
BAPTIST BIBLE COLLEGE OF THE CARIBBEAN
CONSTITUTION, ARTICLES OF FAITH AND BY-LAWS

Revised, March 2016

Article1 Name

This institution shall be called Baptist Bible College of the Caribbean (BBCC).

Article II. Purpose and nature of institution

Vision

Baptist Bible College of the Caribbean seeks to train and prepare students for service in God's mission fields.

Mission

Baptist Bible College of the Caribbean is an institution of higher learning committed to biblically training, equipping and discipling students to glorify God by fulfilling His perfect will for their lives at home, church, and in the wider community.

Motto

Transforming minds – changing lives – Discipling Servants.

Core Values

- Commitment to Scripture
- Culture of Prayer
- Lifestyle of Glorifying God
- Connection to Community
- Heart of Serving
- Passion for Excellence

Article III Educational Programmes

In order to accomplish its purpose, BBCC shall dedicate itself to providing an academic setting where individuals may grow in the knowledge and grace of the Lord Jesus Christ through the Godly example of dedicated faculty, biblically sound training in doctrine and Scripture, well balanced and academically credible programs of study, the formation of

Godly character through the ministry and application of God's Word to daily life, and a commitment to excellence in personal life and ministry.

BBCC shall offer, primarily, Bachelor degrees on the undergraduate level and such graduate degrees and other training as the faculty may allow. The academic programs offered at BBCC will be focused toward training individuals who feel the Lord has called them to some aspect of the Lord's work or full time ministry. The BBCC will teach from the King James Version (KJV) of the Bible.

Article IV Statement of Faith and Denomination Affiliation

The statement of faith of BBCC must be signed by all board members, Faculty, staff and students of the institution each year.

BBCC is a Baptist Bible College that holds to the established Baptist distinctives and a standard dispensational approach to Scripture. Although Non- Baptist students may attend the college, they must do so with the understanding that the doctrine taught at the college will strongly reflect the Baptist polity and dispensational hermeneutic that is the College's position.

All members of the board and all full time members of the faculty and staff must be committed to Baptist polity and a dispensational approach to the Bible.

Article V Organization and administration

Section One: Constituency

A. Local churches on the Islands of the West Indies

BBCC is dedicated to serving the believers, who make up the local churches on the islands of the West Indies. It is the intent of the College to provide a training base where young people from those churches can be prepared to return to their islands and churches to serve the Lord effectively. It is our stated intent and our fervent prayer that God would use BBCC to raise up a generation of well- trained believers committed to strengthening and serving their sending churches and committed to the planting of new churches throughout the Islands of the West Indies for the advancement of the gospel and the glory of God. Furthermore, BBCC wishes to establish training programs for local churches offered in flexible non-residence program. It is also the desire of the institution to make its resources and facilities available to the local

churches for conferences, camps, retreats and other programs of spiritual benefits to the churches.

B. Island Pastors

Because the pastors of the West Indies are serving on the front lines of ministry, BBCC is especially committed to serving and meeting the needs of these men by providing them with the opportunity for ongoing training in the ministry. Seminars, training sessions and academic programs will be developed and made available to these men as resources permit.

Section Two: Boards and committees

A. Board of Governors

The Board of Governors (Board) shall consist of pastors (no less than three) who shall have administrative, academic, fiscal, material and spiritual oversight of the ministry of BBCC. The chairmanship of the Board shall be alternated every three (3) years. The board will appoint all other boards and committees associated with BBCC and shall appoint the president and executive officers of the institution. All administrators, faculty and staff of the college shall serve at the pleasure of the Board. This board shall be comprised of pastors of supporting churches of like faith and practice in the West Indies. There shall be one member from each Island where there are supporting churches of the BBCC, and these will be alternated every two years. These pastors shall be of Christian character who are willing to commit to the following:

1. Agree with and sign the statement of faith of the BBCC.
2. Guard the spiritual purpose and mission of the institution.
3. Assure that the finances and resources of the institution are being managed in a responsible and blameless fashion.
4. Attend at least one (1) board meeting per year.
5. Appoint the president and executive officers of the institution.
6. Entertain any grievances from the faculty or staff brought against the institution in a fair and impartial manner.
7. Entertain any proposals or motions presented by the Executive Committee.
8. The president of BBCC, or his designate, shall serve on the Board of Governors. The chairman of the Board shall not be the same individual as the president of the institution. All properties, programs and personnel shall be under the authority and control of the Board.

In the event that the College should cease normal operations, the Board of Governors will cease to exist and management of the facilities will be under the control of the Executive Committee that will appoint Trustees and oversee all the operations.

B. Executive Committee

The Executive Committee shall be made up of persons from the local Baptist Churches that support the ministry of BBCC. The Board will appoint this committee whose members will serve at the pleasure of the Board of Governors. Policy matters approved by the Executive Committee must be forwarded to the Board of Governors for ratification. In the event that the College should cease normal operation, the Executive committee will handle the management of the facilities and any functions that will be hosted by the Baptist Churches. Members of this committee will be asked to do the following:

1. Agree with and sign the statement of faith of BBCC.
2. Commit to active prayer support for the ministry of BBCC.
3. Attend the yearly Board meeting at such time as announced.
4. Encourage their church to provide regular financial support for the ministry of BBCC.
5. Actively promote the ministry of BBCC to the young people of the West Indies.
6. Lead their churches to actively participate in special projects or programs of needs that BBCC may have from time to time.

C. Administration

All members of the Administration must be proposed by the president or his designate and approved by the Board. Each officer of the administration must demonstrate Godly character, be of good report, be a member in good standing of a church of like faith and practice and be qualified for the position to which he has been appointed. In addition he/she must sign the doctrinal statement of the institution each year. The salaries of the administration and executive officers shall be provided for from the following two sources: resources and funds from BBCC as the Lord provides and from missionary support raised by the individuals themselves. The BBCC will review salaries annually with a goal of salary improvement for faculty and staff. The administration will consist of at least the following officers:

1. President: who shall be responsible for the overall administration of the institution. In the event of a vacancy in the office of President, the Executive Committee shall appoint a solution on a yearly basis.
2. Vice President/Administrator: who shall oversee all the administrative and financial matters related to personal properties, and non-educational programs.
3. Academic Provost/Dean: who shall oversee all the academic and administrative details related to the educational programs of the institution. He shall also oversee all the promotional and admissions department of the institution.

All officers of the institution shall serve at the pleasure of the Board and be terminated for adequate reasons by a majority vote of the Board. In the event of an administrator

resigning, such resignation should be submitted in writing and would come into effect at the end of the academic year on the day of Commencement.

Article VI. Faculty, Staff and Students

Section One: Faculty

All faculty members serving as full time faculty members will answer directly to the Academic Dean in matters relating to academics and ultimately to the administration and president of the institution or his designate. Each faculty member shall serve at the pleasure of the administration and the Board. Each full time faculty member must be an individual of exemplary character, blameless testimony and deemed qualified by the Academic Dean for his/her teaching position. In addition, each full time faculty member must be a member in good standing of a church of like faith and practice and must sign the doctrinal statement of BBCC. The salaries of the faculty members shall be provided for from the following two sources: resources and funds from BBCC as the Lord provides and from missionary support raised by the individuals themselves. The BBCC will review salaries annually with a goal of salary improvement for faculty and staff. The terms of employment are for one academic year beginning in August and ending after Commencement. These arrangement may be modified as deemed fit by the institution, its administrator and its policies and programs. Griping, divisive behavior, or disobedience to authority will not be tolerated and will constitute grounds for termination. No individual who has been divorced shall be employed as a full time faculty member of the institution.

Section Two: Staff

All staff members will answer directly to the Vice president/Administrator and ultimately to the president or his designate. Each staff member shall serve at the pleasure of the administration and the Board. Each full time staff member must be an individual of exemplary character, blameless testimony and deemed qualified by the administration for his/her staff position. In addition, each full time staff member must be a member in good standing of a church of like faith and practice and must sign the doctrinal statement of BBCC. The salaries of the staff members shall be provided for from the following two sources: resources and funds from BBCC as the Lord provides and from missionary support raised by the individuals themselves. The BBCC will review salaries annually with a goal of salary improvement for faculty and staff. The term of employment is for one year beginning in August. These arrangements may be modified as deemed fit by the administration. All staff members are to demonstrate a positive spirit towards the institution, its administrators and its policies and programs. Gripping, divisive behavior or disobedience to authority will not be tolerated and will constitute grounds for termination.

Section Three: Staff development Policy

BBCC is committed to the support and development of all categories of its staff and recognizes that the efficient and effective functioning of the College depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels.

The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. The College also recognizes that, as an institution concerned with learning, it has a special responsibility to encourage and support learning for all members of staff. The College's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. The College wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the College as a whole.

Eligibility

All members of staff are eligible to apply for financial support for staff development subject to the following criteria:

- The activity is relevant to the job and will enhance job performance
- The activity is supported by the Head of School/ Department, who agrees to release you to attend
- Where the activity takes place during working hours the Department can cover the absence of the member of staff.

Attendance to seminars, training sessions and academic programs will be made available as resources permit. Full details of this policy can be obtained in the Staff Training and development Policy document.

Section Four: Students

Students are to understand that enrollment at BBCC is a privilege and not a right. All students are expected to wholeheartedly support the policies, rules and spirit set forth by the president or his designate, administration, faculty and staff of BBCC as articulated in the student handbook. No student will be retained in the institution who violates the moral standards and conduct set forth in the student handbook. Students are expected to demonstrate the highest standard of moral and spiritual character and maintain a cheerful and positive disposition during their time at the institution. They are to be committed to developing a spirit of excellence in all that they do, striving to do all to the

glory of God. Gripping, divisive behavior, or disobedience to authority will not be tolerated and will constitute grounds for termination. Students who refuse to comply with these requirements are liable to be terminated.

Section Five: Student Body Council

A. The Student Body Council shall be the representative body of the BBCC Student Body for all its legislative, executive, and judicial purposes, and shall represent the interests of the Student Body to the Faculty, the Administration, and the Trustees of BBCC.

B. The Student Body Council shall establish policies and adopt bylaws, to which it shall conform in the discharge of all its responsibilities. The Council shall authorize and, when necessary, organize and control student activities; supervise Council boards and committees and recognized student organizations; allocate, distribute, and supervise Student Body funds; appoint student members of committees; and take such other actions as it judges necessary for the welfare of the student body. Full details of this policy can be obtained in the Student Body Constitution Policy document.

Section Six: Grievances and Appeals

All individuals associated with BBCC will commit themselves to resolving conflicts according to biblical patterns and precedents set forth in the scriptures, specifically, Matt 18. Before initiating the complaint process, the individual is advised to discuss the grievance informally with the person who is the source of the grievance to resolve the matter informally. The administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process.

If private resolution is not successful, then the following procedures and provisions are set in place: (see also the student complaints policy document.)

A. Faculty and staff

All faculty and staff with a legitimate grievance or appeal should present their case to their immediate supervisor for resolution. If satisfaction is not reached, then an appeal should be directed to the full administration. All such appeals should be submitted in writing to the president or his designate, with copies going to the appropriate individuals. If this measure fails to bring satisfaction, a final appeal may be presented in writing by individuals to the Board at the annual board meeting. The decision of the Board will be final.

B. Students

All students with a legitimate grievance or appeal should present their case to the Administrator or designee, responsible for student affairs, if the issue is a non-academic issue. If the issue remains unresolved, then the student may submit a written appeal to the Administration as a whole. The decision of the administration will be final. In the event

of an academic grievance, or if the source of complaint is another student, students should appeal first to the Academic Committee and then to the Academic Dean. The decision of the Academic Dean will be final.

Article VII. Finances

The fiscal year begins July 1 and ends June 30. The president or his designate shall prepare annual reports and submit to the Board at the annual board meeting. A full financial report and disclosure of all the financial dealings and holding of the institution shall be presented to the Board at the annual board meeting.

Article VIII. Property

All properties (land, buildings, vehicles, machinery, equipment and assets owned through purchase, lease or gift) shall be the property of the institution and under the authority of the Board. No major purchase of land, building or major equipment may be done without authorization by the Board. The president or his designate and administration of the college shall be charged with the care and maintenance of all properties of the institution.

Article VIII Closure

In order for the institution to cease to operate as a college, a meeting comprising members of both the Board of Governors and the Executive Committee will come together to pass a resolution of closure by a 2/3 majority vote. Upon such cessation, then the facilities will be made available to the Baptist churches for camps, conferences, seminars, and other ministries. The executive committee will manage the affairs of the institution. The Executive committee will also appoint the Trustees of the institution.

Article X. Amendments

This constitution voids any previous constitution and by-laws of this organization formerly known as Baptist Bible School of the Windward Islands.

This constitution may be amended according to Robert Rules of Order (Article XI - Miscellaneous, section 68.... See attached) and by a 2/3 majority vote of the Board.

Article XI. By Laws

- A. A simple majority vote on items of business shall be deemed in order, except where otherwise stated in the constitution.
- B. All Parliamentary procedures shall be in accordance with Robert Rules of Order.
- C. Teaching Bible classes or Bible ministry related courses shall be limited to men.

- D. All members of the Board of Governors and Board are expected to maintain an active status on those respective boards. Any individual who misses more than two (2) consecutive annual board meetings without valid reasons will be considered inactive. Any member who misses three (3) consecutive annual board meetings without a valid reason will be removed from the board/committee. Any board/committee member who is unable to attend the annual board meeting should communicate in writing to the president of the institution or his designate. All board meetings can be called by the president of the institution or his designate, or by the Chairman of the Board. A notification of no less than one (1) month shall be sent to all parties involved. Normally, the annual board meeting will take place in conjunction with Commencement in May.