faculty.

ARTICLE VIII

STAFF MEMBERS

Section 1. Qualifications

Staff members of Centro Teológico Ministerial shall be qualified to fill their positions. They shall have been baptized in the name of Jesus and filled with the Holy Ghost in accordance with Acts 2:4 and Acts 2:38. They shall be living a Christian life consistent with the Articles of Faith of the institution.

Staff members shall sign a loyalty form or questionnaire, stating their belief in, and pledging to support to the best of their ability, the doctrines, standards of holiness, and spiritually contained in the Articles of Faith of the institution, without hesitation or reservation.

Section 2. Selection

Staff members shall be recommended by the president and employed by the Board of Directors.

Section 3. Salary

The Board of Directors shall determine the salary schedules of the staff.

Section 4. Duties

The president of Centro Teológico Ministerial shall assign the duties of the staff.

ARTICLE IX

OTHER EMPLOYEES

All persons employed by Centro Teológico Ministerial who have any direct involvement with the teaching or instruction of the students, with the subjects taught, or with the school's policies or procedures, shall sign a loyalty form or questionnaire just as the other officers, faculty, and staff.

The executive vice president shall rigidly screen all evangelists, Bible teachers, religious instructors, or Bible lecturers, and shall be fully assured that any person invited to minister to the student body in such capacity shall be doctrinally sound and morally and spiritually qualified. The ministries and lives of such persons must be consistent with and in sympathy with the doctrines, standards of holiness, and spirituality as contained in the Articles of Faith of the institution.

Failure on the part of the executive vice president to do so shall constitute grounds for censure. Repetition shall constitute grounds for dismissal. This provision does not apply to special teachers in nonreligious subjects; it applies only to doctrinal or spiritual teaching.

ARTICLE X

EXECUTIVE COMMITTEE DUTIES

The Executive Committee shall safeguard the interests of the institution at all times and shall represent the interests of the institution before the Board of Directors.

ARTICLE XI

DISCIPLINARY BOARD

The Disciplinary Board shall have supervision of discipline cases referred to them by faculty and staff. They, along with the executive vice president, shall observe and implement the general rules of the institution in accordance with its constitution and policies.

**ARTICLE XII
APPEALS**

Appeals from decisions by the Disciplinary Board in disciplining students, or appeals from the faculty and staff, may be made after reviewing a written case history. The decision of the Board of Directors shall be final.

**ARTICLE XIII
AMENDMENTS**

Any changes of the Bylaws shall require two-thirds majority vote of the Board of Directors with a quorum of 75 percent of its members. They shall submit their action to the District Board, where a simple majority vote will be necessary for ratification.

RATIFICATION

The South Texas District UPCI has convened on this 13th day of April, 2004, and in a duly called District Conference adopted the foregoing Constitution and Bylaws for Centro Teológico Ministerial by a majority vote.



Superintendent
South Texas District UPCI



Secretary-Treasurer
South Texas District UPCI