

**BY-LAWS OF**  
**CHRISTIAN FELLOWSHIP HOMESCHOOLERS, INC.**

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**Effective February 17, 2020**

**ARTICLE I**  
**Statement of Purpose**

The purpose of the corporation shall be to further the interests of home education by all lawful means, including, but not limited to:

- (1) providing support and assistance to members of the corporation who are educating their own children,
- (2) providing classes to home educated children, taught by parents in a cooperative effort, or by teachers obtained on a contract basis,
- (3) providing academic challenges and group interaction for home educated children, in an overtly Christian environment, and
- (4) maintaining the fundamental principles of Christian home education, which are parental authority and child-tailored learning. Notwithstanding any other provision of these bylaws, this corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE II**  
**Board of Directors**

**Section 1. Governing Authority**

The governing body of the corporation shall be known as its Board of Directors, and it shall have plenary powers to do all things necessary and proper to operate and control the corporation.

**Section 2. Composition**

The board of directors shall consist of the President, Vice-President, Treasurer, Secretary, Enrollment Coordinator and a number of at-large members. Class development coordinators (CDCs) may also be appointed from the at-large membership or from within the existing board of directors and shall serve a three year term. The size of the board shall be determined by the size of the corporation's membership in a ratio determined by the board. This ratio shall not exceed more than 10 member families to every board member. Members of the Board of Directors shall be parents who are educating their own children and shall be members in good standing of the corporation. Good standing shall mean: 1. Financial obligations to the Corporation or to teachers are consistently paid on time; and 2. The policies and procedures of the Corporation, as adopted by the Board, are consistently adhered to. Any questions regarding good standing shall be resolved by the Board of Directors.

**Section 3. Term of Service**

Terms of service upon the board of directors shall if possible be staggered in such a manner that approximately 1/3 of the at-large members will complete their term of service in any given year. Each member of the Board of Directors shall be elected for a term of three years, or until her earlier resignation or removal, such term commencing

on June 1 after election (until elected to fill an unexpired term). Members newly elected to the board may participate in board meetings during the period between their election and the commencement of their term of office, but may not vote on matters before the board until the commencement of their term of office. Directors may not serve consecutive terms unless the first term served was a partial term. Board membership of any director may be involuntarily terminated by a two-thirds (2/3) vote of the Board of Directors whenever in its best judgment the best interests of the corporation will be served thereby.

#### **Section 4. Manner of Election**

Election of new board members shall be held on the date specified by the Board of Directors. Nominations for election to the Board of Directors shall be submitted to the Board of Directors by members of the corporation, by the date designated by the Board. A member may nominate herself. Candidates shall be interviewed by members of the Board of Directors, if needed. Board members shall be elected by the membership of the corporation, except as provided in Article IV, Section 2 of these Bylaws. Each member family may cast one vote. If the member cannot vote in person, she may send her signed ballot with her designated representative. The number of nominees needed to fill the vacant positions and receiving the most votes of all the votes cast shall be elected to the board.

#### **Section 5. Vacancies**

Vacancies in the Board of Directors caused by the death, resignation, or removal of a member shall be filled by election of a qualified person to serve the unexpired term of the member who has died, resigned or been removed. At the discretion of the Board of Directors, the position may remain vacant until the next regular election of directors. Any director may resign effective upon giving written notice to the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation.

#### **Section 6. Delegation of Authority**

The Board of Directors may delegate to one or more of its members or to any of its officers, agents or employees, or to any of its committees such powers and duties as it may deem appropriate and proper. In the absence of such delegation, either generally or specifically, no member of the Board of Directors shall have any authority to act for the Board of Directors. Each member of the Board of Directors shall have status co-equal with that of each other member, and each member shall have the right to vote on any and all questions coming before the Board of Directors.

#### **Section 7. Compensation**

Members of the Board of Directors serve as volunteers, without compensation. They may however, be reimbursed for actual expenses incurred in the maintenance of their duties.

**Section 8. Executive Directors.** Former board members, who have served two terms as a board director, can be considered executive directors and may meet with the board of directors in an advisory capacity. Executive directors have no vote on matters brought before the board. Executive directors serve indefinitely at their own discretion or until such time as the Board of Directors deems it advisable to end the term of an executive director.

## **Article III Meetings**

### **Section 1. Quorum**

The quorum for all meetings of the Board of Directors, whether regular or special, shall be sixty percent (60%) of the voting members. If sixty percent (60%) of the voting members are present at any time during the meeting, even if not at the beginning of the meeting or not all present at the same time, a quorum shall have been obtained.

### **Section 2. Seventy-percent Board Action**

Every act or decision done or made by 70% of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the certificate of incorporation, or provisions these bylaws or law require a greater percentage or different voting rules for approval of matters by the board.

### **Section 3. Regular Meetings**

Regular meetings of the Board of Directors shall be held at times and places established by the Board of Directors.

### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be held at such time and place as may be specified in the respective notice or waiver of notice thereof. Notice of such special meetings shall be given in writing at least three days prior to such meeting, unless shorter notice is approved by unanimous approval of the board. A board member may waive notice either before, at or after such meeting by signing a written waiver of notice. A board member's attendance at a meeting shall be deemed waiver of notice of the meeting. The President of the Board of Directors may call such meetings on her own initiative but shall be obligated to call such meetings when requested to do so by at least two other members of the Board of Directors.

## **Article IV Officers**

### **Section 1. Designation**

The officers of the Board of Directors of the corporation shall consist of a President, Vice-President, a Secretary, Treasurer, and an Enrollment Coordinator.

### **Section 2. Election and Term of Service**

The President and Vice-President shall be appointed by the Board of Directors at its first regular meeting of the fiscal year, or within a reasonable time after such office is

vacated by death, resignation or removal of a person serving as President or Vice-President, and shall serve for a term of not less than two, but not more than five years, commencing on the date of their appointment. The Secretary, Treasurer, and Enrollment Coordinator shall be appointed by the President and shall serve for a three-year term commencing on the date of their appointment. The Secretary, Treasurer, and Enrollment Coordinator may serve consecutive terms, but must be re-appointed by the President at the end of each term in order to continue serving as officers. Persons appointed as officers need not be members of the Board of Directors prior to such appointment, but upon appointment shall become a member of the Board of Directors. Each officer shall hold office until the expiration of their term; until her successor shall have been duly elected or appointed; until her death or resignation; or until she shall have been removed in the manner hereinafter provided. Any officer may resign effective upon giving written notice of such resignation to the Board of Directors, unless the resignation specifies a later time for the effectiveness of such resignation.

### **Section 3. Removal**

Any officer may be removed by a two-thirds (2/3) vote of the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

### **Section 4. Vacancies**

Any vacancy in the office of President or Vice-President, however occurring, shall be filled by the Board of Directors in accordance with Section 2 of Article IV. Any vacancy in the office of Secretary or Treasurer, or Enrollment Coordinator, however occurring, shall be filled by the President by the appointment of such officer.

### **Section 5. President**

The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. The President shall, when present, preside at all meetings of the Board of Directors and she may sign, with the Secretary or any other proper officer thereunto authorized by the Board of Directors, any contract or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these by-laws to some other officer or agent of the corporation or shall be required by law to be otherwise signed or executed. The President shall act as liaison between the corporation and the host church except where that responsibility has been expressly delegated by the Board of Directors, and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

### **Section 6. Vice-President**

In the absence of the President or in the event of her death, inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to her by the President or Board of Directors.

### **Section 7. Secretary**

The Secretary shall (a) oversee the front desk, paperwork and schedule during class days; (b) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) be custodian of records; and (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to her by the President or by the Board of Directors. The same person may serve as Secretary and Treasurer.

### **Section 8. Treasurer**

The Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipt for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors; and (c) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to her by the President or by the Board of Directors. The same person may serve as Treasurer and Secretary.

### **Section 9. Enrollment Coordinator**

The Enrollment Coordinator shall (a) maintain records of enrollment; (b) provide families their student schedules; (c) provide attendance rosters for all teachers and the front desk secretary; (d) process enrollment change requests; (e) meet with Leadership to finalize all classes; and (f) in general perform all of the duties incident to the office of Enrollment Coordinator and such other duties as from time to time may be assigned to her by the President or by the Board of Directors.

## **ARTICLE V Committees**

Committees consisting of one or more members of the Board of Directors may be established from time to time as appointed by the President or by action of the Board of Directors to consider and report on matters assigned at the time of appointment or action.

## **ARTICLE VI Director and Officer Indemnification**

The corporation shall indemnify any and all of its officers, members of the Board of Directors, or former officers or board members, or any person who may have served at its request or by its election as a board member or officer of the corporation, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been a board member or officer of the

corporation, except in relation to matters as to which any such board member or officer or former board member or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. The indemnification provided hereby shall not be deemed exclusive of any other right to which anyone seeking indemnification hereunder may be entitled under any by-law, agreement, or otherwise, both as to action in her official capacity and as to action in another capacity while holding such office. The corporation may purchase and maintain insurance on the behalf of any director, member, officer, agent, employee or former director, member or officer or other person, against any liability asserted against them and incurred by them to the extent that the corporation would have the power to indemnify her against such liability under the provisions of this Article and the laws of the state of Oklahoma.

## **ARTICLE VII**

### **Members**

#### **Section 1. Membership**

Membership in the corporation shall be available to home schooling parents in the Oklahoma City area who are educating their own children. A family must have one or more K-12<sup>th</sup> grader and at least one year of home schooling experience if enrolling for 6<sup>th</sup> grade and above in order to apply for membership, unless an exception is exclusively provided by the Board of Directors and must be recommended by a committee appointed by the Board to consider such applications and approved by a two-thirds (2/3) vote of the Board at any regular or called meeting. Applicants for membership may be provisionally accepted by the President between meetings of the Board, in exceptional cases. Membership shall not be transferable.

#### **Section 2. Rights and Privileges**

Members of the corporation shall enjoy all of the rights and privileges of membership in the corporation as established by the Board of Directors and the laws of the State of Oklahoma. Members shall be entitled to participate in all activities of the corporation and to represent the interests of the corporation, subject to the authority of the Board of Directors. Members are entitled to vote on the election of the Board of Directors as provided in Article II, Section 4.

#### **Section 3. Duties and Responsibilities**

By submitting an application for membership in the corporation, members agree to abide by all standards, policies, and procedures of the corporation as established by the Board of Directors. Members shall refrain from engaging in any activity which may bring reproach on the corporation or parentally-directed education.

#### **Section 4. Meetings**

Meetings of members may be held at such time and place as designated by the Board of Directors.

### **Section 5. Termination of Membership**

Membership in the corporation may be terminated by members at any time by providing notice of termination to the President, Vice-President or Board of Directors. Continuing financial obligations of a withdrawing member are subject to the policies adopted by the Board of Directors. Membership of any member may be involuntarily terminated by a two-thirds (2/3) vote of the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

## **ARTICLE VIII Additional Provisions**

### **Section 1. Dissolution**

Upon the dissolution of this corporation, its assets remaining upon payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to state or local government, for a public purpose.

### **Section 2. No Lobbying**

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided in Section (h) of the Internal Revenue Code), and this 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.

### **Section 3. No Private Inurement**

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that this 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 this certificate.

### **Section 4. Tax Exempt Purpose**

Notwithstanding any other provision of these bylaws, this corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code."

## **ARTICLE IX Adoption and Amendment of By-Laws**

These by-laws shall be adopted and thereafter amended only by a two-thirds (2/3) vote of the Board of Directors.





## **Statement of Faith**

- A. The Bible in its entirety is the inerrant, inspired, and only word of God. The Bible is the supreme and final authority in faith and life.
- B. There is but one living and true God (Deut. 6:4; Isaiah 45:5,7; 1 Cor. 8:4), an infinite, all knowing Spirit (John 4:24), perfect in all His attributes, one in essence, eternally existing in three Persons—Father, Son, and Holy Spirit (Matthew 28:19; 2 Cor. 13:14)—each equally deserving worship and obedience.
- C. Jesus Christ is God incarnate. He is fully God and fully man.
- D. Jesus Christ was born of a virgin and lived a sinless life while on earth. He accomplished our redemption through the shedding of His blood and sacrificial death on the cross. His death was voluntary, vicarious, substitutionary, propitiatory, and redemptive (John 10:15; Romans 3:34,25; 5:8; 1 Peter 2:24). He rose bodily from the grave on the third day, ascended to the right hand of God, and intercedes for us as our High Priest.
- E. The Holy Spirit convicts, converts, and regenerates sinners to become true believers of Jesus Christ. The Holy Spirit dwells in the believer, teaching and guiding for holy living.
- F. Salvation is wholly of God's sovereign grace through faith in Jesus Christ.

## **Mission Statement and Purpose**

**Mission:** To provide challenging academics and group interaction in an overtly Christian environment facilitated by mentors who love the subjects they teach, while maintaining the fundamental principle of Christian home education: parental authority and child-centered learning.

**Purpose:** Members of the Christian Fellowship Home School Co-op (the Co-op) are dedicated to serving home-schooling families. In the purely voluntary capacity, it is the Co-op's purpose to glorify the Lord Jesus Christ, to promote recognition of Him in all school subject matter, and to encourage parents in training their children "in the way they should go."

### **Implementation of Mission and Purpose:**

1. To provide classes to Oklahoma City Metro Area home-schooled children, taught by qualified parents in a cooperative effort for a monthly fee. Outside "contract" teachers may teach classes that would have an additional monthly fee, if so approved by the Board.
2. A family must have one or more 9<sup>th</sup>-12<sup>th</sup> grader and at least one year of home schooling experience in order to apply for membership, unless an exception is exclusively provided by the Board of Directors.
3. To encourage a Christ-like spirit of tolerance and love by every Co-op parent and child while adhering to the policies, procedures, and educational standards of the Co-op.
4. In order to preserve the Christian principles that the Co-op is based upon, all teachers and board representatives agree to abide by the Statement of Faith in all teaching or administrative responsibilities.