

FAITH Home School, Inc.
Families Active In Teaching at Home

Approved June 8, 2015

The Constitution and Bylaws

Article I

Name

The name of the organization shall be FAITH Home School, Inc. (Families Active In Teaching at Home), a non-profit organization.

Article II

Purpose

As Christian home educating parents, our goal is to train our children such that they possess the Godly character and academic skills necessary to fulfill God's calling and live for his glory. We believe that all knowledge should have at its beginning the fear of God and its end, the glory of God.

The purpose of this organization is to provide support to parents who educate their children at home. Support will include field trips; small group meetings for fellowship and encouragement, regularly scheduled large group meetings for information on curricula, special speakers, workshops, and political and legal concerns.

Article III

Statement of Faith

- **We believe the Bible is inspired by God without error and has authority for our lives.**
- **We believe God created the earth and mankind.**
- **We believe that God eternally exists, in three persons: God the Father, God the Son, Jesus Christ, and God the Holy Spirit, all being equal in Power and Glory.**
- **We believe that Jesus Christ is fully God and fully man, born of a virgin, lived a sinless life, was crucified, died and buried, rose bodily from the grave, and now reigns with the Father.**
- **We believe that mankind is sinful by nature, but can be forgiven and changed by faith in Jesus as Savior who gives us eternal life.**
- **We believe that salvation is received as a free gift from God.**
- **We believe the Holy Spirit convicts men of their need of salvation, gives them new life and continues to direct their lives.**

Article IV

Demeanor

Our desire is to honor and serve our Lord Jesus Christ as individuals and as a group. Therefore, our goal is to be above reproach in our manners and demeanor, striving to do good and to conduct ourselves in ways that reflect the character of Christ.

All adults and children attending an activity should be cleanly, neatly, and appropriately attired. Appropriate attire will be defined by the sponsor of a particular field trip, activity, or event.

All children must be accompanied by their parents or other designated adult at FAITH functions. They may not be "dropped off" at an event unless specifically stated that parents may leave their children. The only exception is children of an age to drive themselves.

Children are expected to conduct themselves in considerate and respectful ways that would bring honor to their parents and the FAITH organization and bring glory to Christ.

Specifically, adults and children need to:

- Listen respectfully to all speakers.
- Ask/answer questions respectfully.
- Respect the authority of the adults present and accept discipline and correction when necessary.
- Perform any tasks required of them quickly and cheerfully.
- Use appropriate language. All of our language should be a blessing to others, therefore, there is no place for name calling, vulgarities, or hurtful words.
- End disputes with confession, apology, and forgiveness.

Parents should read and discuss these guidelines with their children before activity. If you or your children are unwilling or unable to abide by these guidelines, please refrain from attending that activity. The adults sponsoring an activity, event or field trip are the final authority during that event.

Article V

Membership

1. Members

A member is a family who is actively or has actively in the past home educated at least one child. Members are given one vote per family and allowed to participate in FAITH sponsored activities including academics and athletics. All members are subject to background checks. Members are required to contribute to the groups' operation, growth and success by serving others in the group in areas such as:

- a. teaching or assisting in classes
- b. planning or facilitating events
- c. serving on committees or on the Board
- d. attending meetings

2. Volunteers

A volunteer is a family or individual who is not currently home schooling but wishes to volunteer in certain FAITH sponsored events and activities, such as athletics. Volunteers have no vote in matters regarding FAITH organization and operation. The Board must approve participation of volunteers in each activity or event. Dues will be waived for volunteers. Volunteers will be required to sign the Statement of Faith.

3. Rights and Responsibilities of Members and Volunteers

- a. Membership is not guaranteed. The Board may, by a majority vote, deny or terminate membership at any time for non-compliance with the Constitution or Bylaws.
- b. Families may become members after completing an application form and paying their dues. By signing the application form, all members agree with the Statement of Faith and will abide by the Constitution and Bylaws of FAITH and policies.
- c. Membership dues shall be paid as a condition of membership and shall be effective for the membership year from June 1st to May 31st. Families joining after January 1st may pay half price for current membership year. These dues are non-refundable.
 - i. Amount of dues shall be set by the board.
 - ii. Dues may be waived, in part or in full, at the discretion of the Board.
 - iii. Board members are exempt from yearly dues.
- d. Members must reapply yearly.
- e. Members shall have access to the Constitution and Bylaws and other FAITH publications.
- f. Members must notify the Secretary in writing for removal of membership.
- g. No homosexual or cohabitating individuals in an unmarried domestic partner relationship are eligible for membership.
- h. No registered sex offenders are eligible for membership.

Article VI

Officers

1. Job Description of Officers

The officers of this organization shall consist of President, Vice-President, Secretary, Treasurer, Communications Coordinator, Athletic Director and Academic Director.

a. The President shall preside over all meetings of this organization at which he is present; call Board Meetings; call special meetings; set the agenda for each meeting; represent the organization to the community; appoint ad hoc committees; and create, appoint and supervise special positions and contact person for information regarding home educating.

b. The Vice-President shall assist the President in the performance of his duties and chair special or ad hoc committees set up by the President. He shall report to the President the activities of those committees. He shall oversee the organization and scheduling of the classes being offered by FAITH. In the absence of the President, the Vice-President will preside at any meetings.

c. The Secretary shall keep the minutes of each business and board meeting of the organization; keep on file all committee reports; conduct general correspondence of the organization; communicate notice of special meetings; make minutes and records available to members upon request; maintain a book containing the Constitution and Bylaws, policies of the organization, minutes and any amendments to these documents, and any organizational correspondence. This current record book should be on hand at every meeting. In the absence of the President and Vice-President, the Secretary will preside at any meetings.

d. The Treasurer will maintain accurate records of all financial transactions of the organization including, but not limited to: deposits, withdrawals, account balances and funds disbursed or reimbursed; prepare reports as needed to present to the membership at meetings, for tax preparation purposes, or budget reports; work with accountants, as necessary, to ensure tax filings and other finance related paperwork is handled appropriately. In the absence of the President, Vice-President, and Secretary, the Treasurer will preside at any meetings.

e. The Communications Coordinator shall compile and distribute information and coordinate all communication to the entire group. The Communications Coordinator shall oversee the website and the events committee.

f. The Athletic Director shall direct athletic activities, supervise the coordination of athletic events and manage athletic department budgets. Outside of these requirements, the Athletic Director will participate in revenue development planning and fundraising. Additionally, the Athletic Director serves as a liaison with sports conference or league

administrators. The Athletic Director may also be in charge of selecting coaches and presenting them to the Board for approval. To do so, the Athletic Director shall assess current and prospective coaches based on team goals, achievements and other parameters in line with the current FAITH Home School's Statement of Faith and the FAITH Home School's Athletic Policy.

g. The Academic Director shall direct academic activities, schedule the classes being offered by FAITH Home School, supervise the coordination of academic events and manage academic department budgets. Outside of these requirements, the Academic Director will participate in revenue development planning and fundraising. Additionally, the Academic Director serves as a liaison with fine arts and academic conferences. The Academic Director will be in charge of selecting Co-op teachers and presenting them to the Board for approval. To do so, the Academic Director shall assess current and prospective teachers based on academic goals, achievements and other parameters in line with the current FAITH Home School's Statement of Faith. The Academic Director shall work closely with Co-op teachers to develop and offer relevant classes.

2. Requirements of Officers

a. Officers must be full members of the organization, actively home educating at least one child, and must have been a member of FAITH in good standing for at least 12 months.

b. Elected officers shall serve for one year. Elections shall be held during the spring semester of each year. The term starts on June 1st and will last until May 31st the following year.

c. Anyone filling an office on the Board shall be subject to censure or dismissal from office by a two-thirds vote of the members of the organization present at a specially called meeting or by a unanimous vote of the other officers of the organization.

3. Selection of Officers

a. A nominating committee, as appointed by the Board, shall provide a list of qualified and willing candidates for each office at the election meeting. The nominating committee shall consist of at least three full members.

b. Nominations will be accepted from the floor provided the nominee is qualified and accepts the nomination.

c. Voting will be determined by a simple majority vote, oral or written.

d. If an officer position becomes vacant in an unexpired term, the position shall be filled by appointment of the Board.

Article VII

Board Organization

1. The President, Vice-President, Secretary, Treasurer, Communication Coordinator, Athletic Director and Academic Director shall constitute the Board of the Organization. Each office of the Board shall be entitled to one vote if present at a Board meeting. Three-fifths of the Board must be present before a meeting can be held and a majority vote of members present is required for approval of an action or choice.

2. The duties of the Board include setting the time, date, place and frequency of general and business meetings; reviewing application for membership; filling vacant officer positions; approving FAITH activities with regard to membership requirements; providing exemptions/exceptions to the rights and responsibilities of membership; approving disbursement of funds; enacting and amending policies; and conducting other business of the organization.

Article VIII

Types of Meetings

1. Board meetings which are attended by members of the Board and called by the President or by two other officers for the purpose of planning and directing the business of the organization.

2. Business meetings which are attended by the general membership for the purpose of conducting the business of the organization.

3. General meetings which are attended by the general membership for the purpose of providing support and information.

4. Special meetings which are attended by the general membership held at a time different from that of any regular meeting convened only to consider one or more items specified in the call of the meetings. Notice of special meetings should be communicated at least one week prior to that special meeting.

Article IX

Compensation

This organization is run by volunteers and does not maintain any employees. Officers shall not receive payment for services other than waiving of membership dues and reimbursement of expenses incurred while fulfilling board duties. Expenses will be approved by a majority vote of the board.

All financial decisions will be made at the discretion of the board. Where a conflict of interest exists for a member of the board on any financial decision, either directly or indirectly, that member shall be precluded from voting on that matter.

Article X Amendments

This constitution and bylaws shall become effective upon approval by two-thirds vote of the members present and voting at a meeting called for that purpose. This constitution and bylaws may be amended by a three-fourths vote of the members present and voting at a special meeting of the organization. Proposed amendment(s) shall be distributed to all members at least one week in advance of the meeting. The amendments may be altered during discussion at that meeting and may still be voted upon.

Article XI Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised; shall direct the organization in all cases to which they are applicable and in which they are not inconsistent with the By-laws and any special rules of order the organization may adopt.