



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.



Florida Association of
Academic Nonpublic Schools

Process and Timeline for Recognition as a FAANS “NON-ACCREDITING” MEMBER

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

FIRST YEAR

1. The representative of the interested organization contacts the FAANS President who then informs the Secretary and the Chairperson of the Membership & Standards Committee. The President may then invite the representative to attend the next FAANS meeting as a Guest.
2. If the interested organization feels they comply with the FAANS “Standards for Non-Accrediting Members” and they wish to proceed with the process for membership, a representative of the interested organization must inform the FAANS President of their intent to begin the process.
3. The representative of the interested organization must then attend all scheduled FAANS meetings as a Guest and must meet with the Standards and Membership Committee at each of those meetings.
4. The interested organization must have 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
5. The interested organization must submit the **SCHOOL MEMBERSHIP INFORMATION CHART** (available on the FAANS website.) A minimum of ten (10) Florida nonpublic schools is required for FAANS membership.
6. Minutes of all meetings of the applying association or organization from the past two school years must be provided to the Membership and Standards Committee.

SECOND YEAR

1. During the second year, the interested organization shall continue to send a representative to each of the scheduled FAANS meetings.
2. A Representative must meet with Membership and Standards Committee at each of those meetings.

THIRD YEAR

1. During the third year of attendance at FAANS meetings, the interested organization must seek sponsorship from three (3) FAANS member organizations. Each sponsoring organization must write an email to the FAANS President with copies to the Secretary and to the Chair of the Membership and Standards Committee. These emails from sponsor organizations must be received at least two (2) weeks prior to the FAANS Spring meeting.
2. At the FAANS Spring Meeting, after the third consecutive year of attendance at meetings, if the applying organization has complied with all FAANS Standards for Non-Accrediting Members, the Membership and Standards Committee will make a recommendation as to whether or not to extend an application to the interested organization. A majority of FAANS members present will then vote to extend a "Non-Accrediting Member" application at that time, or to request more information before extending an application.
3. If members vote to extend the application, the interested organization must submit electronically a completed "**Application for Non-Accrediting Membership.**" A copy of this application must be mailed, together with a \$200.00 non-refundable application fee, before the next FAANS meeting in the fall.
4. In order to maintain active candidacy for membership, the applying organization must meet and maintain the above requirements and abide by the FAANS Code of Ethics.
5. Only FAANS recognized organizations, not individual non-public schools, may be FAANS Members. These organizations may not represent themselves in any way as being "Accrediting Members."
6. Non-public schools that are members of these organizations may not represent themselves or advertise as being members of FAANS.



FLORIDA ASSOCIATION OF ACADEMIC
NONPUBLIC SCHOOLS

“Non-Accrediting Members” Application Form
 Initial Reinstatement

NAME OF ORGANIZATION: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail Address: _____

Website Address: _____

Organization’s current Board Members and Titles:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Year Organization was established: _____ Is the organization primarily an accrediting body? ___yes ___no

Number of Member Schools: _____ *

**Attach the organization’s most recent SCHOOL MEMBERSHIP INFORMATION CHART.*

In order for an applying organization to be considered a FAANS “Non-Accrediting Member”, they must comply with all published “Standards for Non-Accrediting Members”, have attended FAANS meetings and meetings with the Membership and Standards Committee for a minimum of three consecutive years and be voted on by two-thirds of current FAANS Members.

Please indicate a response to the following Standards for Recognition as a FAANS Non-Accrediting Member and provide supporting documentation as necessary:

1. The member schools of the organization comply with local, State and Federal laws.

◇ Yes ◇ No

2. The officers and/or representatives of the organization reside in Florida.

◇ Yes ◇ No

3. The organization has provided evidence of its existence as a Florida-based nonpublic school organization for a minimum period of three (3) years. *Please provide copies of by-laws and/or Articles of Incorporation indicating years of existence.*

◇ Yes ◇ No

4. The organization has a minimum of ten (10) Florida nonpublic school members.
 Yes No

5. The organization is predominantly a statewide body.
 Yes No

6. The organization has a current website that provides the following minimum information:
 - a. Association's History
 - 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 Information
 - f. Forms and Fee Schedule Yes No

7. Minutes of all meetings from the immediate past school year have been electronically submitted to the Membership and Standards Committee.
 Yes No

8. A representative of the organization has attended FAANS meetings for three (3) consecutive school years as an observer.
 Yes No

9. The organization has obtained Sponsorship letters from the following FAANS Members:
 - 1.
 - 2.
 - 3.

10. The organization has published policies which govern the operation of the organization and these have been submitted electronically to the Chair of the Membership and Standards Committee.
 Yes No

11. The organization has published Standards and evaluative criteria clearly expressed in written form.
 Yes No

Please attach the following information to this Application during the third year, prior to the spring meeting:

1. Evidence of existence as a Florida-based school organization for a minimum of three (3) years.
Date received: _____

2. Minutes of all Meetings of the organization from the immediate past school year.
Date received: _____

3. The organization's most recent SCHOOL MEMBERSHIP INFORMATION CHART.
Date received: _____

4. Sponsor letters from three present FAANS members.
Dates received: _____

5. Application fee of \$200.00 (non-refundable) payable to FAANS *
Date received: _____
 * Payment of this fee does not imply or guarantee FAANS Membership.

FAANS ADMINISTRATIVE USE ONLY

NAME OF ORGANIZATION: _____

Interviews with Membership & Standards Committee:

1st Year: _____ Date: _____
Date: _____

2nd Year: _____ Date: _____
Date: _____

3rd Year: _____ Date: _____
Date: _____

Attendance at three years of FAANS meetings:

1st Year: _____ Date: _____
Date: _____

2nd Year: _____ Date: _____
Date: _____

3rd Year: _____ Date: _____
Date: _____

____ Recommendation by Membership & Standards Committee: _____ Date: _____

____ Vote of FAANS membership: _____ Date: _____

Result of Vote: _____ In Favor _____ Opposed

If application denied, explanation:

Name of Organization's Representative: _____

Signature: _____

Name of Membership & Standards Committee Chair: _____

Signature: _____

Name of FAANS President: _____

Signature: _____

Date Application submitted: _____

Date Application received: _____ Date \$200.00 Application Fee received: _____