



Standards for “NON-ACCREDITING MEMBERS”

Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following Standards:

1. The organization must read and abide by the “Process and Timeline for Recognition as a Non-Accrediting Member” as published in the FAANS website.
2. All member schools of the organization must comply with local, State and Federal laws.
3. The organization must provide evidence of existence as a Florida-based nonpublic school organization for a minimum period of three (3) years prior to applying for Non-Accrediting Membership status.
4. The organization must maintain a minimum of ten (10) Florida nonpublic school members.
5. The organization must be predominantly a statewide body.
6. The organization must maintain a current website that provides the following minimum information:
 - a. History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Chart with detailed information about each member school
 - f. Forms and Fee Schedule
7. Minutes of all meetings of the applying organization from the past two school years must be provided electronically to the Membership and Standards Committee.
8. Non-Accrediting Members must provide the FAANS Secretary with a signed copy of the “Code of Ethics.” This must be signed and acknowledged by the Chief Executive Officer of the organization or a representative with the authority to sign on behalf of the organization. FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization’s commitment to the “spirit” of the Code as well as the “letter.”
9. FAANS does not, by intent or policy, oversee the operations of its individual memberships or the schools within each organization’s membership. Compliance of FAANS Standards and other criteria by individual members is the responsibility of each organization.
10. Each FAANS Non-Accrediting Member must abide by the following Code of Ethics:
 - a. A representative must attend all FAANS meetings and take an active part in discussions, issues and responsibilities.
 - b. Subscribe to the FAANS Code of Ethics and Standards, and in so doing express their willingness to be guided by the principles and standards as enumerated herein.
 - c. Have or establish its own Standards and Code of Ethics to which each member school must subscribe.
 - d. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the Florida.
 - e. Willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair and/or discriminatory regulations by local, state or federal agencies.
 - f. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.

- g. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
- h. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
- i. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures and the treatment of parent or student complaints.
- j. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.
- k. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.
- l. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
- m. Develop, if desired and as needs indicate, a set of evaluative criteria for school accreditation and seek to meet the standards established by FAANS for accrediting associations.
- n. Keep its constituency apprised of issues and concerns that may affect nonpublic schools, and solicit their voices on issues that are of concern to them.
- o. Pay dues and assessments in a timely manner by due date.
- p. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
- q. Instruct their member schools that they are not allowed to use the FAANS name on school letterhead and cannot represent themselves or advertise themselves as being members of FAANS. Only FAANS Member organizations, not individual schools, may be FAANS Members.
- r. Represent themselves as FAANS "Non-Accrediting Members" and not represent themselves in any way as being "Accrediting Members."

13. Once an organization has been welcomed as a FAANS "Non-Accrediting Member," they must understand and abide by these Standards and by the FAANS Mission Statement and Code of Ethics. Failure to do so will jeopardize the organization's membership status.

14. MEMBERSHIP REINSTATEMENT

- a. A Non-Accrediting Member that has allowed their membership in FAANS to lapse for failure to pay dues or failure to attend meetings, may be reinstated as a Non-Accrediting Member in good standing if they abide by the following:
 - i. A Director of the organization must submit an email request to the FAANS Executive Officers expressing their desire to be re-instated.
 - ii. The organization must complete and submit via email to the FAANS Membership & Standards Committee, the FAANS "NON-ACCREDITING MEMBER" APPLICATION, together with the \$200.00 Application Fee and the corresponding FAANS dues of the two (2) previous years.
 - iii. The organization's name, purpose and mission must be the same as it was when it was originally approved as a FAANS Non-Accrediting Member.
 - iv. A representative of the organization must attend at least two consecutive FAANS Meetings and must meet with the Membership & Standards Committee prior to both FAANS meetings before it can be voted on for reinstatement.
 - v. The organization must meet all Standards for Non-Accrediting Members.
 - vi. If the organization had not yet been approved as a Non-Accrediting Member, the timeline will apply as if the organization was an initial applicant.
 - vii. The organization must be voted on by majority of FAANS Members in attendance at the Spring meeting.

15. COMPLAINT PROTOCOL

- a. FAANS does not investigate complaints from Parents, Employees or Non-Member schools.
- b. In the event that a complaining party desires to file a complaint against a Member organization, FAANS will advise the complaining party that they must execute and return an original **Release and Waiver** form in favor of FAANS. Any complaints submitted without the required Release and Waiver will not be acknowledged.
- c. The complaint may not be anonymous and must specify the accreditation standard(s) or FAANS policy that they are alleging was violated.
- d. If a valid non-anonymous complaint is received regarding a FAANS Non-Accrediting Member (not an individual school), that may jeopardize the association's membership status, the FAANS President will inform the Association's representative in writing.
- e. The Non-Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the FAANS Membership and Standards Committee and to the FAANS President who will decide whether or not the allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers.
- f. The complainant will not be informed of the results of the investigation.
- g. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting unless they deem that immediate action is necessary.