

IGNITE Co-op Bylaws 2014-2015

Article I – Organizational Name and Address

- The name of the group shall be IGNITE Elementary Homeschool Co-op, also referred to as IGNITE.
- We claim Hebrews 12:29 as our Co-op verse; for God is a consuming fire.
- The official address is the same as the current Finance/Registrar's home address.
- The official website is www.ignitecoop.org.

Article II – Purpose

Mission:

To provide enrichment opportunities such as PE, Art, Spanish, and Science Exploration, as well as a positive community for elementary home school students and families in CHIEF.

Vision:

Through enrichment opportunities, Ignite strives to provide community with like-minded families for elementary students and their parents.

Values:

Teachers – we value our Parent-Teachers, their contributions to IGNITE and their willingness to serve Ignite students of all ages.

Children – we value our students, their growth and development and their age appropriate contributions to IGNITE.

Community- we value the community of faith in CHIEF and the IGNITE Co-op, and the formation of caring relationships among our students and volunteer teachers.

Host Church – we value our host church and strive to demonstrate that through expressions of gratitude and respect of their property and hospitality.

Learning – we value educational opportunities for our students and volunteer teachers.

Character Development – we value virtues such as truthfulness, respectfulness, industriousness, wisdom and loving-kindness.

Article III – Organizational Structure

The IGNITE Board consists of the following positions: Chair, Finance/Registrar, Secretary, Social Coordinator, and Nursery/Preschool Coordinator.

Each position gets 1 vote. All board positions are by majority vote. In the event that there is a tie vote or the dissenting member is very strongly in opposition to the majority due to Biblical or moral reasons, the issue will be tabled pending further Prayer and discussion.

One board member must attend Grace Baptist Church.

Duties of Chair:

- Schedule and lead board meetings.
- Communicate with other board members and teachers about their tasks.
- Prepare volunteer schedule taking into account preferences and topics and preschool and nursery numbers.
- Email reminders and information as needed.
- Check and respond to emails daily regarding co-op questions, issues, etc.
- Field any questions from upcoming teachers related to topics, supplies, budget, etc.
- Prepare and deliver volunteer thank yous at end of each rotation.
- Field notifications of absences and substitutions and distribute that information.
- Open co-op with prayer, announcements, etc.
- Be on-site to handle situations/needs as they come up including student discipline and teacher concerns.
- Manage dismissal of children.
- Supports and keeps the website up to date.

Duties of Finance/Registrar:

- Update any changes for registration form for upcoming year
- Disseminate registration forms to current families onsite in spring before end of year.
- Send out emails through CHIEF group as needed to advertise registration.
- Deposit registration checks
- Prepare and maintain documentation to track payments
- Create and maintain co-op class rosters
- Reimburse teachers for co-op expenses
- Collect food allergy information and coordinate with any IGNITE food related events including snacks, parties, and classes (Cooking, Countries and Cultures, etc).

Duties of Secretary:

- Take minutes during meeting and share with board.
- Compile directory and share with co-op
- Update and print IGNITE handbook for parent meeting
- Create participant nametags
- Update other documents as needed (Bylaws, Medical form, Contact List, etc)

Duties of Social Coordinator

- Plan social activities for the co-op including group lunches and larger events.
- Communicate social activities to membership, handle rsvps, and monetary issues.
- Assists in recruitment efforts for new members.

Duties of Preschool/Nursery Coordinator

- Provide check-in documents for preschool and nursery.
- Print name labels for preschool and nursery.
- Gather or purchase supplies needed for preschool and nursery tubs including snacks.
- Provide preschool teachers with curriculum theme or they can make their own.
- Field any questions from upcoming preschool teachers related to topics, supplies, etc.

Article IX – Election of Officers

- Terms are 18 months. Board members take office in January to start planning the next school year. The spring semester will have overlap between the current year's board and the next school years to share information.
- Those interested in serving should submit their names to the serving Board by October 31 to be considered for the next year's team.
- The existing board will vote upon the new board members.

Article X – Policies

Fees

- Material Fees are non-refundable. There are no circumstances under which we can issue a refund if families have to withdraw from Ignite.
- Payments or arrangements have to be made by the payment deadline or your spot is automatically forfeited.
- Financial records are available for members to view at any time.

Participation

- Medical and Liability Release forms have to be in the building by beginning of the first class.
- CHIEF membership is required for participation in Ignite. Families must enroll or re-enroll in CHIEF before the Ignite payment deadline.
- One parent from each enrolled family must volunteer during Ignite's Friday morning meetings.
- Volunteers are responsible for finding their own substitutes and notifying the board chair of the change.

Enrollment

- If returning families do not enroll by the end of the re-enrollment deadline they forfeit advantages of early enrollment.

Last revised Feb 20, 2015