

CONSTITUTION & BY-LAWS OF  
SHINE CHRISTIAN HOMESCHOOL CO-OP

ARTICLE I---NAME

The name of this organization shall be SHINE CHRISTIAN HOMESCHOOL CO-OP, referred to hereafter as Co-op, a not-for-profit organization. This organization may do business under additional names as determined to be expedient by the Board.

ARTICLE II---PURPOSE

SHINE Christian Homeschool Co-op is organized to provide supplemental educational support and group activities for children. It is intended to complement the home educator's curriculum with elective classes as well as core classes to enhance our children's studies in a Christian environment. SHINE Christian Homeschool Co-op is not meant to be the sole source of the child's education.

ARTICLE III---STATEMENT OF FAITH

WE BELIEVE:

- The Bible is the inspired and only infallible and authoritative written Word of God.
- In the triune God, who has eternally existed in three persons: Father, Son, and Holy Spirit.
- That Jesus Christ, God's only begotten eternal Son, became incarnate approximately 2,000 years ago and thus became and will remain fully God and fully man in one person.
- In Christ's virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection from the grave, in His ascension to the right hand of the Father, in His future return to judge the living and the dead, and His eternal reign on the new Heavens and the new Earth as King of kings and Lord of lords forever. (John 3:16, John 1:1-18, Ephesians 2:8)
- The only means of being cleansed from sin and entering into a restored relationship with God the Father is through repentance and faith in the precious blood of Jesus Christ.

ARTICLE IV – QUALIFIED CHARITABLE ORGANIZATION

This association is qualified as a §501(c)(3) charitable organization because our purpose is a qualified charitable purpose. In addition, the following provisions apply to all aspects of this organization:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, 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 above.

2. No substantial part of the activities of the organization 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.

3. Notwithstanding any other provision of the organizational document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from deferral income tax under §501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under §170(c)(2) of the Internal Revenue Code.

4. If this organization is ever dissolved, all assets shall be distributed to another organization exempt from federal income tax under §501(c)(3) of the Internal Revenue Code that benefits youth.

## ARTICLE V---GOVERNMENT

### GOVERNING AUTHORITY

This Co-op shall have the right to govern itself according to the standards of Biblical scriptures, "...endeavoring to keep the unity of the Spirit in the bond of peace..." Ephesians 4:3. The governing body of this organization shall be known as its Board and it shall have plenary power to do all things necessary and proper to operate and control the organization.

## ARTICLE VI---BOARD MEMBERS

6.01 The Board shall be made up of members consisting of a Director or Co-Directors, Secretary, Treasurer, Building Coordinator, Special Events Coordinator, and grade-level coordinators as best suits the needs of the enrollment in the Co-op. The Board positions may be changed or combined at any time in accordance with Texas law and as determined by the Board to be in the best interests of the organization. Texas law allows two or more offices may be held by the same individual, except for president and secretary. The role of Director can be split by two people that share the responsibilities and serve as Co-Directors.

6.02 QUALIFICATIONS. ALL BOARD MEMBERS SHALL: a. Have at least two (2) years of home education completed prior to being sworn in. b. Have been an active member of Co-op for at least one (1) full year (2 sessions). c. Agree to and sign SHINE's Christian Statement of Faith. d. Conduct his or herself in a manner worthy of Christian leadership, with humility and dignity, in accordance with Biblical principles. (1 Timothy 3:1-7; Titus 1:6-9)

### 6.03 JOB DESCRIPTIONS:

THE DIRECTOR or CO-DIRECTORS will handle all administrative duties of the Coop. He/she will have general oversight of all aspects of the Co-op. He/she will oversee teacher and class selection, schedule classes, place students in appropriate classes, make all parent work assignments, and be responsible for preparing Co-op each semester. He/she will work closely with the other board members regarding their duties.

SECRETARY will 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 Co-op records are maintained.

TREASURER will prepare and submit a financial statement each year to be presented to the board. He/she will take care of the finances of the organization. He/she will keep account of all monies received, make deposits, pay all expenditures, and manage the bank account and petty cash.

GRADE-LEVEL COORDINATORS will be sounding boards for both parents and teachers. In the middle of the semester, they will begin to actively seek teachers to fulfill classes for the upcoming semester. Status reports are to be given to the Director(s) concerning class submissions. Each grade-level director will concentrate on his/her grade/age levels. They will oversee appropriate scope of learning for each class, help determine grade/age cut-offs, and assist teachers in ideas for curriculum and offer guidance as needed. They will seek ideas from the parents as to how their children can best be served. There will be up to three (3) coordinators as determined by the needs of the Co-op enrollment: the Primary Coordinator will oversee the nursery, pre-k, and kindergarten classes, the Elementary coordinator will oversee classes for grades 1-5, and the Secondary coordinator will oversee classes for grades 6-12.

BUILDING COORDINATOR will assign duties to those Co-op members on the set up and clean-up crews each semester, oversee the set up and break down of each classroom, make sure the building is returned to its proper order, manage the volunteers for Co-op set up and breakdown; and maintain a communicative relationship with a building liaison as needed and report information to the Director(s).

SOCIAL COORDINATOR will plan and manage all field trips, enrichment activities, and Co-op events including family night, end of semester parties, moms' night out, and more. The Board reserves the right to only open board positions that serve the current needs of the Coop.

6.04 TERMS OF OFFICE: Each board member shall serve until they wish to step down.

6.05 VACANCY:

A vacancy in any Board position will be filled by the Board for the unexpired portion of the semester.

Any member of the Board who is unable or unwilling to fulfill his/her elected duties may resign by submitting a written letter of resignation to the Director(s).

Any board member may be removed by a simple majority vote of the Board, when, in its judgment, such board member has been found to be in confessional or ethical noncompliance with the statement of faith, statement of purpose, or by-laws of the organization.

When a Board position is deemed necessary and vacant, the Board reserves the right to privately present the open position to individual Co-op members until the position is filled.

New board members will be voted into office by existing board members at a Board meeting. A unanimous decision is required to carry a vote for all new board members.

ARTICLE VII---AMENDMENTS This Constitution and By-laws may be amended when deemed necessary by a three fourths majority vote of the Board.

ARTICLE VIII---DISSOLUTION This organization may be dissolved upon a four-fifths vote of the Board.

Established on May 2017  
Updated January 2026