

Bylaws of:
Excelsior! Homeschool Families

ARTICLE I - ORGANIZATION

Section 1 - NAME

The name of this entity shall be Excelsior! Homeschool Families.

ARTICLE II - MISSION

Section 1 – PURPOSE

Excelsior! Homeschool Families is organized to assist families with home-based Christian education by providing religious and educational activities within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2 – SPECIFIC ACTIVITIES

Excelsior! Homeschool Families provides supplemental classes for homeschool families within a broad range of educational subjects, developed and facilitated by member families and volunteers. All classes are taught from a biblical worldview, and in accordance with the Statement of Faith.

ARTICLE III – STATEMENT OF FAITH

Section 1 – THE WORD OF GOD

The Bible, both Old and New Testament is the only inspired, infallible, and authoritative Word of God (II Tim. 3:16-17; II Pet. 1:21).

Section 2 – GOD AND THE TRINITY

There is only one God who exists in eternity in three persons; God the Father, God the Son, and God the Holy Spirit. There are no other Persons in the Holy Trinity (Deut.6:4; II Cor. 13:14; Jn. 1:1-2, 14). He alone is God (Is. 44:6).

Section 3 – SALVATION

Every person is in violation of God's righteous requirements and His holy character by nature and in act and is therefore in need of redemptive salvation through Jesus Christ (Rom. 3:23, 5:12, Eph. 2:1-3).

Salvation is given as a gift, free to every sinner. This gift must be responded to by faith, not by works. Only in the sacrificial death and physical resurrection of Jesus Christ alone is forgiveness of our sins possible and salvation made available for mankind (Acts 13:38-39; Rom. 6:23; Eph. 2:8-9, Eph. Ch. 1).

Bylaws of:
Excelsior! Homeschool Families

ARTICLE IV - BOARD OF DIRECTORS' DUTIES AND AUTHORITY

Section 1 - The Board of Directors (Board) shall have the control and management of the affairs and activities of this organization. However, the Board is expected to seek input from the group on all decisions outside of the scope of normal operations.

Section 2 - The Board shall have all the legal and professional duties allowed under the laws of the State of Idaho.

Section 3 - The Board must respond to communications from the organization within a reasonable amount of time.

Section 4 - The Board may make such rules and regulations covering its meetings at its discretion.

Section 5 - Anyone who wishes to serve on the Board must be actively homeschooling their children. Online programs that are administered at home shall be considered homeschooling. If an officer subsequently ceases to homeschool by putting all their school-aged children in a Public/Private/or Charter school, they must resign their position. It is their responsibility to contact the Director as soon as their decision is made. If they graduate their children and are no longer homeschooling because of that, they are still eligible to serve on the Board, subject to the other voting members' agreement.

ARTICLE V – STRUCTURE OF THE BOARD

Section 1 - The Board shall consist of no fewer than five (5) and no maximum will be set. Growth of the Board will be in accordance with growth of the organization.

Section 2 - Elections: The Board shall consider and vote on adding members to the Board membership. Any member in good standing who meets the member and teacher requirements and has served greater than two (2) years, is qualified to be asked to join the Board.

Section 3 - Removal: A Board member may be removed for cause by a two-thirds (2/3) vote of the Board.

Section 4 - Vacancies: Vacancies on the Board shall be filled by a majority vote of the remaining members of the Board as needed.

ARTICLE VI – OFFICERS/BOARD MEMBERS AND DUTIES

Section 1 - The initial officers shall be as follows:

- i. Chairman
- ii. Secretary

Bylaws of:
Excelsior! Homeschool Families

- iii. Treasurer
- iv. Director

Section 2 - Each officer/Board member shall:

- i. Check Excelsior! communications regularly.
- ii. Attend at least three-fourths (3/4) of all Board meetings.
- iii. Be participants to the selection of any Board replacements.
- iv. May be one of the officers who may sign checks or drafts of the organization as the Board sees fit.

Section 3 - The Chairman shall:

- i. See that all Board members fulfill their respective duties.
- ii. Develop agenda and preside at Board meetings.
- iii. Exercise all duties incident to the office of the Chairman.

Section 4 - The Secretary shall:

- i. Maintain accurate minutes of meetings. The Secretary shall be the custodian of all official records of Excelsior! Homeschool Families.
- ii. See that any certificates required by any statute, federal, state or local requirements are filed.
- iii. Give and serve all notices to Board members of this organization as needed.
- iv. Submit to the Board any and all communications that shall be addressed to her/him as Secretary of the organization.
- v. Attend to all correspondence of the organization.
- vi. Exercise all duties incident to the office of the Secretary.

Section 5 – The Treasurer shall:

- i. Have custody of all funds and shall keep a full and accurate account of all receipts, disbursements, and expenditures.
- ii. Open necessary checking and savings accounts as determined by the Board.
- iii. Place all funds into the designated accounts, excluding those funds that the Board of Directors may cause to be invested in such investments as shall be legal for a nonprofit organization in Idaho.
- iv. Must be one of the officers authorized to sign checks or drafts of the organization.
- v. Provide quarterly financial reports of the organization to the Board at regularly scheduled meetings. Such reports shall be attached to the meeting minutes.
- vi. Exercise all duties incident to the office of the Treasurer.

Section 6 – The Director shall:

Bylaws of:
Excelsior! Homeschool Families

- i. Appoint committee chairs as needed for events or special projects.
- ii. Preside at general meetings of Excelsior! and meetings of the Board in the case of the absence of the Chairman.
- iii. Present a report of the work of the organization at each regularly scheduled Board meeting as the Board deems necessary.
- iv. Appoint all committees, temporary or permanent.
- v. Have such powers as may be deemed necessary and proper for the creation and maintenance of the smooth operation of the organization.
- vi. Exercise all duties incident to the office of the Director.
- vii. Have the ability to contract for such services, goods, and property, real or personal, as is deemed necessary for the smooth operation of the organization.
- viii. The Director is expected to seek input from the rest of the Board on all decisions outside the scope of normal operations.

ARTICLE VII – MEETINGS/LOCATIONS OF BOARD

Section 1 - Meetings of the Board subgroups and/or committees will be held at designated times and locations following proper notification.

Section 2 - Monthly meetings of the Board of this organization shall be held at a time and place to be determined by the Board.

- i. The meetings will be listed on the calendar on the Excelsior! website. Meetings are open to all members in good standing with at least fourteen (14) days prior notice to the Board or in writing with return response.
- ii. A minimum of nine (9) general meetings shall be held each year. These meetings shall consist of a business meeting and such other activities as deemed appropriate by the Board.

Section 3 - Special meetings are meetings not on the regular Co-op calendar.

- i. The Chairman or any two (2) or more Board members may call a special meeting when she/he deems it to be in the best interest of the organization and there are matters of an urgent, important, or time sensitive nature that need to be addressed.
- ii. Notices of such meetings shall be sent at least thirty (30) minutes before the scheduled time. Such notice shall state the reason for the meeting, the business to be transacted at the meeting, the time and place of the meeting, and who called the meeting.
- iii. No other business but that specified in the notice may be conducted at the special meeting unless by unanimous consent of all those present at the meeting.
- iv. Action without a meeting: Action may be taken by unanimous consent of all members of the Board without a meeting in such cases when a meeting is not possible as when immediate action is called for. In such cases, consent shall be determined by e-

Bylaws of:
Excelsior! Homeschool Families

mail votes, which shall be attached as part of the minutes for the next regularly scheduled or special Board meeting.

ARTICLE VIII - COMPENSATION FOR OFFICERS AND DIRECTORS

Section 1 – The Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization’s activities are allowed to be reimbursed with documentation and prior approval. In addition, directors and officers serving the organization in any other capacity, such as staff, are allowed to receive compensation in that capacity as the Board deems fit. Any amount under \$75.00 does not need prior Board approval.

ARTICLE IX– QUORUM OF BOARD

Section 1 - Board Meetings: Two-thirds (2/3) of the members of the Board shall constitute a quorum.

ARTICLE X – MEMBERSHIP

Section 1 - Membership is offered to those families who agree with the above purpose and Statement of Faith, and any future policies adopted by the Board. Parents/guardians shall insure compliance with applicable Idaho statutes pertaining to their child/children’s home education.

Section 2 - Applicants shall submit a completed membership packet to the Registrar.

Section 3 - Members shall annually confirm their continued commitment to this organization’s purpose and Statement of Faith via new membership paperwork.

ARTICLE XI - REQUIREMENTS FOR MEMBERSHIP

Section 1 - Member families must be actively homeschooling at least one (1) child. Online programs that are administered at home shall be considered homeschooling. Each member will have access to by-laws, handbook, and directory by way of the website, and be allowed to participate in Excelsior! Homeschool Families sponsored activities.

Section 2 - Members will agree to abide by these by-laws and any behavior guidelines adopted by the Board/organization.

Section 3 - Members are expected to not engage in behavior that might bring disrepute upon the group or could jeopardize the welfare of our children. Such behavior will be subject to action at the discretion of the Board.

**Bylaws of:
Excelsior! Homeschool Families**

Section 4 - Dues shall be paid as a condition of membership for the family and shall be effective for the fiscal year from July 1st through June 30th. Any changes to the dues amount shall be proposed by the Board members and must be approved by a two-thirds (2/3) majority of the Board members present. Implementation of changes in dues shall be announced to the members prior to the annual registration deadline.

Section 5 - We reserve the right to deny membership in our organization to anyone who is a registered sex offender or has been convicted of a violent crime or act that can be considered a threat to the physical or mental well-being of our members.

Section 6 - The Board may remove or suspend any individual from membership as outlined in Article XII Section 1.

ARTICLE XII – MEMBER REMOVAL

Section 1 - This organization's members are encouraged to follow biblical principles of God's Word (Matthew 18) in an effort to resolve differences. This shall also be the preferred method of addressing a member's noncompliance with the by-laws. Members may be removed upon a two-thirds (2/3) majority vote of the Board at a regular or special Board meeting which has been called for said purpose by the Chairman of the Board. The member cited for removal shall be notified of reasons by certified mail at least ten (10) days prior to said regular or special meeting at which time the removal motion is to be heard with a complaint which shall set forth in particular the reasons for the removal charge. This same method shall be utilized for removal of officers. In such event that a member/members bring removal charges against the Chairman, the Board shall be the recipient of charges and assume the responsibility of notifying the Chairman and presiding over the meeting for consideration of removal.

ARTICLE XIII – TEACHER REQUIREMENTS

Section 1 – TEACHERS

Each teacher is required to turn in a signed Statement of Faith. Excelsior! Homeschool Families is a non-denominational evangelical organization. All teachers are required to instruct from a non-denominational standpoint and in accordance with the Statement of Faith. Background checks are required for all teachers at Excelsior! expense.

ARTICLE XIV – INDEMNIFICATION

Section 1 - Every member of the Board, officer or employee of the organization may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which

Bylaws of:
Excelsior! Homeschool Families

she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the organization. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights that such member of the Board, officer or employee is entitled.

ARTICLE XV – AMENDMENTS

Section 1 - These By-laws may be altered, amended, repealed, or added to by a two-thirds (2/3) majority vote of the Board at a regular or special Board meeting called for this purpose, provided at least thirty (30) days prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken. Notification shall include a written copy of proposed changes. Board members proposing changes to the By-laws shall forward same in writing to the Chairman. The Chairman or the Chairman’s designee shall insure compliance with notification procedure.

Section 2 - Articles may be added, deleted and/or amended upon a two-thirds (2/3) majority vote of the Board members at a regular or special meeting. Board members shall be notified of proposed changes at least thirty (30) days prior to said meeting. Notification shall include a written copy of proposed changes. Board members proposing changes to Articles shall forward same in writing to the Chairman. The Chairman or the Chairman’s designee shall insure compliance with notification procedure.

ARTICLE XVI – DISSOLUTION

Section 1 - Upon the dissolution of Excelsior! Homeschool Families, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities and obligations of the entity, dispose of all of the assets of the entity (if any) as follows:

- i. Assets held by the entity upon conditions requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements; and
- ii. All other assets shall be transferred or conveyed to a state organization, or such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an organization or organizations exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, as the Board of Directors in its discretion determines, subject to the provisions of the By-laws of the corporation and applicable law.

ARTICLE XVII - MISCELLANEOUS

Bylaws of:
Excelsior! Homeschool Families

Section 1 - In order to respect the privacy of Excelsior! Homeschool Families members, no one shall give out membership or individual names to people outside Excelsior! without express consent of those particular individuals. Members are not to use the directory as a source for conducting or soliciting business of any kind even if homeschool related.

Section 2 – Excelsior! officers and members specifically disclaim all responsibility for any liability, loss, injury or risk which is incurred as a direct or indirect result from participating in field trips, events, outings, regular co-op days or any other social program which is set up by the Board and its members.

Section 3 - No activity, publication, or seminar shall be given official endorsement by Excelsior! Homeschool Families or use its name unless approved by a simple majority vote of the Board.