

Family Homeschool Alliance, Inc.
Bylaws

SECTION 1

Name, Location and Type of Organization

1.01 Name

The name of the organization shall be Family Homeschool Alliance, Inc. (FHA).

1.02 Location

The registered office location of Family Homeschool Alliance, Inc. shall be in Paulding County in the state of Georgia. The organization may have any number of meeting places as the Board may determine.

1.03 Type of Organization

Family Homeschool Alliance, Inc. is organized pursuant to the Georgia Domestic Nonprofit Corporation Code.

SECTION 2

Mission, Vision, and Purpose

2.01 Mission

Our mission is to create a space where bonds are formed, and people come together for one purpose: raising and educating children.

2.02 Vision

Our vision is that we are a Christ-centered group that is a fusion between a parent led home study cooperative and tutor led classes for homeschooling families. We desire to strengthen homeschooling families by providing times of close interaction both during and outside of learning times. We work together to achieve excellence by serving each other through our gifts and strengths.

2.03 Purpose

Family Homeschool Alliance, Inc. is a non-profit corporation and shall operate exclusively for educational, and religious 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. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

2.04 Purpose in Detail

This homeschool resource group is organized to provide supplemental educational support and

group/community activities for children and their families. We desire to complement and supplement home education without replacing the home school vision of each individual family by offering three different levels of membership to support the different needs within our community.

Our base membership will be FHA Community Membership. We will also offer FHA Co-op Membership and an FHA Tutoring Program. All three levels will have different levels of commitment involved but share our core mission and purpose.

We aim to:

- To uplift each family in their pursuit and continuance of homeschooling
- To share our resources and experiences with the homeschool community
- To extend opportunities for ourselves and our children to create relationships with others

We believe that parents are responsible for the education and character development of their children.

One of our main goals is to form a community, which enables families, and leadership to support one another in both personal and educational growth. Parental participation is a key component to the community aspect of FHA.

SECTION 3

Membership

3.01 Requirements

Membership to Family Homeschool Alliance is open to all homeschoolers within the general North/West Georgia area. We are based out of Paulding County. For our purposes, “homeschoolers” are defined as families who file a Home Study Program Declaration of Intent Form (DOI) with the Georgia Department of Education and who follow all applicable Georgia homeschool laws and regulations.

Members must fill out all applicable registration forms, pay all fees and sign up for required volunteer hours before membership is finalized. All members must read through and agree to the FHA Rules and Policies Document applicable to the level of membership desired.

FHA is not a voting organization. While polls are taken occasionally and member input is welcomed and appreciated, decisions regarding the direction of the group are made by consensus of the Board.

3.02 Fees and Tuition

Membership, registration, and unit fees are determined by the Board of Directors each calendar year based on budget requirements for each level of membership.

3.03 Terminations

Any member may resign from FHA by a written note to the Registrar. Membership may also be terminated by a majority vote of the Board for failure to act ethically and/or responsibly with regards to the activities and other members of this group.

Terminations, whether voluntary or involuntary, determined before July 31st for FHA Co-Op, and/or *at least two weeks before the start date* of the next unit of the FHA Tutoring Program will be eligible for a complete refund of the FHA Co-Op membership fee and/or the upcoming FHA Tutoring Program's unit fees. All other fees are nonrefundable, including FHA Community Membership fees.

Members returning after termination do not take priority over any other new family wishing to register.

3.04 Lifetime Membership

Lifetime membership may be granted by a vote of the Board of Directors upon meeting all qualifications listed below. The membership will be active for immediate family members and custodial children only, and will include free FHA Community Membership, free FHA Co-op Membership, free registration fees for the FHA Tutoring Program and a 90% reduction of all unit fees. Lifetime membership will continue to be active as long as the family is participating on an annual basis, with no gaps.

To be eligible for consideration of lifetime membership, a family must be a member in good standing and:

- Have a desire to serve the homeschooling community and have shown their willingness and ability to go above and beyond all expectations of regular members
- Have accumulated no less than 700 hours of volunteer time for FHA, *outside* of all normal community, co-op, and tutoring program activities in a single school year, by a single family member
- Turn in a volunteer hour log to be verified by the Board

Terminations may still be determined in the same manner as described above.

SECTION 4

Statement of Faith

Our diverse group reflects a span of different traditions and denominational backgrounds centered around the Christian faith, but we work together with mutual respect. FHA's leadership includes families from several Christian denominations and a variety of local churches. Although we desire the salvation of all, we are not an evangelistic ministry and while classes will be taught from a Christian worldview, we leave specific doctrinal training to parents and churches. All homeschool families, from all backgrounds, are encouraged and welcome to join our community. The board of Family Homeschool Alliance, Inc. are Christians who all hold the following foundational beliefs in common:

- 1) *We believe Jesus is eternal and is the only begotten son of God.*
- 2) *We believe Jesus died on the cross for our sins, was buried, and rose from the dead.*
- 3) *We believe Jesus ascended into heaven and will return at a time known only by the Father.*
- 4) *We believe Christians are to have compassion and love others as Christ loved us and share their faith with others.*

A statement of faith is **NOT** required to join our organization.

SECTION 5

Meetings

5.01 Regular Meetings

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

Notice of all regular meetings shall be provided to each member, by email or text, at least 2 weeks prior to the meeting.

Members of the Board may participate in a meeting through use of conference telephone, Zoom, 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.

5.02 Annual Meetings

The date of the regular annual meeting shall be determined by the Board of Directors who will also set the time and place.

5.03 Special Meetings

Special meetings may be called by any of the board of director members.

5.04 Quorum

The presence of a majority of the directors of the Board currently serving shall constitute a quorum of the transaction of business at all meetings of the Board. The act of a majority of the directors appearing at a meeting at which a quorum is present shall be valid as the act of the Board except in those specific instances in which a larger vote is required by law, by the articles of incorporation or these bylaws.

SECTION 6 Board of Directors

6.01 Responsibilities

The Board of Directors has unlimited power, except as that power may be expressly limited by law, the Articles of Incorporation, or these bylaws. Major policy decisions will be changed or modified by a vote of the Board. Day-to-day operational decisions will be the sole responsibility of the Executive Director with approval of the Board. The Board shall serve to assist FHA's leadership in achieving its goals and purposes; provided however, that the Board shall not authorize Family Homeschool Alliance, Inc. to engage in any activity not permitted to be transacted by the laws of Georgia.

6.02 Structure and Selection

At the first meeting of the Board, the incorporators named in the Articles of Incorporation shall elect the initial Board of Directors. The Board shall consist of no less than 3 and no more than 7 Directors and shall always total an odd number. Directors will serve a 24-month term, or less in cases outlined below. Terms can be extended beyond two years by a vote of the board.

A director shall not be deemed qualified and shall not be deemed to have commenced his/her term of office, or to have any of the powers or responsibilities of a director, until the time he/she accepts the office of director either by written acceptance, or by participating in the affairs of Family Homeschool Alliance, Inc. at a meeting of the Board, and by meeting such qualifications as the Board shall establish. To remain qualified, directors are expected to attend at least two-thirds of all "Regularly Scheduled" meetings as defined above. Directors should not miss more than two consecutive "Regularly Scheduled" meetings and must attend the "Annual Meeting" as defined above.

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 make the selection from current FHA Community Members, and final election will be voted on by approval of a majority of the board of directors.

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

Any Director may resign at any time by giving written notice to the organization. The director shall select their successor and final election will be voted on by approval of a majority of the remaining board of directors.

A quorum must be attended by a majority of the Board members before business can be transacted or motions made or passed.

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 to conduct the business of the organization.

6.03 Compensation

Board Members are not required to pay FHA Community or Co-Op Membership fees but shall receive no compensation for their service on the Board. A Board Member may be reimbursed for his/her actual expenses reasonably incurred in attending meetings and in rendering service to Family Homeschool Alliance, Inc. in the administration of its affairs.

The Executive Director shall be compensated in that capacity, and not as a director on the Board. As such, the Executive Director shall be a non-voting member of the board.

Board Members are not prohibited from holding other paid positions within the organization; however a majority of the board members must not hold paid positions.

SECTION 7 Officers

7.01 Structure and Selection

The officers of the organization shall be President, Secretary, Treasurer, and such other officers as the Board may deem necessary. The Board of Directors shall appoint each of these officers by majority vote.

The Board of Directors shall appoint officers for a term established by the Board.

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

7.02 Responsibilities

Each board member has a fiduciary (i.e., legal) duty to manage the organization and its funds within the purpose/mission of the organization and not for private gain or benefit. The board's job is to govern the organization, be responsible for the management of funds, and be responsible for its programs. Board Members must:

- Read and understand the mission, vision, and governing documents
- Attend board and committee meetings.

- Be informed and prepared to participate in decision-making and oversight.
- Exercise the same care as a prudent person would in the handling of their own affairs.
- Be prepared to put organizational objectives above self-interest.
- Establish and follow written policies concerning conflict of interest situations.
- Disclose personal financial interests when needed/excuse yourself from voting.
- Develop policies that assure the financial responsibility of the organization.
- Keep accurate and complete records of income, expenses, investments, and minutes.
- Develop a budget as a blueprint for program plans and all organizational spending.
- Develop fundraising goals and assist the organization in acquiring adequate resources.
- Understand and comply with governing documents, including bylaws and code of conduct.
- Know and comply with state and federal laws governing non-profit organizations, including registration and reporting requirements.

7.03 Compensation

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

7.04 President

The President shall convene regularly scheduled Board meetings and shall preside or arrange for other members of the Board to preside at each meeting. Provide leadership to the Board by developing the agenda for Board meetings, encouraging the Board's role in strategic planning, appointing the chairpersons of committees (in consultation with other Board members), helps guide and mediate Board actions with respect to organizational priorities and governance concerns. Is to whom the Executive Director is accountable. Reviews with the Executive Director any issues of concern to the Board. Monitors financial planning and financial reports with the treasurer. The President will also be the secondary card holder to the bank account, alongside the treasurer and plays a leading role in fundraising activities. Formally evaluates the performance of staff, volunteers, and informally evaluates the effectiveness of the Board members. Evaluates annually the performance of the organization in achieving its mission.

The President is also responsible to assist in the annual filing of taxes and other IRS dealings along with the Secretary and the Treasurer.

7.05 Secretary

The secretary's main job is communication and keeping the organization's important documents. 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. Works

with the treasurer to meet all required annual filings. Maintains records of the organization's records. The secretary is responsible to assist in the annual filing of taxes and other IRS dealings along with the President and the Treasurer.

7.06 Treasurer

The treasurer's main job is oversight of the finances. Manages or oversees the finances of the organization. Administrates the fiscal matters of the organization including selecting a bank, reconciling bank statements, and managing cash flow. Provides an annual budget to the board for approval. Provides financial statements for board review. Gives a report regularly, keeping the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health. Completes, or ensures the completion of, required financial reporting forms (including the IRS Form 990 and state reports) in a timely manner and makes these forms available for the board's review. Keep a calendar of filing requirements and deadlines. Works with the Secretary to ensure deadlines are all met in a timely manner. Develop and enforce strong internal controls and financial management policies.

7.07 Board Members at Large

Regularly attend board meetings and important related meetings. Volunteers for and willingly accepts assignments and completes them thoroughly and on time. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports. Is an active participant in annual evaluation and planning efforts. Participates in fund raising for the organization.

7.08 Executive Director

The Executive Director's main job is to manage the day-to-day operations and activities of the organization. This is the head staff person. The Executive Director can be a volunteer or a paid staff member depending on growth of the organization and available funds for the fiscal year. The Executive Director shall be hired by vote of the Board. And though the Executive Director shall participate with the Board of Directors and actively attend all meetings and contribute to conversations, they are a non-voting board member and therefore shall not count in the total number of board members.

- Ensures the organization's activities are compliant and in furtherance of its mission.
- Leads, manages, and develops the organization's employees and volunteers
- Develops, implements, monitors, and assesses the organization's programs and activities with the Board.
- Develops, implements, monitors, and assesses sound and compliant financial management practices (including budgeting) with the Treasurer.
- Develops, implements, monitors, and assesses sound and compliant fundraising practices with the Board.
- Partners with the President of the Board to help ensure the Board's directives, policies, and resolutions are carried out.
- Keeps the organization's Board informed of significant developments and concerns.

SECTION 8

Committees

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

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.

SECTION 9

Indemnification

The organization shall indemnify any agent of the organization including Directors, Officers, Volunteers and Members 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.

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.

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.

SECTION 10

IRS 501(c)(3) Tax Exemption Provisions

Upon the dissolution of Family Homeschool Academy, Inc., 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.

Family Homeschool Alliance is organized exclusively for charitable, religious, educational, and/or scientific 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.

No substantial part of the activities of Family Homeschool Alliance 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.

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.

SECTION 11

Conflict of Interest

The Board shall adopt and enforce effective conflict of interest policies which will require the prompt disclosure of any actual potential conflict of interest on the part of directors and all employees of Family Homeschool Alliance, Inc. Such policies shall provide all directors, members, and employees whose positions might place them in conflict-of-interest situations shall be obligated to promptly disclose any such situation and to annually submit a conflict-of-interest disclosure statement to the Board.

- A conflict-of-interest transaction is a transaction in which a director, member or employee has a material interest. A conflict of interest is not voidable if the transaction is not unfair to Family Homeschool Alliance, Inc. at the time it is entered into or approved:
 - In advance by the Board or committee of the Board if:
 - The material facts of the transaction of the director's interest are disclosed or known to the Board or committee of the Board.
 - The interested director is not present for the discussion or vote.
 - The directors approving the transaction in good faith reasonably believe that the transaction is the best interest of FHA and, after exercising due diligence, the directors determine that FHA cannot obtain a more advantageous transaction under the circumstances: or
 - Before or after it is consummated by obtaining the approval of the:
 - Attorney general: or

- The circuit court in an action in which the attorney general is joined as a party.

For the purpose of the above paragraph, a conflict-of-interest transaction is approved if it receives the affirmative vote of a majority of the directors of the Board, or on the committee, to have direct or indirect material interest in the transaction, but a transaction may not be approved by a single director. If a majority of the directors on the Board who have no direct or indirect material interest in the transaction vote to approve the transaction, a quorum is deemed present for the purpose of the vote and action taken under the paragraph if the transaction is otherwise approved as provided in the paragraph.

If the transaction is approved under said paragraph, the minutes of the meeting shall reflect the names of the persons who disclosed the material interests, the nature of the material interest and whether the Board determined there was a conflict, the content of the discussions, including any alternatives to the proposed transaction, and a roll call of the vote.

For the purpose of this section, a person has a “material interest” if the person has, directly or indirectly, through business, investment, or family:

- (1) An ownership or investment interest in an entity with which FHA has a transaction; or
 - (2) A compensation arrangement with FHA or with an entity or individual with which FHA has a transaction or arrangement; or
 - (3) A potential ownership or investment interest, or compensation arrangement with any entity or individual with which FHA is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration and gifts or favors which were substantial in nature.

SECTION 12

Amendments

These bylaws may be amended by a resolution adopted by the Board at the annual meeting or any special meetings of the Board. The amendment shall be effective if it is adopted by a majority of the quorum present in person or by proxy at any such meeting. Any such amendment to the bylaws shall be reflected in the minutes of the meeting of the Board at which it was adopted, and no other notice of the amendment is required to be given to the Board. No person, other than the Board, shall have the power to amend these bylaws.

These bylaws were initially adopted by the Board of Directors of Family Homeschool Alliance, Inc. at the Board’s meeting held on **Friday, July 1, 2022**, and were effective as of that date.

We do also certify that said Bylaws were amended and approved by the board of directors on **Tuesday, August 9, 2022**.

Name of Board President (Please Print)

Date

Signature of Board President

I acknowledge that I am an active Board Member and understand and agree to the terms written in the Family Homeschool Alliance, Inc. Bylaws.

Name of Board Member (Please Print)

Date

Signature of Board Member

Name of Board Member (Please Print)

Date

Signature of Board Member

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