

# **Constitution and Bylaws**

Of

## **FAITH of Northwest Houston**

**(Families Assisting, Inspiring, and Teaching Homeschoolers)**

### Article I. NAME

Section 1.01 The name of this organization shall be FAITH of Northwest Houston, referred to hereafter as FAITH, a not for profit organization that meets in the Northwest Houston area of Texas.

### Article II. PURPOSE and MISSION STATEMENT

Section 2.01 FAITH is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2.02 We are a Christian, parent-led organization that offers a variety of academic and enrichment classes with a primary focus on Junior High and High School courses. We provide Christian homeschool families with a cooperative, economical learning environment to supplement their homeschool experience. Above all, we strive to glorify God.

### Article III. STATEMENT OF FAITH

Section 3.01 WE BELIEVE:

- (a) The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life.
- (b) That there is one living and true God; an infinite, intelligent Spirit, perfect in all His attributes, one in essence but eternally subsistent in three Persons: Father, Son and Holy Spirit.
- (c) In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- (d) That man was created in the image of God, but fell into sin and is therefore lost, and only those who put their faith in Jesus Christ alone, not trusting in any personal works whatsoever, can be saved.

- (e) That salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ, Whose substitutionary death on the cross paid the penalty for man's sin.
- (f) That the ministry of the Holy Spirit is to convict mankind, indwell, guide, instruct and empower the believer for godly living and service.

## Article IV. GOVERNMENT

### Section 4.01 GOVERNING AUTHORITY

FAITH shall have the right to govern itself according to the standards of the New Testament scriptures, "...endeavoring to keep the unity of the Spirit in the bond of peace..." Ephesians 4:3. The governing body of this organization shall be known as its Executive Board and it shall have plenary power to do all things necessary and proper to operate and manage the organization. A Leadership Team shall be appointed by the Board to carry out certain functions of FAITH.

### Section 4.02 QUORUM FOR FORMAL ACTION OF THE BOARD

- (a) Two-thirds (2/3) of the total Board shall constitute a quorum. A quorum shall be present to approve binding decisions or policy changes affecting the organization. If a quorum is not present, a majority of those present may postpone the meeting to another time.
- (b) All Board Members shall be duly notified in advance of all meetings. Each Board member shall have one vote (electronic votes may be accepted). A quorum for changes to the Constitution and Bylaws is 5 out of 7 with a majority vote of 5 required. Meetings to discuss changes to Bylaws require advance notice of at least one week.

### Section 4.03 BOARD DECISIONS

The act of the majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the vote of a greater number is required by this Constitution and Bylaws.

### Section 4.04 INFORMAL ACTION BY THE BOARD

Any action normally taken at meetings of the Board may be taken without a meeting if consent by two-thirds (2/3) of the Board is given. This excludes changes to Constitution and Bylaws.

### Section 4.05 COMPENSATION

Members of the Board shall not receive any stated salaries for services on the Board. Nothing herein stated shall preclude any member from being reimbursed for actual and reasonable expenses incurred while fulfilling Board duties, i.e. travel-related expenses, phone calls, etc., as approved by a majority vote of the Board.

## Section 4.07 MEETINGS

The Board shall meet for regular Board meetings no less than once per quarter. Special Board meetings may be called by the Administrator OR any two other positions of the Board. FAITH members are encouraged to bring written and signed suggestions, questions, problems, or concerns about the operation of FAITH to a Board Member. Members can then request an opportunity to attend a portion of a Board meeting to discuss their concerns. Members desiring to address the Board should make their request to the Administrator along with the topic they wish to discuss, for inclusion on the agenda. The Board reserves the right to go into Executive Session.

## Article V. MEMBERSHIP

### Section 5.01 PARTICIPATION

The qualifications for membership in FAITH of Northwest Houston are:

- (a) Payment of fees,
- (b) Legally home schooling according to Texas state law,
- (c) Agreement and compliance with the FAITH Bylaws, Handbook and Statement of Faith
- (d) Contributes to meeting the goals of FAITH.

### Section 5.02 FEES

Membership and participation in FAITH of Northwest Houston is fee-based.

### Section 5.03 VOTING RIGHTS

General membership has no voting rights but can submit concerns and ideas to the Board for consideration. See Article 4, Section 4.06 for additional information.

### Section 5.04 TERMINATION

Any member can be terminated at any time and without cause by Board decision.

## Article VI. BOARD MEMBERS

Section 6.01 The Board shall be made up of seven (7) members consisting of an Administrator, a Coordinator, a Secretary/Communications Director, a Treasurer, a Primary Academic Director, a Secondary Academic Director, and a Registrar.

### Section 6.02 QUALIFICATIONS

ALL BOARD MEMBERS SHALL:

- (a) Have completed at least two (2) years of home education.

- (b) Be an active, responsible member of FAITH for at least the previous year.
- (c) Submit a brief, written personal testimony of their salvation experience.
- (d) Be an active member in good standing of a Christ centered, Bible believing church (fellowship).
- (e) Personal references are required.
- (f) Oversees assigned Leadership Team members.
- (g) Complete and sign the Conflict of Interest policy, updating annually.

### Section 6.03 JOB DESCRIPTIONS

- (a) Administrator - Oversees overall function of FAITH and specifically all matters regarding host facility
- (b) Coordinator – Assists Administrator with overseeing overall function of FAITH and specifically working with Academic Directors and parent assignments
- (c) Treasurer – Responsible for FAITH finances
- (d) Registrar – Oversees the application and registration process
- (e) Secretary/Communications Director – Responsible for all recordkeeping and general communications with FAITH members
- (f) Academic Directors – Oversees all teachers and students for all classes offered at FAITH

### Section 6.04 TERMS OF OFFICE

Each Board Member shall serve a term of two (2) years from June 1st until May 31<sup>st</sup>. Terms shall be staggered with the Administrator, the Primary Director, and the Secretary/Communications Director being appointed in odd numbered years. The Coordinator, the Registrar, the Treasurer, and the Secondary Director will be appointed in even numbered years. During the transition period, in which the incumbent Board Members are still serving, the NEW Board Members shall work as the incumbent's assistants. No term limits on Board members shall be imposed.

### Section 6.05 APPOINTMENT OF BOARD MEMBERS

The FAITH Board will meet prior to the first class day of the spring semester each year. At this meeting, each Board member must declare her intentions regarding seeking a consecutive term on the Board or resignation. If there are open positions, nominations will be accepted from existing Board Members. The Board will vote to fill open positions, and new Board Members will begin meeting with the Board on the first meeting that immediately follows the vote.

### Section 6.06 VACANCY

A vacancy in any Board position will be filled by the Board for the un-expired portion of the term. All Board members must be present when voting for a replacement Board member. A two-thirds (2/3) majority vote will carry.

- (a) Any member of the Board who is unable to fulfill elected duties may resign by submitting a written letter of resignation to the Administrator.

- (b) Any Board Member may be removed by a two-thirds (2/3) vote of the Board, when, in its judgment, such Board Member has been found to be unable to complete their duties or are in confessional or ethical noncompliance with the Statement of Faith, Handbook, or Bylaws of FAITH.

## Article VII. LEADERSHIP TEAM

Section 7.01 Leadership and committees are appointed at the request of the Board. No committee shall have any power to: fill vacancies on the Board, adopt amend or repeal the Bylaws, amend or repeal any resolution of the Board, or act on matters committed by the bylaws or resolution of the Board to another committee of the Board.

## Article VIII. IRS 501(c)(3) TAX EXEMPTION PROVISIONS

Section 8.01 No part of the next earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Section 8.02 No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## Article IX. AMENDMENTS

Section 9.01 This Constitution may be amended by a majority vote of 5/7 by the Board.

## Article X. DISSOLUTION

Section 10.01 Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501-c-3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed

to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.