



# **Country Christian Co-op**

## **Nonprofit By-laws**

### **Article 1 – Name, Purpose, Location**

Section 1 – The name of this organization shall be Country Christian Co-op.

Section 2 – The mission of Country Christian Co-op is to provide community, support and enrichment classes in an environment that Glorifies God for the Homeschool community in Southern Idaho.

Section 3 – The registered office location of Country Christian Co-op shall be 3823 N 1300 E, Buhl, Id 83316 . The organization may have any number of offices at such places as the Board may determine.

### **Article 2 – Membership**

Section 1 – The organization will have voting members.

Section 2 – Qualification for voting membership include: They must have a Child in the program or have Children who have graduated in the program. Members must be Adults 20 years or older who are currently or have homeschooled their children

Section 3 – Members of the organization shall have the right to one vote on matters regarding Election of Board Members.

### **Article 3 – Board Meetings**

Section 1 – Once monthly on the second Thursday of the Month.

Section 2 – Regular meetings of the Board may be held at such place and time as shall be designated by the standing resolution of the Board.

Section 3 – Special meetings may be called by any board member.

Section 4 – Notice of all meetings shall be provided to each voting member, by email, at least one week prior to the meeting.

Section 5 - Members of the Board may participate in a meeting through the use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another. Members of the Board may vote by e-mail, text or other electronic means.

### **Article 4 – Board of Directors**

Section 1 – The business of the organization shall be managed by a Board of Directors comprised of at

least 5 Board members. The Board is responsible for maintaining the overall policy and direction of the organization. The Board shall delegate responsibility of day-to-day operations. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.

Section 2 – The Board shall meet at least 11 times per year at an agreed upon time and location. Board members shall not miss more than 2 meetings per year.

Section 3 – All Board members shall serve for 2 year terms and can be eligible for re-election indefinitely.

Section 4 – Any Director may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 5 – Any Director may resign at any time by giving notice to the organization.

Section 6 – In the event of a vacancy on the Board (including situations where the number of Board members has been deemed necessary to increase), the directors shall fill the vacancy.

Section 7 – A quorum must be attended by at least 3 of the Board members before business can be transacted or motions made or passed.

Section 8 - The Board of Directors shall hire and fix the compensation of any and all employees which they, in their discretion, may determine to be necessary for the conduct of the business of the organization.

## **Article 5 – Officers**

Section 1 – The officers of the organization shall be President, Vice Chair, Treasurer, Secretary, Health Safety and Communications and Member at Large. The Board of Directors shall appoint each of these officers. The Board may also appoint other officers as it deems necessary.

Section 2 – The Board of Directors shall appoint officers for a term of 2 Years.

Section 3 – Any officer may be removed from office without assigning any cause by the vote of the Board at any meeting of the Board.

Section 4 – Officers of the Board will not be compensated via salary or other benefits for their service as an officer of the Board.

### **Section 5 – Board Chair/President**

The Chair shall convene regularly scheduled Board meetings and shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice Chair, Secretary and Treasurer. The President is responsible for Communications with the facility used for classes, and making sure weekly classes are organized.

### **Section 6 – Vice Chair**

The Vice Chair will chair committees on special subjects as designated by the board. In addition, the Vice Chair will facilitate meetings in the absence of the Board Chair. If the President is unable to attend



the weekly classes, the Vice Chair will be responsible for organizing the classes at the current facility. The Vice Chair is also responsible for ensuring that Parent Involvement is being committed to as stated in the Bylaws in Article 7, Section 7.

#### **Section 7 – Secretary**

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

#### **Section 8 – Treasurer**

The Treasurer shall make a report at each Board meeting. The treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fund raising plans, and make financial information available to Board members and the public.

#### **Section 9 – Health, Safety and Communications**

The Health and Safety Board Member shall make a report at each meeting of the day-to-day safety of the group. They shall be responsible for posting all important scheduling information and notices for the group as needed.

Section 10 – The Member at Large will be a annually voted in Member who has shown significant investment in the organization and involves participating in board meetings, providing input on key decisions, and contributing expertise or guidance on matters relevant to the organization's mission and objectives.

### **Article 6 – Committees**

Section 1 – The Board may create committees as needed, such as fund raising, public relations, and program committees. The Board Chair shall appoint all committee chairs.

Section 2 – No committee shall have any power to: fill vacancies on the Board, adopt amend or repeal the by-laws, amend or repeal any resolution of the Board, or act on matters committed by the by-laws or resolution of the Board to another committee of the Board.

### **Article 7 – Parent and Teacher Rules and Expectations**

#### **Section 1 – Purpose**

1. To glorify God in all we do. 1 Corinthians 10:31 states, "So whether you eat or drink or whatever you do, do it all for the glory of God."
2. To promote a Biblical world view
3. To raise independent, lifelong learners.
4. To Challenge children academically, physically and spiritually.
5. To instill a joy of learning in children.
6. To provide encouragement in the home schooling experience. Hebrews 10:24, "Let us consider how we may spur one another on toward love and good deeds."

Country Christian Co-op provides enrichment classes ONLY. All core subjects are the parents' responsibility.

## Section 2 – Preschool and Elementary Schedule and Expectations

### Preschool, and Elementary School

- Schedule is monthly. Classes for these Grade levels are Enrichment ONLY, we are here to provide a Christian community, enrichment learning and fun! Hands on projects that can be difficult to do at home.

## Section 4 – Middle/High School Schedule and Class Expectations

### Middle/High School

- There are 2 Class terms a year,
  - 1<sup>st</sup> term is from the first week of September to 2<sup>nd</sup> week of Dec (14 weeks)
  - 2<sup>nd</sup> term is from the second week of January to the end of April (14 weeks)
  - May is for Field trips and Life Skills

The Middle/High School classes will be graded to help instill good habits, to keep parents informed and to allow parents to add them to report cards and transcripts if they choose to. However, it is not the Cooperatives Responsibility to see that all the students' requirements are met.

Classes are to be set up as a college class would be, where you have Lecture and Homework. Or they are classes that are LAB focused, to help with things like activities and experiments. Our goal is to come alongside parents to help them with their homeschooling, while they are responsible for all the core requirements.

## Section 5 – Teacher Expectations

1. In case of a teacher's scheduled absence (vacation, surgery, etc.) the teacher will need to give materials to your substitute at least 1 week in advance. The Director needs to be notified 1 week in advance as well
2. In the event of an unscheduled absence (sickness, emergency, etc.) you will need to call the director and your class helper (if applicable) and decide what changes need to be made.
3. As a teacher you will follow all rules and guidelines of Filer Baptist Church
4. Special Guest Teachers – Will be asked to have a background check done, so please give their Name, Number and Email address to the President or Vice Chair at least 2 weeks before they come to teach a special class.
5. They will be required to follow all the rules of the Co-op

## Section 6 - Behavioral Rules and Guidelines

### In Home/Onsite/Offsite

1. Follow all rules given out by Teachers
2. In case of emergency, please go to the back of Large Grassy Area North of Building
3. It is the Parents responsibility to ensure that their children make it to their class. PRESCHOOL and KINDER students MUST be dropped off in their classroom.
4. All students must be picked up by a parent/guardian at the end of the day.
5. If you are leaving before class ends, please let your teacher know in advance, and Sign your student out on the sign in sheets
6. All rooms are off limits without an adult present



7. Be courteous and respectful of your host and/or teachers at all times.
8. Always leave rooms cleaner than you found them.

#### Section 7 - General Guidelines

1. Participation is **required** of all involved. (Parents and Children) Parents must invest in one of the following...
  - a. Teach a Minimum of one class each elective day and be a helper in a second class.
  - b. Sign up as a helper in 3-4 classes/activities each Co-op day.
2. Adult cell phones must be on vibrate; student phones must be left in their backpacks.
  - a. The Teacher may collect student's cell phones at their discretion, upon their arrival to class, and will be returned to them after class is completed.
3. We ask and encourage, that no firearms be brought to campus, unless carrier has their "Enhanced Conceal Carry" Permit. Any firearms on campus **MUST** be in the owner's control at all times, and not left in strollers, bags, backpacks or purses.
4. ALL Adults 18 years and older must have a background check to be on campus.
5. Do not talk when others are talking and be respectful of all adults and each other.
6. All adults are to be addressed respectfully.
7. Cooperate and have a Christ-like attitude, and use your best manners at all times
8. While teachers are teaching, we ask that the adult helpers do not talk to each other but always be ready to assist the teacher in whatever he/she needs.

#### Section 7 - Dress Code

1. Parents and children need to be careful to dress modestly. Shorts, skirts and dresses must be appropriate for a school setting. Acceptable length is two-thirds down your thigh
2. NO skin-tight clothing, see-through clothing, spaghetti strap shirts, halters, midriffs, fishnet tops, plunging neck lines, or split-side skirts.
  - a. (Yoga pants are ok, as long as they pass the "see-through" test.)
3. NO Undergarments showing for girls or boys. Pictures and advertisements on clothing should be godly and not worldly. Ask yourself, "Would I be ashamed for Jesus to see me wearing this?"

#### Article 7 - Statement of Faith and Mission Statement

##### Statement of Faith

We believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ His only Son our Lord, who was conceived by the Holy Spirit, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. He descended into hell; The third day He rose again from the dead; He ascended into heaven and sits on the right hand of God the Father Almighty; who will come again to



judge the living and the dead. We believe in the Holy Spirit, the holy church, the communion of saints; the forgiveness of sins; the resurrection of the body, and the life everlasting.

### **Mission Statement**

1. We Believe in partnering with families
2. We believe education, spiritual, and character development begins in the home and that God designed community to come alongside and work together with parents.
3. We believe that education begins with a solid foundation of God, His Son Jesus and the Holy Spirit. We at Country Christian Co-op are committed to having everything we teach start with a Foundation that is grounded in the Bible. Through our elective classes it is our goal that families are taught and encouraged in a Biblical worldview, integrating Christ into all areas and exemplifying that God's ultimate truth is relevant to our lives today.
4. We believe in Equipping students and families with the skills needed to cultivate a successful understanding of who God has called them to be in school, society, and relationships. Facilitators act as "living curriculum" as they lead from a personal relationship with Jesus.
5. We believe God has called us to be disciples that are adaptable, lead with curiosity, and embrace change with confidence. That each family demonstrate Christ-like character through worship, servant leadership, and personal growth.

### **Article 8 - Indemnification**

Section 1 – The organization shall indemnify any agent of the organization including Directors, Officers, Staff, Parents or Volunteers who was or is a party, or is threatened to be made a party to any proceeding, administrative or investigative, as such a person was or is an authorized representative of the organization. This indemnification against expenses, judgments, fines, and amount paid in settlements actually or reasonably incurred by such a representative of the organization is contingent upon the determination that such person acted in good faith and in a manner he/she believed to be in, or not opposed to, the best interests of the organization. With respect to any criminal proceeding, indemnified persons shall have had no cause to believe that their conduct was unlawful.

Section 2 – To satisfy indemnification obligations the organization may maintain insurance, obtain a letter of credit, act as a self-insurer, create a reserve trust, cash collateral, enter into indemnification agreements, or use any other arrangement whatsoever in such amounts, at such costs, and upon other terms and conditions that the Board shall deem appropriate.

Section 3 – This indemnification shall be made only if the organization shall be advised by its Board of Directors acting (1) by a quorum consisting of directors who are not parties to such action or proceeding upon a finding that, or (2) if a quorum under is not obtainable with due diligence, upon the opinion in writing of legal counsel that, the director or officer has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board of Directors, it may rely as to all questions of law, on the advice of independent legal counsel.

### **Article 9 – Amendments**

Section 1 – These By-laws may be amended when deemed necessary by a  $\frac{3}{4}$  majority vote of the Board of Directors. Proposed amendments must be submitted to the Secretary and Board Chair and sent along with regular board meeting notices.



### **Additional Provisions.**

- a. Upon the dissolution of Country Christian Co-op, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.
- b. Country Christian Co-op is organized exclusively for charitable, religious, and educational purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization 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 the purpose clause hereof.
- c. No substantial part of the activities of Country Christian Co-op shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Conflict of Interest**

Section 1 – Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.





**The \_\_\_\_\_ family, hereby agree that our conduct, conversation and teaching as a member of Country Christian Co-op will demonstrate respect and support of the Co-op's foundational beliefs and rules as outlined in the Bylaws.**

**Signatures**

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_____	_____
_____	_____
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**Date** \_\_\_\_\_