



**BEULAH HEIGHTS**  

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**UNIVERSITY**

# University Bylaws

Last Amended August 20, 2010

# Beulah Heights University

Formerly Beulah Heights Bible College

## Bylaws



Last Amended August 20, 2010  
Revised Statement of Faith

## **ARTICLE I- NAME AND DURATION**

The name of the corporation shall be Beulah Heights University, Incorporated, and its duration shall be perpetual. The Beulah Heights University, Incorporated, is the successor to the Beulah Heights Bible College, Beulah Heights Bible Institute, and Beulah Heights College, founded in 1918.

## **ARTICLE II- PURPOSE**

The purpose of this corporation is to establish and maintain a co-educational Bible College to educate men and women for Christian ministries on the collegiate level through a program of biblical and theological studies, general education in the arts and sciences, and professional studies in Christian Education, the pastoral ministry, world missions and church vocational areas deemed desirable. Basic in the philosophy of education of Beulah Heights University is the conviction that Christian higher education should be oriented to the Divine Scriptures, the Bible, finding in it its frame of reference and basis for the integration of all knowledge.

## **ARTICLE III - LOCATION**

The location where the principle business of this corporation is to be transacted is the City of Atlanta, in the County of Fulton, State of Georgia, at 892 Berne Street, SE.

## **ARTICLE IV - GOVERNMENT**

This corporation shall be managed by a Board of Trustees, which shall have the management and final settlement of financial and business matters, educational programs and physical facilities.

Officers of the Board of Trustees shall be Chairman, Vice-Chairman, Secretary, and the President of the University. These officers with the addition of one other member of the board shall constitute the Executive Committee of the Board. The Chairman will be elected for a three-year term from the Board of Trustees. He/she may serve an unlimited number of successive terms.

The Board of Trustees shall consist of not less than five and not more than twenty-four members. The Board of Trustees shall be composed of the following members: The Beulah Heights University Alumni Association President; the President of the University, and the remaining number of members shall be elected as deemed necessary and designated by a duly adopted resolution by said board in accordance with these bylaws.

**THE BOARD OF TRUSTEES SHALL HAVE THE POWER TO MAKE SUCH PRUDENTIAL BYLAWS AS THEY SHALL DEEM PROPER, FOR THEIR OWN GOVERNMENT OF THE CORPORATION AND MANAGEMENT OF ITS' AFFAIRS.**

## **ARTICLE V – STATEMENT OF FAITH STATEMENT OF FAITH**

### **God**

There is one God who exists eternally in three persons: Father, Son, and Holy Spirit. God is the almighty Creator, Savior and Judge who governs all things according to His sovereign will and is accomplishing His purposes in creation and in the Church to His glory.

### **The Human Race**

Humanity is the climax of God's earthly creation, bearing His image, designed for relationship with Him, and being the object of His redeeming love. All people have sinned. This result is guilt, death, and alienation from God as well as the defacing of every aspect of human nature. People are unable to save themselves from sin's penalty and power and from Satan's dominion.

### **Jesus Christ**

Jesus, both fully God and fully man, entered history as Savior of the world. He was conceived of the Holy Spirit, born of a virgin, and lived an exemplary, sinless life in perfect submission to the father and in loving relationships with others. He died on a cross, rose bodily, and ascended to heaven where He is advocate for His people and is exalted as Lord of all.

### **Salvation**

Christ's sacrificial death, in which He bore the punishment due to sinners, is the only and all-sufficient basis of God's provision of salvation for all people of every culture and age, expressing His love and satisfying His justice. By God's grace the repentant sinner, through trusting alone in the Lord Jesus Christ as Savior, is put right with God, adopted by the Father into His family and receives eternal life.

### **The Holy Spirit**

The Holy Spirit makes the work of Christ effective to sinners, giving spiritual life and placing them into the church. He indwells all believers, empowers them to love, serve, witness, and obey God, equips them with gifts, and transforms them to be increasingly like Christ.

### **God's Written Word**

The Bible, consisting of the Old and New Testaments, is God's written word, revealing for all people His character and purposes. It is the final authority in all matters relating to belief and behavior. The Holy Spirit moved the human authors of the Bible so that what they wrote is inspired, fully reliable, and without error in all it affirms.

### **The Church**

The Universal church is made up of all who have been born of the Spirit. It finds local expression in communities of believers called by God to worship, fellowship, proclaim the

Gospel, and make disciples among all people, reflect God's character, engage in works of compassion, contend for truth and justice, and celebrate baptism and communion.

### **The Future**

The Lord Jesus Christ will visibly return to the earth in glory and accomplish the final triumph over evil. God will make everything new. The dead will be raised and judged. Unbelievers will suffer eternal punishment in separation from God; believers will enter into a life of eternal joy in fellowship with God, glorifying Him forever.

**Faculty Understanding:** Any faculty member who finds his/her doctrine not in agreement with that of the University is required to refrain from promulgating those doctrinal differences while on the campus of BHU in order to avoid strife within the body of believers. Therefore, all faculty are required to sign the above Statement of Faith indicating understanding and respect.

## **ARTICLE VI- BOARD OF TRUSTEES**

### **Section 1. Term of Office**

Members of the Board of Trustees, with the exception of the University President, and the Alumni Association President, shall serve for a term of three (3) years; and, when a vacancy occurs, the term of the replacement may be for less than three years; therefore, each Trustee may serve a maximum of two (2) successive terms with the right for the Trustee(s) who have rotated off to be re-elected to the Board of Trustees after a period of one year.

### **Section 2. Election of Board Members**

- A. New members of the Board of Trustees shall be elected by two-thirds vote. Incumbent members may be re-elected by a two-thirds vote. When circumstances so demand, a member of the Board may be dismissed by a two-thirds vote.
  
- B. The Beulah Heights University Board of Trustees shall be composed of the following members: The President of the University and the President of the Alumni Association shall be full voting members of the board with the remaining number of members to be elected as deemed necessary and designated by a duly adopted resolution by said Board in accordance with the bylaws.

### **Section 3. Election of Officers**

- A. The Chairman and the additional Executive Committee member will be nominated and elected by written ballot for a three-year term by those members present. These persons will be members of the Board of Trustees at the time of their election.

- B. The Chairman and Vice-Chairman will be elected at the Annual Spring meeting in March, unless circumstances deem it necessary to fill the office in case of a mid-term vacancy.
- C. The Secretary of the Board will be elected from the members of the board and will serve indefinitely or until his/her successor is elected.

#### **Section 4. Quorum**

A simple majority of the Board of Trustees, present in person, shall constitute a quorum for a regular or especially called meeting of the Board except the biannual Board meeting. The quorum at the biannual meeting of the Board of Trustees shall be a majority of the members registered as present at the beginning roll call of the meeting.

#### **Section 5. Qualifications**

Members of the Board of Trustees shall be dedicated Christians who evidence deep spirituality and active love for the work of Christ. They are to be in agreement with the objectives of the University and show active interest in its operation. They must freely subscribe to the Statement of Faith, believing without reservation in the infallibility and authority of the Scriptures.

#### **Section 6. Duties of the Board**

- A. They shall be responsible to determine basic policies of the University and to give general direction in the carrying out of these policies. They shall exercise control through the President, who is the chief executive officer of the University.
- B. They shall elect the President by secret ballot. They shall appoint administrative officers and members of the faculty and staff, upon the recommendations of the President.
- C. They shall be responsible for the conservation and development of financial resources and exercise control over major physical changes and development, investments, budgets, charges and tuition fees.
- D. They shall authorize the curricular program of the University in cooperation with administrative officers and faculty.

#### **Section 7. Duties of Officers**

- A. *Chairman.* The Chairman of the Board of Trustees is to preside at all meetings of the Board and the Executive Committee of the Board; he is to represent the Board in matters of policy and conduct of the University. The Chairman is an ex-officio member of all committees. He may also appoint himself/herself to any committee with voice and vote.
- B. *Vice-Chairman.* The Vice-Chairman of the Board of Trustees shall assume the responsibilities of the Chairman in his absence.
- C. *Secretary.* The Secretary shall maintain records of all board meetings perform official

correspondence in the name of the Board of Trustees and keep up-to-date files on the operation of the University. He shall attest signatures of the other corporation officers whenever necessary and make such reports and statements as may be required by law.

### **Section 8. Executive Committee**

The Executive Committee of the Board of Trustees shall consist of the officers of the Board, Chairman, Vice-Chairman, Secretary, and President of the University as Ex-officio member, and one additional member. They shall meet as often as necessary to transact such business as may arise between Board meetings. The purpose of such meetings will be to monitor institutional operations and authorizing administrative functions requiring Board attention. Minutes of such meetings shall be submitted to the Board of Trustees and actions shall be subject to Board approval (except those coming within stated policies and directives of the Board).

### **Section 9. Time and Place of Meetings**

The Board shall meet regularly at least twice a year. Both of these meetings will be in Atlanta, Georgia in the spring and the fall. The spring meeting will be considered the Annual Meeting. The Board of Trustees may take any action provided for herein through electronics, correspondence or telephonic conference calls, as if assembled at one meeting place, or by unanimous consent, which may serve in lieu of a special called meeting. The Chairman or a majority of members of the board shall have the power to call special meetings.

### **Section 10. Committees of the Board of Trustees**

1. Board members are appointed to committees by the Chairperson of the Board. Board Members will serve on committees for a term of three years.
  - A. Executive Committee - as stated in Bylaws, Article VI, Section 8. This committee shall interview and recommend new members to the board based on the qualification guidelines for approval of board members. They shall also provide an orientation for each new board member. This committee shall also review board policies and all institutional policies that need annual review and make recommendations to the board accordingly.
  - B. Finance, Budget & Investment Committee—The Finance, Budget & Investment committee shall develop and monitor financial plan and budget in cooperation with the President and Vice-President for Business and Finance.
  - C. Planning and Development Committee—The Planning and Development Committee shall work with the Board and President to set goals for development of resources to carry out the mission of the University.
  - D. Educational Programs Committee—Recommend substantive changes such as additional majors, additional degrees, promotion of all faculty in academic rank and/or position as recommended by the President and Dean for Academic Affairs, recommend the

ratification of the employment of all new faculty members to the board, provide the board with information regarding changes and trends taking place in higher education that will impact or benefit our institution and any other duties assigned by the Board of Trustees.

2. The Chairman of each committee shall be responsible to present at the spring meeting of the Board of Trustees a report of progress and their work in developing that facet of the University program.
3. A Board member may serve on more than one committee as directed by the board.

### **Section 11. Board Absentee Policy**

BHBC has two scheduled Board meetings per year. All Board members are expected to attend. Any member, who absents himself/herself from three (3) consecutive regularly scheduled meetings, may be approached by the Chairman of the Board of Trustees to ascertain level of interest and support. Pursuant to the report of the Chairman of the Board of Trustees, such a member may be asked to resign or be removed by an official action of the Board of Trustees.

## **ARTICLE VII- ADMINISTRATIVE OFFICERS**

### **Section 1. Administrative Officers**

- A. Enumeration of officers. The Administrative officers of this corporation shall consist of the following:
  1. President
  2. Chancellor
  3. Vice President and Dean for Academic Affairs
  4. Admissions Director
  5. Registrar
  6. Comptroller & Director of Finance
  7. Director, Student Development
  8. Vice President for Institutional Research & Planning
  9. Vice President for Institutional Advancement and Community Affairs

### **Section 2. President**

#### Qualifications

1. The President shall be a person of Christian stature and integrity.

2. The President shall be in complete accord with the objectives of the University and with the University philosophy of education.
3. The President shall be an executive motivated by the Spirit, an impartial administrator who commands the respect of colleagues, benefactors, and students.
4. The President shall have an earned graduate degree with some training in University administration as well as teaching experience.
5. The President shall possess the qualities of a firm, fair, and diplomatic disciplinarian.
6. The President shall exhibit a strong and pleasing personality with demonstrated talent in the fields of public speaking and community relations.
7. The President shall have some knowledge and experience in the areas of finance and budgeting.

B. Term of Office.

The President shall be elected by the Board and his term of office shall be indefinite. When circumstances so demand, the President may be removed by a two-thirds vote.

C. Duties.

1. The President shall be the administrative head of the corporation under the direction of the Board of Trustees, and shall perform all duties and have all necessary and usual powers of a president of a corporation.
2. The President shall implement Board action relative to the University.
3. The President shall be the chief planning officer of the University with the responsibility to initiate and direct the strategic institutional planning of programs and resource requirements.
4. The President shall govern the administration of all affairs of the University and shall see that the institutional objectives are coordinated, evaluated, and controlled.
5. The President shall direct fund raising and public relations activities in keeping with the objectives of the University.
6. The President shall be responsible for the preparation and execution of the University budget, and shall establish, direct, and review procedures to maintain accounting control of income and expenditures. These procedures shall include an annual review conducted by a Certified Public Accountant.

### **Section 3. Chancellor**

The Board of Trustees reserves the right to appoint a Chancellor for the University if it deems it in the best interest of the University. The Board will decide if such a need exists, qualifications, responsibilities, parameters and terms.

### **Section 4. The Vice President and Dean for Academic Affairs**

#### **A. Qualifications.**

1. The Vice President and Dean for Academic Affairs shall be a person of Christian stature and integrity.
2. The Vice President and Dean for Academic Affairs shall be in complete accord with the objectives of the University and with the Bible University philosophy of education.
3. The Vice President and Dean for Academic Affairs shall have an earned terminal degree with some training in University administration as well as teaching experience.
4. The Vice President and Dean for Academic Affairs shall have considerable training in at least one of the subject matter areas offered by the University.

#### **B. Term of Office.**

The Vice President and Dean for Academic Affairs shall be appointed by the President and ratified by the Board of Trustees. His/her term of office will continue indefinitely at the discretion of the President, providing conditions are mutually satisfactory.

#### **C. Duties.**

1. The Vice President and Dean for Academic Affairs shall be the director of curricular and course planning, including the planning and promoting of improvements within the curricula of the University, the compilation of the descriptions of courses and programs, the preparation and approval of catalogue statements on general and specific requirements, the maintenance of standards of instruction, and the compilation of material for accreditation.
2. The Vice President and Dean for Academic Affairs shall assign teaching tools.
3. The Vice President and Dean for Academic Affairs shall direct the orientation of new faculty.
4. The Vice President and Dean for Academic Affairs shall direct the evaluation of faculty performance and shall make recommendations regarding faculty promotions and retention.
5. The Vice President and Dean for Academic Affairs shall conduct and preside at faculty

meetings.

6. The Vice President and Dean for Academic Affairs shall supervise the academic advising of students and shall handle student requests for exceptions to the academic rules and standards.
7. The Vice President and Dean for Academic Affairs shall supervise textbook adoptions and the Library.

### **Section 5. Other Officers of the University**

- A. Admissions Director, Registrar, Comptroller & Director of Finance, Director, Student Development, Vice President for Institutional Research & Planning, Vice President for Institutional Advancement and Community Affairs shall be appointed by the Board of Trustees upon the recommendation of the President.
- B. Salaries shall be determined in light of economic condition and in conformance to a scale of salaries approved by the Board of trustees.
- C. Terms of office will continue indefinitely providing conditions are mutually satisfactory.
- D. The Comptroller & Director of Finance shall supervise the handling of all monies and other properties of the corporation. He shall be responsible to keep the financial records of the University and to present financial reports for Board meetings. He shall make such reports and statements as may be required by law and perform other duties consistent with his position, which the President or his board may require.
- E. The Director of Student Development shall supervise student housing, space utilization, health services, campus security, campus life and serve as an adviser to all international students. He shall make such reports and submit such budgets as may be required by the President and Board of Trustees. He shall perform other duties consistent with this position as requested. The Director of Student Development shall direct the operation of the bookstore.
- F. The Vice President for Institutional Research & Planning shall supervise all assessment programs of the University in light of the stated mission, goals and objectives of the institution. He shall be responsible for the development and implementation of evaluative tools that will measure the outcomes of all areas of the University. He shall perform other duties consistent with his position as may be directed from time to time by the president and Board of Trustees.
- G. The Vice President for Institutional Advancement & Community Affairs is the chief promotional officer for the University. He communicates the message of Beulah Heights University to the public—Alumni, friends, supporters, potential supporters, current and future students, churches, denominations, ministries, the media, business and industry, the Atlanta

community in general, and the local community in particular, in order to create and maintain mutually beneficial relationships. He shall perform other duties consistent with his position as requested by the President and Board of Trustees.

### **Section 6. Authorization**

The President's Cabinet is empowered to conduct the affairs of the University between biannual Board of Trustees meetings. This authorization is extended to day-to-day operations of the institution and not to include areas under direct purview of the Board of Trustees as described in these Bylaws.

## **ARTICLE VIII- FACULTY**

### **Section 1. Qualifications**

- A. The Faculty shall consist of competent, mature persons of Christian character who have professional skill in teaching. Every teacher shall have an intelligent appreciation for the distinctive goals and processes of a University education. They shall have a Biblical philosophy of education in which knowledge from his/her special field is integrated with the Christian faith. They shall subscribe fully to the Statement of Faith as published by the University. They shall be a spirit filled Christian and be living a consistent Christian life. They must meet the educational requirements as specified by the Board of Trustees.
- B. Any variance of the above must meet with the approval of the President, Academic Dean, and ratified by the Board of Trustees.

### **Section 2. Responsibility**

- A. Faculty members shall be responsible to the President and the Vice President and Dean for Academic Affairs of the University.
- B. They shall demonstrate exemplary Christian lives and give continued evidence of competent Christian scholarship by keeping abreast of contemporary developments in the academic world at large and in their particular teaching fields.
- C. They shall be diligent as Christian teachers with respect to both subject content and teaching methods and also be faithful in discharging such other duties as may be assigned to them.

### **Section 3. Salaries**

The salaries of members of the Faculty shall be determined in the light of prevailing economic conditions and in conformance to a scale of salaries approved by the Board of Trustees.

### **Section 4. Tenure**

Faculty members shall be appointed by the Board of Trustees upon the recommendation of the President working in cooperation with the Vice President and Dean for Academic Affairs. Their position will continue indefinitely providing conditions are mutually satisfactory.

### **Section 5. Faculty Handbook**

Specific details concerning faculty responsibilities, procedure, committees, in-service training, etc., shall be given in a faculty handbook. This handbook shall be compiled by the Administrative officers of the University and ratified by the Board of Trustees. Faculty suggestions will be taken under consideration.

## **ARTICLE IX - STAFF**

### **Section 1. The Staff**

It shall include all regular employees of the University not recognized as members of the faculty.

Members of the staff shall be qualified to fill their respective positions. They shall be living a consistent Christian life; be loyal to the University, and be responsible to the President and the Vice President and Dean for Academic Affairs.

## **ARTICLE X - CORPORATE SEAL**

### **Section 1.**

The seal of the corporation shall be a disc inscribed with the following words: Beulah Heights University Incorporated, Georgia, Corporate Seal.

## **ARTICLE XI- PROPERTY**

### **Section 1.**

All property, real or chattel, shall be taken, held, sold, transferred, or conveyed by the Board of Trustees in the name of Beulah Heights University, Incorporated.

### **Section 2.**

No real or chattel property of the University shall be sold, leased, mortgaged or otherwise alienated without the authorization of a majority approval of the Board of Trustees.

### **Section 3.**

The President and corporate Vice President of the University shall, by affixing their signatures and thereby attesting thereto, have full power and authority to sell, convey, transfer, and encumber any property both real or personal; to borrow money and to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, for the use, benefit, and welfare of the Corporation; to do and perform such other acts and things as herein

delegated to or required of them by the Board with all powers necessary thereof.

**Section 4.**

Upon dissolution of this corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner or to such organization operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the proper court of the county in which the principal office of the corporation is then located, exclusively for the purposes or to such organizations as the said court shall determine which are operated exclusively for said purposes.

**ARTICLE XII – AMENDMENTS TO BYLAWS**

These bylaws may be modified, altered, amended, or rescinded, or new bylaws adopted by the Board at any regular meeting of the Board, by the affirmative vote of two-thirds majority of the Trustees then in office, provided that notice of the Board's intention to modify, alter, amend, or rescind the bylaws, or to adopt new bylaws, shall have been mailed or delivered to each of the Trustees at least one week prior to the meeting, but such notice may be waived only by the unanimous vote of the Board of Trustees.

**Last Amended August 20, 2010**



***Developing Global Leaders through Christ-Centered Education!***

visit **[www.beulah.edu](http://www.beulah.edu)**

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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.