



COLONY



ADMINISTRATIVE COUNCIL

FOUNDERS

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for FICHE Bylaws

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FICHE Support Group Structure Description:

As the Founders contemplated the structure and nature of FICHE, they envisioned a picture of the way God created a living coral reef to function, as illustrated on the cover of these bylaws. Pictured as the substrate (sand), the Founders provide the base essential for forming our new group, and along with the Administrative Council, the support necessary to keep the colony (group) functioning in a healthy manner. Of the Administrative Council, the Presidential Team functions as "live rock" to help anchor the various coral (groups and activities) that will grow in our colony. And behind it all, unseen in this picture but absolutely essential in providing life and food to the coral, are the phytoplankton (members).



Founders' Letter of Intent

As we have endeavored to lay the basic foundation for FICHE, it is our desire that the purpose behind the formation of this group and our intent concerning the nature of its leadership (including the interpretation of the the bylaws), both present and future, be very clear.

First and foremost, as a Christian-based group, our desire is that FICHE will always be God-honoring. We have strived to structure FICHE in such a way that this is reflected. Our bylaws, policies and procedures all exist as a means to maintain an atmosphere within our group that is consistent with the holy standards the Lord has given us in His Word. We know that everyone will not always agree with every minute detail, but our aim is that these will provide a biblical framework to guide us as we grow and mature as a group. However, these are not intended to be interpreted in such a legalistic or strict manner that they become a noose, strangling the life from our group. We must always remember the most important of God's commands: to love - first Him, and then one another. The letter of the law is necessary to provide the framework and structure, but the spirit of the law (grace and love) is necessary to allow us to grow and thrive within that framework.

The second most important facet to our foundation is servanthood. (See Matthew 20:25-28.) As with any group, it is necessary to have leaders to provide structure, cohesiveness and general direction for the group as a whole. It is our prayer, though, that the leaders will always remember that they are in their positions for the purpose of serving their fellow FICHE members. It is essential to remember that the members are FICHE, and it's not just an institution to be ruled over. Philippians 2:3-4 says, "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." This is the attitude we desire from all of those who are currently serving and will in the future serve/lead FICHE in any capacity. It's also our intention that the leadership will be open, honest and transparent concerning their supervisory actions, and that the general membership will always have the confidence that their voice will be heard in matters that concern them. It should also be noted that we want those who feel called to serve FICHE (in any capacity) to have the freedom to do so in a manner that best suits their gifts, talents and preferences, always in keeping with biblical standards, yet without being hindered or stifled by superficial and unnecessary rules and regulations. We have purposefully chosen a "from the bottom up" approach in the structure of this group to remind us what our group, and specifically servant-leadership, is about. (Romans 12:10, 1 Corinthians 10:24)

We, the Founders of FICHE, have prayerfully considered these aspects and specific intentions as we have worked to provide the basic structure of this group. Now the Administrative Council, with general oversight from us as needed, should be set to provide the support necessary for our members to create, coordinate and facilitate the opportunities and activities they desire from their support group to enhance their homeschooling experience.

Mr. & Mrs. Bob Dugas
Bob & Michelle Dugas

Mr. & Mrs. Dunn
Neal & Jennifer Dunn

Mr. & Mrs. Hanner
Darrel & Terri Hanner

Christy Maddox
Jason & Christy Maddox

Mr & Mrs Miles
Matt & Theresa Miles

Mr & Mrs James Miller
James & Heather Miller

Mr & Mrs. Gary Pearn
Gary & Donna Pearn

Mr & Mrs. William Smith
Bill & Jennifer Smith

Ms Sonda Wilson
Jeff & Sonda Wilson

Written by Theresa Miles
April 2014

FICHE Bylaws

Adopted July 2014

First Revision April 2018

Article I. Name

The name of this group is Fellowship of Independent Christian Home Educators, hereby known as FICHE (pronounced “fish”). FICHE is a support group for constitutional home educating families. FICHE is a non-profit organization.

Article II. Purpose

A.) Mission Statement

FICHE provides support for our home educating community through social, cooperative, and educational opportunities that encourage families to be obedient to His Word by teaching their children His ways. "And he said unto them, Follow me, and I will make you fishers of men."
Matthew 4:19

B.) Vision Statement

To be a grace-filled community of constitutional home educators whose member families actively serve and support one another through Christ-centered relationships and Biblically-based mentoring.

C.) Goals

- 1.) To provide an array of opportunities, both educational and recreational, for our member families to experience.
- 2.) To equip and assist member families with some of the necessary and elective tools desired to complete the term of education at home.
- 3.) To help ensure that the responsibility and blessing of education remain in the home with the parents directing the individual course of study for each child. FICHE does not hold any responsibility for educating any student.

D.) Statement of Faith

Preface: Our Statement of Faith concerns the Person and Work of Jesus Christ (the Gospel) revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5) which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity (Rom. 15:7).

- 1.) We believe the Bible to be the inspired and only infallible Word of God, inerrant in the autographs (II Tim. 3:16, II Peter 1:20-21).
- 2.) We believe God is one being Who eternally exists as three persons, Father, Son, and Holy Spirit. All of the persons are equal in power and glory (Matt. 28:19, II Cor. 13:14).
- 3.) We believe Jesus Christ is fully God and man (John 1:1, 14), born of a virgin (Matt. 1:18), sinless in His life (Heb. 4:15). He died on the cross as a substitution for sinful men (Heb. 9:15). He rose bodily from the grave (John 20:1-9, 24-31, Acts 2:24) and now reigns with the Father (Acts 2:33, Heb. 10:12). He will return visibly and personally to the earth both in salvation and judgment (Acts 1:11, Heb. 9:28, Matt. 24:35).
- 4.) We believe all humans are sinful by nature (Rom. 3:23, 5:12) and can only be forgiven by repentance and statement of trust in Jesus as Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7).
- 5.) We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is

enabled to live a godly life (Romans 8:1-17).

6.) We affirm the biblical definition of marriage as the union of one man and one woman (Genesis 2:24, Mark 10:6-9).

7.) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) - AFCL "So God created man in His own image, in the image of God created he Him; male and female created He them." Genesis 1:27

Article III. Membership

- A.) Membership is required for participation in any FICHE communications, activities, events, clubs, co-op, or other classes, etc.
- B.) Membership is restricted to families who are currently constitutionally home educating at least one child. Exceptions can be made, per the administrative council, for former home educators, or when a legitimate request is presented.
 - 1.) New FICHE Members must attend a brief meeting with some of the Administrative Council. Referrals from current members are encouraged, but not required.
 - 2.) Members must submit correct paperwork/information and dues.
 - 3.) Members agree to follow all listed FICHE Statement of Faith, Codes of Conduct, and Policies and Procedures.
 - 4.) The Administrative Council and/or Founders Committee reserve the right to determine membership eligibility.
- C.) FICHE is a support group for families currently home educating their children. We are unable to support families using public school-at-home programs. These include, but are not limited to K-12, Epic, Calvert, etc. Those currently using or considering this mode of education, but still desiring to be a part of FICHE support group, are encouraged to contact us.
- D.) Guests
 - 1.) FICHE Members are occasionally allowed to invite guests to certain activities, events, or classes with the prior permission of those coordinators.
 - 2.) FICHE Members are required to ensure that their guests know and adhere to all FICHE Statement of Faith, codes of conduct, and Policies & Procedures while in attendance. Members will be held responsible if their guest violates FICHE policies or guidelines.
- E.) Terms and Dues
 - 1.) Membership terms and dues are annual.
 - 2.) Annual dues will be determined by the current Administrative Council.
 - 3.) Current members are those who have paid their annual dues and are in compliance with all FICHE policies and procedures.
 - 4.) Scholarships will be provided for families in hardship situations and any widow/widower. These can be requested by contacting any FICHE Founder, Leader, or Treasurer.
- F.) Membership Denial or Removal
 - 1.) The FICHE Administrative Council and/or Founders' Committee reserve the right to deny membership to any family based on these criteria:
 - a) Not currently home educating any children
 - b) Biblical grounds are given by current FICHE Member or Founder and confirmed by the Administrative Council and/or Founders' Committee
 - c) Conviction of a felony that the Administrative Council and/or Founders' Committee deem a possible safety issue for our member families

- 2.) The FICHE Administrative Council and/or Founders' Committee reserve the right to revoke membership of any family, but only after exhausting all possible means of restoration based on the Biblical principles outlined in Matthew 18:15-17. Removal can be based on any of the following criteria.
 - a) Continuous violations or blatant disregard of these listed bylaws or any additional guidelines set forth in a specific FICHE event, class, club, or activity
 - b) Any continuous activity in direct opposition to the Bible
 - c) Conviction of a felony that the Founders deem a possible safety issue for our member families
 - d) Any other reason deemed necessary for the safety and/or preservation of the Christian foundation of FICHE
- 3.) Membership denials or removals require a 2/3 majority vote by the voting Administrative Council and/or Founders' Committee.

Article IV. Meetings

- A.) Membership meetings/events will be scheduled at the discretion of the Presidential Team or Administrative Council.
- B.) Members can request a meeting with the Administrative Council at any time.
 - 1.) Such a meeting must be requested by a minimum of 10% of membership and must be submitted in writing.
 - 2.) The Administrative Council must honor this request with a meeting for General Members within one month of request received.
 - a) Failure to honor members with a meeting in this timely manner is automatic forfeiture of leadership position.
 - b) Founders can be requested to be present at the meeting as mediators, according to Article X, Section B.5.
- C.) Members are free to contact and request personal meetings about any ideas or concerns at any time with any Leader or Founder.
- D.) An annual meeting should be held each summer with the active Founders' Committee and new Administrative Council after elections are completed. This meeting will be for the purpose of continuing to preserve the history and original Christian intent of the FICHE support group. This meeting is not open to general membership.

Article V. Essential Support Positions

Various support positions are needed each year to ensure the success of the support group. These can be filled by individuals. Spouses are not required to serve; however, spousal support and agreement is a must, if such individual is married.

- A.) Teachers, Directors of Activities and Clubs, Co-op Administrators
 - 1.) Duties
 - a) Be willing and able to teach the class or organize the activity/club they are offering
 - b) Keep accurate records of attendance of students and any monies collected for the expense of the class or the activity/club
 - c) Communicate details to the parents, students, leaders, newsletter editor, webmasters, as requested
 - 2.) Tenure

Members are allowed to continue teaching class(es) or overseeing event(s) as long as all FICHE Bylaws and Policies & Procedures are being honored.

3.) Qualifications

- a) Must be interviewed and approved by President and another person(s) from the presidential team and/or administrative council.
 - i) Co-op teachers will be approved by the co-op administrators.
 - ii) Athletic coaches will be approved by the athletics directors.
- b) Must sign and agree to abide by our FICHE Statement of Faith for current year

B.) Coordinator or Organizer of Events or Activity

1.) Duties

- a) Be willing and able to organize the event they are offering
- a) Keep accurate records of attendance of students and any monies collected for the expense of the event
- b) Communicate details about the event to the parents, students, leaders, newsletter editor, webmasters, as requested

2.) Tenure

Coordinators or Organizers are allowed to continue to organize events as long as all FICHE Bylaws and Policies & Procedures are being honored.

3.) Qualifications

Must be approved by President and another person(s) from the presidential team and/or administrative council.

C.) Additional Support Positions

These positions include, but are not limited to, newsletter editor, yearbook editor, website assistants, class assistants, directory compilation, etc.

1.) Duties

- a) Be willing and able to perform the task(s) they have offered to complete
- c) Communicate details about the task(s) to the leaders, newsletter editor, webmasters, as requested

2.) Tenure

Support Positions are allowed to continue to perform their tasks as long as all FICHE Bylaws and Policies & Procedures are being honored.

3.) Qualifications

Must be approved by President and another person(s) from the presidential team and/or administrative council.

D.) Removal of Support Position Member

- 1.) The Administrative Council will initiate disciplinary action with any Support Position Member if they begin to act in violation of group guidelines or fails to properly perform functions required by that position. The first step will be disciplinary action based on Matt. 18:15-17.
 - a) Members can request disciplinary action by contacting any of the Founders or as outlined in Article V. Sections B or C.
- 2.) The severity of the mistake or behavior will determine the number of opportunities given for repentance and correction. (maximum of 3)
- 3.) A 2/3 majority vote of Administrative Council is required to remove a person from any Support Position.

- 4.) The Administrative Council shall determine how to fill the vacancy created by a removal.

Article VI. Presidential Team

The FICHE Presidential Team shall consist of one President and at least one Vice-President. These positions are comprised of husband-and-wife teams, although only one spouse is required to fulfill the duties. It is highly recommended that the Presidential Team be comfortable with each other and able to work together closely. The Treasurer and Secretary assist and work closely with the President and Vice-President.

A.) Duties of President and Vice-President

- 1.) Be willing and able to be contacted by and help those seeking information about our group, homeschooling in general, and by other support group leaders
- 2.) Ensure that all activities, events, co-ops, and classes are in keeping with all FICHE Bylaws, Policies and Procedures
- 3.) Assist coordinators and directors of various activities, etc., as needed, in scheduling dates, determining details, setting fees, and marketing activity to members (Ref. Article VI Sect. 3)
- 4.) Ensure that the day-to-day functions of the support group are being conducted according to planned schedule
- 5.) Be a liaison between members and the Administrative Council and Founders' Committee
- 6.) Be active in and at the group's various activities and events and communicate freely with general members (Leaders are not required to attend every event, activity, etc.)
- 7.) Pray for the members and other leaders of FICHE
- 8.) Serve as a liaison between FICHE and other local support groups and home education organizations
- 9.) Additional duties of President are as listed:
 - a) Lead any member meetings and/or select others to assist in doing so
 - b) Preside over the meetings of the Administrative Council
- 10.) Additional Duties of Vice-President(s)
 - c) Be willing to assume the role of President in their absence or time of need

A.) Tenure of President and Vice-President(s)

The term of President and Vice-President(s) will be 2 years. Those desiring to serve another term are required to re-enter the nomination process. This includes any Founders desiring to fill the position.

B.) Qualifications for President and Vice-Presidents

- 1.) Must be a married couple (Only one spouse is required to fulfill the duties, but both must be willing to attend Administrative Council meetings.)
- 2.) Minimum of 3 years home educating at least one child
- 3.) Minimum of 2 years membership in FICHE for President; 1 year for Vice- President
- 4.) Must be currently home educating all school-aged children (Exceptions will be made for children with special needs.)
- 5.) Must sign and agree with FICHE Statement of Faith, renewed and dated for current school year
- 6.) Must be regularly attending a fellowship or Bible study of the Christian faith (Hebrews 10:25)
- 7.) Must have demonstrated a life of ministry and servanthood within our support group
- 8.) Must be willing and able to Biblically address any issues that arise during term

C.) Duties of Treasurer or Assistant Treasurer

- 1.) Keep records of all membership accounts, both paid and scholarship members
- 2.) Keep accurate accounts of all monies in the FICHE account
- 3.) Request bi-annual reports of any other accounts associated with FICHE, such as, co-op, graduating classes, etc.
- 4.) Present a printed and reconciled report of all accounts for quarterly Administrative Council meetings (Treasurer does not hold voting rights unless already an Administrative Council member.)
- 5.) Assist the Presidential Team with any other monetary needs, such as the payment of expenses
- 6.) Ensure the proper paperwork or report(s) are filed with the IRS after the close of each fiscal year.
- 7.) Complete donation letters to each financial donor after the end of each calendar year.

E.) Duties of Secretary/Secretaries

- 1.) Obtain, record, and maintain membership records for all FICHE Members
- 2.) Fulfill any correspondence needs for the group, as requested by leadership
- 3.) Assist, as needed, in the publications of the Member Directory, newsletters, website updates, and other, etc.
- 4.) Attend and record the minutes of all Open Session meetings of the Administrative Council (Secretary does not hold voting rights unless already an Administrative Council member.) These minutes will be presented to the Administrative Council for approval and edits before being posted for the Members.
- 5.) Assist the Treasurer with end-of-year donation letters, if needed.

F.) Tenure of Treasurer and Secretary

- 1.) Each year, the President and Vice President will evaluate the Treasurer and Secretary to determine if they continue or if the position(s) should be filled by someone new.

G.) Qualifications for Offices of Treasurer and Secretary

- 1.) Must be appointed by the President and/or Vice President
- 2.) Minimum of 2 years membership in FICHE for Treasurer; 1 year for Secretary
- 3.) Must be currently home educating all school-aged children. (Exceptions will be made for children with special needs.)
- 4.) Must sign and agree with FICHE Statement of Faith, renewed and dated for current school year
- 5.) Must have demonstrated a life of ministry and servanthood within our support group

H.) Removal of any Officer

- 1.) The Founders' Committee will initiate disciplinary action with an Officer when he/she begins to act in violation of group guidelines or fails to properly perform functions required by that position. The first step will be disciplinary action based on Matthew 18:15-17.

Members can request disciplinary action by contacting any of the Founders, or as outlined in Article V. Sections B or C.
- 2.) The severity of the mistake or behavior will determine the number of opportunities given for repentance and correction; but three is the maximum.
- 3.) A 2/3 vote of voting Founders is required to remove any Officer.

- 4.) The Founders' Committee shall determine how to fill the vacancy by utilizing one of the following solutions based largely on the duration of the term remaining:
 - a) Hold new elections for President or Vice-President; new appointment for Treasurer or Secretary
 - b) Appoint a couple from the Administrative Council to complete the term
 - c) Appoint a Founder couple to complete the term

Article VII. Administrative Council

The Administrative Council shall be comprised of 6 husband-and-wife teams, plus the President and Vice President. Each husband-and-wife team shall comprise of one vote only.

A.) Duties

- 1.) The duties of the Administrative Council shall be as listed:
 - a) Annually review the listed Member Guidelines/Policies and Procedures
 - b) Assist the Presidential Team with any needs or issues that arise throughout the year.
 - c) Be active in and at the group's various activities and events and communicate freely with general members. (Leaders are not required to attend every event, activity, etc.)
 - d) Pray for the members and other leaders of FICHE
- 2.) This council shall meet at least four times a year, quarterly is suggested.
 - a) All Open Session meetings will be open to general membership. Minutes of open meetings will be posted for all membership to review.
 - b) Members desiring to present a topic at one of these meeting should contact any of the Administrative Council Members prior to the meeting.
 - c) Meetings will be conducted as informally as feasible. If procedural conflicts arise, the Modern Edition of Robert's Rules of Order will be used as a guide.
 - d) Executive Session meetings will be held when disciplinary or other sensitive issues arise.
 - i) Executive Sessions will not be open to general membership; no minutes will be posted for general membership to view.
 - ii) All Founders must be notified about upcoming Executive Session meetings. Founders are free to attend all Executive Session meetings.
 - e) Each Administrative Council couple is required to attend 2/3 of the annual meetings. Only one spouse attending fulfills this requirement.
 - f) All Administrative Council meetings require a quorum of 2/3 representation of Council couples to conduct official business.
 - g) All Administrative Council votes require a 2/3 majority vote of the entire Council to pass.
 - h) Founders are allowed to vote on topics as they desire. However, their presence does not negate the required quorum.

B.) Tenure (excluding the Presidential Team)

- 1.) The term of Administrative Council Members will be 3 years. Those desiring to serve another term are required to re-enter the nomination process.
- 2.) Administrative Council Members will serve on a rotation in which there will be 2 positions each year to be filled.
- 3.) Active Founders reserve the right to by-pass the nomination and election process and serve on the Administrative Council themselves, excluding the Presidential Team positions.

C.) Qualifications for Administrative Council Couples

- 1.) Must be a married couple, with both being willing to attend meetings
- 2.) Minimum of 2 years home educating at least one child
- 3.) Minimum of 1 year membership in FICHE
- 4.) Must be currently home educating all school-aged children (Exceptions will be made for children with special needs.)
- 5.) Must sign and agree with FICHE Statement of Faith, renewed and dated for current school year
- 6.) Must be regularly attending a fellowship or Bible study of the Christian faith (Hebrews 10:25)
- 7.) Must have demonstrated a life of ministry and servanthood within our support group
- 8.) Must be willing and able to Biblically address any issues that may arise during term
- 9.) Married members of the Administrative Council must serve together as one unit. They are ineligible to fill two leadership positions, such as, one as Vice-President and one as Council Member. They are still free to fill support positions, Secretary, or Treasurer as desired.

D.) Removal

- 1.) The Founders' Committee will initiate disciplinary action with an Administrative Council Member when he/she begins to act in violation of group guidelines or fails to properly perform functions required by that position. The first step will be disciplinary action based on Matthew 18:15-17.
 - a) Members can request disciplinary action by contacting any of the Founders, or as outlined in Article V Sections B or C.
- 2.) The severity of the mistake or behavior will determine the number of opportunities given for repentance and correction; but three is the maximum.
- 3.) A 2/3 majority vote of Founders is required to remove an Administrative Council Member.
- 4.) The Administrative Council shall determine how to fill any mid-term vacancy by utilizing one of the following solutions determined largely by the duration of the term remaining:
 - a. Hold new elections
 - b. Appoint a Founder couple to complete the term

Article VIII. Nominations and Elections

Each spring, all open fall positions and their job descriptions and duties will be publicized for all members via all ways possible. These positions are open and available to all qualified members.

- A.) Members can nominate other members they consider suitable to serve in any specific position.
- B.) Members can nominate themselves for any position they consider themselves suitable.
- C.) An application will be given and must be completed and returned.
- D.) All nominated members and their answers to select questions will be presented to the General Membership. At this time, if any member has Biblical grounds why any couple or individual should not be allowed to serve as FICHE Leadership, said member is encouraged/expected to consult any Founder or Administrative Council Member and state the specific reason(s). Anonymous complaints will not be considered.
- E.) If no Biblical Grounds are given and confirmed, at least two couples of the Administrative Council will interview the nominees.
- F.) Based on these interviews, couples will be nominated by the Administrative Council to fill these openings.
- G.) The final couples will then be presented to the General Membership for a Yay/Nay vote. A 2/3 majority of the votes cast by general membership is required to approve each couple/position.

- H.) Voting should be completed by the end of April and the new Leaders announced by Memorial Day when at all possible. This timeline ensures greater member involvement in the elections.

Article IX. Founders

- A.) The Founders are the 9 original couples who created FICHE on June 28, 2013.
- 1.) In order to help preserve the history and intent of the support group, Founders retain full membership benefits for the duration of time for which they desire.
 - 2.) It is not possible for any new couple to achieve Founder status.
 - 3.) If serious issues arise within the group, all interested Founders, active and non-active, are invited, but not required, to take part in any needed actions or decisions.
- B.) The Founders' Committee is comprised of the Active Founders for the current year.
- 1.) Founders must have been active within the last year in order to hold any other position on the Presidential Team or Administrative Council.
 - 2.) Meetings will be conducted as informally as feasible. If procedural conflicts arise, the Modern Edition of Robert's Rules of Order will be used as a guide as is suitable to current meeting.
 - 3.) Each husband-and-wife team comprise one vote only.
 - 4.) The Founders' Committee holds veto power over any decision or change to bylaws, policies and procedures, etc. that they deem to be inconsistent with the original Christian intent or purpose of the FICHE support group.
 - 5.) Founders are allowed to attend all Administrative Council meetings and vote on topics as they desire. However, their presence does not negate the required quorum.
 - 6.) If intra-group issues arise, the Founders' Committee will serve as mediation between the parties involved.
 - 7.) All Founders' Committee votes will be passed by a 2/3 majority decision of the active Founders.
 - 8.) If the removal of a Founder from the Founders' Committee is deemed necessary it must be based strictly on Biblical grounds. Ref. Article VIII Sec. D. There is no option to replace that person/couple.

Article X. Policies and Procedures

- A.) FICHE Policies and Procedures
- 1.) Policies and Procedures are to be reviewed annually by the Administrative Council. Changes are to be made as needed.
 - 2.) Changes must be publicized to the General Membership via all relevant methods of communication before it becomes effective.
 - 3.) General Membership can request a change to the Policies and Procedures or challenge any new change to the Policies and Procedures by following the steps outlined in Article V, Sections B and C.
- B.) Co-op Policies and Procedures
- 1.) The Administrators of the co-op(s) are given authority to determine the specifics of the co-op as long as they are in adherence to all FICHE Statement of Faith, Bylaws, and Policies and Procedures.
 - 2.) Co-op guidelines are to be reviewed and updated by the co-op administration as needed.
 - 3.) The Administrative Council and Presidential Team may not make changes to co-op unless there is a violation of Bylaws or Policies and Procedures. Input for improvements can be made and should be based on feedback from families.

- 4.) Co-op families can request a change to co-op policies and procedures or challenge any new change by contacting the co-op administration and following the steps outlined in Article V Sections B and C.
- 5.) Co-op administration will give updates to the Administrative Council annually, quarterly if requested.

C.) Activities, Events & Clubs

- 1.) The coordinators/directors of activities, events, and clubs are given authority to determine the specifics of their activity, event, or club as long as they are in adherence to all FICHE Statement of Faith, Bylaws, and Policies and Procedures.
- 2.) The Administrative Council may not set specific rules, guidelines, or protocol for individual Activities, Events, or Clubs unless there is a violation of Bylaws or Policies and Procedures, or if requested by member families.
- 3.) When requested, the Presidential Team will assist the leader/director of any event/activity with evaluating or setting rules, guidelines, or fees. These specifics can - and often will - change with each new year and/or new coordinator or director.
- 4.) The Presidential Team is responsible for ensuring that the rules/guidelines for all activities, clubs, and events are in compliance with FICHE Bylaws and general Policies and Procedures
- 5.) The Administrative Council can request updates from any activity or event. Ongoing activities should give updates to the Administrative Council annually, quarterly if requested. The Administrative Council will give suggestions and input as needed.

Article XI. Amendment of Bylaws

- A.) FICHE Bylaws will be reviewed and updated by the Administrative Council and Founders' Committee as needed.
- B.) Proposed changes or updates must be presented to the General Membership at least 30 days prior to voting date.
- C.) Proposed changes must be publicized by all forms of communication utilized by FICHE.
- D.) Questions or concerns from members regarding proposed changes should be presented to leadership at least 7 days prior to voting date. These must be addressed and answered prior to the voting date.
- E.) Changes or updates must be approved by a 2/3 majority of the votes cast by general membership.

Article XII. Limits of Authority

- A.) The use of the FICHE support group name, logo, or likeness must be approved by a Founder or current Leader.
- B.) No leader, committee, or member of FICHE is authorized to enter into any contract or agreement on behalf of the group or to incur any liability on behalf of the group unless or until such committee or member shall have been duly authorized by the Administrative Council or Founders' Committee.

Article XIII. Dissolution

- A.) Dissolution of FICHE can only occur by a 2/3 majority vote of the voting Founders' Committee.
- B.) Any remaining FICHE assets will be donated to another like-minded homeschool support group or charitable organization after any indebtedness is settled. The Founders' Committee will determine the recipient group or organization.

Article XIV. Definition of Terms

Activities- a gathering organized by FICHE members for FICHE members and their guests

Administrative Council- a group comprised of 6 husband/wife teams plus the President and Vice President(s)

Administrative Council Member- any member that serves on the Administrative Council

Classes- any gathering of FICHE members studying together with a teacher

Clubs- a group of FICHE members organized for a social, literary or other purpose

Constitutional Home Education/Homeschool - Parent-selected, privately-funded education through the freedom to home educate based on Oklahoma's constitution and the phrase therein "by other means".

Co-op- a non-profit enterprise providing fellowship and educational services and operated by the members

Co-op Administrator- director or manager of the co-op

Co-op Classes- classes offered to FICHE Co-op members

Co-op Members- FICHE member who joins and participates in co-op classes

Coordinator- Event Coordinators or Organizers are planning one-time type events for the support group. They offer no level of teaching students.

Couple - legally married man and woman - only one man married to only one woman.

Director - Directors are those organizing recurring activities, clubs, etc. for the support group. They present a certain level of teaching to the students attending the activities.

Events- any special activity organized by FICHE members for FICHE members and their guests

Fiscal Year - FICHE's financial year term as registered with the IRS. This is July 1 - June 30.

Founder- refers to any of the members who established FICHE. This is not subject to change.

Active Founders - Founders who desire to play an active role in FICHE for the current year

Non-Active Founders - Founders not currently playing an active role in the oversight of FICHE

Founders' Committee- group comprised of active Founders only

Guest- a person invited to a FICHE gathering by a FICHE member

Home Education/Homeschool- providing an education (PreK-12th) for your child(ren) at home with the parents being solely responsible for directing their individual course study; having no connection with public schools/education

Leader- FICHE member given the responsibility to guide and direct certain events, activities or groups for a determined term

Member- an individual belonging to FICHE and having filed proper membership application and paid any relevant dues

Organizer - Event or Activity Organizers are planning one-time type events for the support group. They offer no level of teaching students.

Parent - any mother, father, grandparent, or legal guardian of a FICHE student (This term also applies to any person babysitting a child(ren) and bringing them to FICHE events.)

Policies & Procedures- list of rules and regulations for FICHE members to adhere to while attending any FICHE sponsored gatherings

President- chief officer of FICHE responsible for day-to-day operations of support group

Presidential Team- couples currently in the Presidential and Vice Presidential positions, with the assistance of Secretary and Treasurer

Secretary- person in charge of records and correspondence for FICHE or a FICHE club or co-op

Statement of Faith- form to be signed by members holding leadership &/or teaching positions concerning specific spiritual beliefs

Student- any member or dependent of a member that attends any class for the purpose of learning

Teacher- any person teaching FICHE students in a classroom-style setting at co-op or elsewhere

Treasurer- FICHE member in charge of the receipt, care, and disbursement of money for FICHE, co-op or any other FICHE club/group as well as assisting the President, Vice-President, and Administrative Council.

Vice President- officer of FICHE who assists the President and will serve as President if the current President abdicates their position or is unable to perform any/all of their duties

Year - This generally refers to a “school year”, as in fall through spring. Qualifications for office require an applicant to be a member during the specified number of years. Leadership can determine if that office requires applicant to be a member for the full school year or a specific portion of it.