

FLORIDA ASSOCIATION OF ACADEMIC NONPUBLIC SCHOOLS

INFORMATION HANDBOOK

**CONTAINING THE CHARTER, BYLAWS,
CRITERIA, MEMBERSHIP PROCESS,
APPLICATION FORMS and CODE OF ETHICS
OF THE ASSOCIATION**

March, 2023

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A. CURRENT FAANS MEMBER ORGANIZATIONS

“NON-ACCREDITING” MEMBERS:

Bilingual Schools Association (BISA)
Central Florida Episcopal Schools Association (CFESA)
Diocese of Florida
Episcopal Diocese of Southeast Florida
Episcopal Diocese of Southwest Florida
Florida Coalition of Christian Private Schools Accreditation (FCCPSA)
Florida Coalition of Scholarship Schools (FCSS)
Independent Schools of South Florida (ISSF)
National Alliance of Christian Schools (NACS)

“ACCREDITING” MEMBERS:

Association of Christian Teachers and Schools (ACTS)
Association of Christian Schools International (ACSI)
Association of Independent Schools of Florida (AISF)
Christian Schools of Florida (CSF)
Church of God Association of Christian Schools (CGACS)
Council of Bilingual Schools (COBIS)
Florida Association of Christian Colleges and Schools (FACCS)
Florida Catholic Conference (FCC)
Florida Conference of Seventh-Day Adventist Schools
Florida Council of Independent Schools (FCIS)
Florida League of Christian Schools (FLOCS)
Lutheran Schools: The Florida-Georgia District
National Independent Private Schools Association (NIPSA)

B. CHARTER

WHEREAS:

It is necessary to strengthen the communication and cooperation among the different types and groups of nonpublic schools;

the nation's heritage of pluralism makes it appropriate that we encourage vigorous diversity in education with the ultimate objective of enhancing the welfare of society in general;

the nonpublic schools of Florida need to be strengthened and expanded in order to furnish a realistic choice among types of schools for the children of Florida;

the public interest is well served by promoting nonpublic schools which maintain standards of education appropriate to their type of educational institution;

an efficient management of the educational dollars of the residents of Florida requires the full utilization of all existing and potential educational resources of the State;

the members of this Association have a need to share professional educational information and can improve their educational programs through such cooperative sharing, and;

the members of this Association are strongly concerned with the freedom to inculcate religious and spiritual values in the students under their jurisdiction,

NOW THEREFORE we, the undersigned organizations, hereby associate ourselves together for the purpose of performing this cooperative Association for our mutual benefit and to promote the betterment of nonpublic education in the State of Florida.

ARTICLE I

Name

The name of this Association is "Florida Association of Academic Nonpublic Schools."

ARTICLE II

Place of Business

The principal place of business of FAANS is the office of the current President.

ARTICLE III

Duration

The existence of this Association shall be perpetual, or until dissolved by two-thirds vote of the Directors.

ARTICLE IV

Nature of Association

This Association is being formed so that the accrediting and membership organizations that are members of this Association will be better able to share professional information to their mutual betterment. FAANS will not concern itself with the internal affairs of any member organization. Before any official position of FAANS is publicly expressed, a copy of said position will be submitted to each organization. Thereafter, if any member organization so directs, its dissent thereto shall be made known in such public statement.

ARTICLE V

Powers

The following powers may be exercised by the Directors and Officers of FAANS:

1. Require all member organizations to file information at the Association's principal place of business and/or with the Association's Officers; this information will include but is not limited to a list of the member institutions of each such association, a copy of the association's Charter or Articles of Agreement, a copy of the association's Bylaws and a copy of the association's accreditation or membership regulations.
2. Organize and conduct conventions, workshops, conferences, and other meetings for the purpose of sharing professional information.
3. Represent the official position of FAANS concerning educational and relating matters to other school associations, governmental agencies and officials and other interested parties; and for this purpose they may employ one or more representatives to represent their views before these bodies.
4. Publish, as appropriate, a newsletter concerning educational matters.
5. Prepare, publish, and distribute a directory of all member schools.
6. Collect dues from the member Organizations and spend the dues in accordance with the above powers and in fulfillment of any other purpose which, although not herein-above specified, are reasonably related to the overall purposes of the organization.

ARTICLE VI

Membership

The membership of this Association will consist of the following Organizations, which are believed to be the principal accrediting and membership organizations for nonpublic secondary and elementary schools of the State of Florida as of the time of establishment of this Association.

Archdiocese of Miami (Catholic)
Association of Independent Schools of Florida, Inc.
Board of Regents of Parish and Diocesan Schools (Episcopal Diocese of Florida)
Bureau of Jewish Education
Diocese of Central Florida (Episcopal)
Diocese of Orlando (Catholic)
Diocese of St. Augustine (Catholic)
Diocese of Southeast Florida (Episcopal)
Diocese of Southwest Florida (Episcopal)
Florida-Alabama District, Lutheran Church, Missouri Synod
Florida Association of Christian Schools
Florida Catholic Conference
Florida Conference of Seventh Day Adventist Schools
Florida Council of Independent Schools
Florida-Georgia District, Lutheran Church, Missouri Synod
Florida Union of Christian Schools
National Association of Independent Schools
Southern Association of Colleges and Schools
Southern Association of Independent Schools

It is intended that only Associations which hold their member schools to established standards of educational performance are eligible to be members of the Association. The membership of any association in FAANS may be terminated at any time by majority vote of the Directors of this Association.

ARTICLE VII

Board of Directors

There shall be one representative from each member Organization on the Board of Directors and said representatives will ordinarily be the President, Chairman, or other designated person.

The Board of Directors shall establish the policies of FAANS for the guidance of the Officers who will actually administer the affairs of the Association. The Board of Directors shall be empowered to establish Bylaws to supplement this agreement of association.

A quorum in the Board of Directors shall consist of at least one Director from each of a majority of member Organization.

There shall be no voting by Proxy.

Any member Organization shall have the right to send no more than four (4) observers to any meeting of the Board of Directors in addition to the representatives of said Organization.

The Directors at their annual meeting shall elect the Officers specified in Article VIII.

All Directors shall attend meetings of the Board of Directors at the expense of their own member Organization, rather than at the expense of FAANS. This shall apply not only to transportation and other direct expenses, but also to expenses of room and board whenever overnight travel is necessary.

The Directors shall have the powers to establish standing and special committees for purposes which they consider appropriate. Said committees shall not be limited in membership to members of the Board of Directors.

The Board of Directors may invite non-affiliated associations to be represented at meetings of the Board of Directors, but without vote.

ARTICLE VIII

Officers

1. The Officers of FAANS shall have two-year terms.
2. The **President** shall act for the Association within policies established by the Directors, shall execute and sign official documents, affix the Association seal on official documents as appropriate, shall express the official opinion of the Association on all matters, shall attend the meetings of similar professional educational associations as appropriate, shall appear before governmental agencies, and shall call meetings of the Association except as otherwise herein provided.
3. The **Vice President** shall take over the functions of the President when the President is unable to fulfill them, or when the President expressly delegates such functions to the Vice President.
4. The **Secretary** shall keep the minutes of all meetings of the board of Directors, shall maintain other records of the Association, and shall perform the customary duties of a Secretary.
5. The **Treasurer** shall collect dues and other receipts, shall pay bills with the consideration for any required procedures involving approval by the Board of Directors, and shall perform the other customary duties of a Treasurer.
6. Other officers may be established at the discretion of the Board of Directors.
7. Officers need not be representatives of member associations, but they may be. In either event, they will be Directors and have one vote in meetings of the Board of Directors.
8. There is no limitation on the service of consecutive terms by Officers.

ARTICLE IX

First Officers

The names and addresses of the first Officers of this Association, who shall serve until their successors are chosen in the first annual meeting are as follows:

President: Thomas A. Horkin, Jr., Executive Director, Florida Catholic Conference

Vice President: Donald Miller, Headmaster, Gulfstream School

Second Vice Presidents: Mrs. Marian Krutulis, President, Florida Council of Independent Schools; William J. McMillan, Headmaster, Pine Crest School; Horton C. Reed, Headmaster, Jacksonville Episcopal High School

Secretary: Charles O'Malley, Florida Catholic Conference

Treasurer: Roger Sikkenga, Headmaster, Ft. Lauderdale Christian School

This listing of Officers is subject to their acceptance. In the event that any designated Officer refuses the position, the Directors shall elect a replacement in their first meeting.

ARTICLE X

Dues

- A. The Board of Directors will assess dues which are payable within the fiscal year in accordance with whatever schedule is established by the Directors.
- B. The Board of Directors shall have the right at any time to levy additional dues because of extraordinary expenses or for other reasons. Such supplemental dues shall be payable on a date specified by the Directors. Any member association not having paid its dues within thirty (30) days after said date shall automatically be referred to the Board of Directors for review of its membership status in FAANS and such membership may be revoked at the discretion of the Directors.

ARTICLE XI

Annual Meeting

The Annual Meeting will take place primarily for the purpose of electing Officers. The annual meeting shall be called by the President, or as set forth above, by the Vice President, and shall be announced in writing to the member institutions at least one (1) month in advance of the meeting. However, this requirement may be waived by written consent of all of the Directors. Other meetings may be established on a regular basis by the Board of Directors. Special meetings may be called by the President or, under circumstances, by the Vice President or on the written notice of any three (3) Directors.

ARTICLE XII

Fiscal Year

The fiscal year of FAANS shall be September 1 until August 31.

ARTICLE XIII

Amendments

Amendments to the Charter shall be by two-thirds ($\frac{2}{3}$) vote of all of the Directors. The texts of proposed amendments shall be mailed to the Directors at least fifteen (15) days in advance of any meeting in which amendments are to be considered; appropriate reference in the minutes of a previous meeting shall constitute such notice. In the absence of appropriate advance written notice, amendments may be adopted only if all of the Directors sign a written waiver of such requirement.

ARTICLE XIV

Enactment and Original Directors

Each of the undersigned, being duly empowered to act on behalf of his or her association and having been elected or appointed as a Director by said Association, does hereby certify that his or her association subscribes to these Articles of Association and submits its check in the amount of \$200.00 to "Florida Association of Academic Nonpublic Schools" as its initial membership fee.

- *Archdiocese of Miami (Catholic), William McKeever, Superintendent of Schools*
- *Association of Independent Schools of Florida, Inc., Glenn A. Scott, President*
- *Board of Regents of Parish and Diocesan Schools (Episcopal Diocese of Florida)*
- *Bureau of Jewish Education*
- *Diocese of Central Florida (Episcopal), The Reverend E. F. Holloway, Chairman*
- *Diocese of Orlando (Catholic), Richard T. Corrado, Superintendent of Education*
- *Diocese of St. Augustine (Catholic), Sister Mary Venard, Assistant Superintendent of Schools*
- *Diocese of St. Petersburg (Catholic), Jerome Diffley, Associate Superintendent of Schools*
- *Diocese of Southeast Florida (Episcopal)*
- *Diocese of Southwest Florida (Episcopal)*
- *Florida-Alabama District, Lutheran Church, Missouri Synod*
- *Florida Association of Christian Schools, A. C. Jenney, President*
- *Florida Catholic Conference, Thomas A. Horkan, Jr., Executive Secretary*
- *Florida Conference of Seventh Day Adventist Schools, E. J. Barnes, Superintendent*
- *Florida Council of Independent Schools, Carl E. Reed, President*
- *Florida-Georgia District, Lutheran Church, Missouri Synod, Walter H. Mueller, Executive Secretary*
- *Florida Union of Christian Schools, Roger W. Sikkenga, Principal*
- *National Association of Independent Schools*
- *Southern Association of Colleges and Schools*
- *Southern Association of Independent Schools*

C. BYLAWS

BYLAW I

Annual Meeting

The Annual Meeting of the Board of Directors of FAANS will take place between January 1 and May 15 during the Florida Legislative Session. Attendance by all member Organizations at the Annual Meeting is mandatory.

BYLAW II

Executive Officers

Executive Officers of this Association shall be as follows: President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers shall serve two (2) year terms.

BYLAW III

Committees

Section 1. There will be at least five (5) Standing Committees. Each committee is expected to meet prior to the Fall and Spring meetings, and as needed. Committee membership is determined after each election. A quorum will consist of a simple majority.

A. Budget and Finance Committee

The Budget and Finance Committee shall be composed of the FAANS Treasurer and up to four (4) more members appointed by the President. The committee shall be chaired by the Treasurer.

The primary purposes of this committee shall be the following:

1. To regularly perform financial reviews of the account and assist the Treasurer prior to the Spring Meeting.
2. To review and approve the end of fiscal year report of the Treasurer for presentation to the Directors at the Fall meeting.
3. To accomplish the tasks contained in Bylaw XI (Annual Budget) and Bylaw XII (Disbursement of Funds.)
4. Consideration should be given to performing an external Financial Review every five (5) years.

B. Membership and Standards Committee

The Membership and Standards Committee shall be comprised of up to five (5) current and former FAANS Vice Presidents. The committee shall be chaired by the Vice-President.

The primary purposes of this committee shall be the following:

1. To examine and document all applications for membership in FAANS.
2. To communicate and assist potential members with the process for recognition as a FAANS member.
3. To meet prior to each FAANS meeting with all applicants and review their progress and timelines.
4. To review the Standards of all applicants to assure compliance with FAANS criteria, including Minimum Standards for Schools for Accrediting members (Section K).
5. To periodically review the FAANS Bylaws, Standards and Policies to ensure they comply with the goals and mission of FAANS and to make recommendations for revisions as necessary.
6. If complaints or charges are made against a member organization, the committee will make preliminary investigations and make a recommendation to the Executive Officers concerning the matter.

C. Legislative Committee

The Legislative Committee shall be composed of up to seven (7) members appointed by the President of FAANS. The committee will select their chair. The Chair of this committee shall be appointed by the majority of the members prior to each election year.

The primary purpose of this committee is to follow all pertinent pending and present legislation that impacts non public schools in Florida and to recommend to the Directors courses of action and/or positions to take concerning pending or present legislation.

D. Nominating Committee

The Nominating Committee shall be composed of up to five (5) current or former Executive Officers, including the immediate past President. Members shall be appointed by the President. The Chair of this committee shall be appointed by the majority of the members prior to each election year.

The primary purpose of this committee is to present, during the final year of the existing officer's term of office, a list of proposed candidates to serve as the Executive Officers of the Association. The slate of proposed candidates shall be presented via email to the Executive Officers, and potential candidates, at least four (4) weeks prior to the Annual Meeting of the Association.

E. Technology Committee

The Technology Committee shall be composed of up to three (3) members appointed by the President. The Chair shall be appointed by the Committee Members.

The primary purpose of this committee is to maintain the FAANS Website and all digital files.

Section 2. Special Committees

Special Committees may be established and appointed by the President from time to time as appropriate.

Section 3. All Committee Members shall attend committee meetings at their own expense.

BYLAW IV

Dues

Members will be assessed annual dues, the amount of which will be determined by the Budget and Finance Committee and approved by the majority of members present.

An invoice for dues will be sent to each member organization during the first week of September. Dues must be paid by October 31st of each year. The Treasurer will notify the Executive Officers concerning organizations that have not paid their membership dues.

A Member organization that fails to pay the annual dues by October 31st shall be warned by the Executive Officers and may be given an additional thirty (30) days to pay the dues. If the organization fails to pay the dues by the thirty (30) day extension period, a late fee may be imposed and the organization may lose its membership status.

BYLAW V

Immediate Past Presidents and Presidents Emerite

The category of President Emeritus is hereby established for all former presidents of FAANS. They are invited to attend (at their own expense) all Directors' meetings, but will not have the right to vote or second motions. The immediate past president of FAANS shall serve as: a) a member of the Executive Officers, b) be a voting member of the Board of Directors.

BYLAW VI

Non-affiliated Associations

Non-affiliated Associations may be invited to attend any functions of FAANS with the payment of any appropriate non-member fee.

BYLAW VII

Robert's Rules of Order

The Directors meetings of FAANS may be conducted under the general practices of Robert's Rules of Order. A parliamentarian may be elected by the Directors from among their members to advise the President on points of order.

BYLAW VIII

Seal

The seal of FAANS shall have inscribed thereon the name of the Association, the year of its organization, and the word "Seal". Duplicate seals may be kept in the custody of the various officers for appropriate use.

BYLAW IX

Authentication of Records

All Minutes of the Directors' meetings shall be approved at each meeting by the majority of the membership. These Minutes shall be distributed by the Secretary to the Directors within thirty (30) days of the meeting. All approved Minutes will be saved electronically in the digital file.

BYLAW X

Directors' Meetings

1. A Quorum must be reached in order to hold a meeting. A quorum of the Board of Directors shall consist of at least one Director from each of a majority of member associations
2. Decisions of the Board of Directors will be by a majority of those in attendance unless otherwise specified. All decisions shall be accurately recorded in the Minutes.
3. There will be a minimum of two FAANS meetings per year, one during the fall and one during the legislative session.
4. A representative from a member organization must attend both FAANS meetings for the entire duration of the meeting. Meetings will take place either in person or virtually, at the discretion of the Executive Officers. Organizations not represented at a meeting may lose membership in FAANS.
5. An absent member organization may be represented by another member organization only in case of an emergency, with prior notification submitted via email to the FAANS President.
6. Voting may take place either in person or electronically, at the discretion of the Executive Officers. Each member organization has only one vote on each matter.
7. Attendance of invited representatives of non-affiliated associations and other individuals at Directors Meetings shall be limited to the time actually spent in discussing specific items on the agenda (as prepared in advance). It is not intended that Directors Meetings become a forum for the presentation of views by persons not connected with FAANS. Such individuals, if invited, will be informed in advance of the meeting of this policy and may be given a time limit on their attendance; their attendance may at any time be terminated by the President or by a majority of the Directors. A Motion by a Director to this effect shall have precedence over all other business.
8. It is necessary for FAANS to maintain a presence at Council for American Private Education (CAPE) meetings and at the Florida High School Athletic Association (FHSAA) meetings on behalf of the organization. The FAANS Executive Officers shall designate a member as the FAANS Representatives at both CAPE and FHSAA meetings after the election of Officers. The representative shall provide a report at the FAANS Board of Directors meeting. The amounts allocated for travel to these meetings will be determined and approved by the majority of the FAANS Board of Directors.

BYLAW XI

Annual Budget

1. The Budget and Finance Committee will notify the membership of budget preparations and request input for budget items at least three (3) months in advance of the spring meeting.
2. The Treasurer will submit a proposed budget to the FAANS Budget and Finance Committee at least one (1) month in advance of the spring meeting. The Committee will review the budget, and suggest changes, deletions, and/or additions to the Treasurer.
3. The Budget for the next fiscal year will be presented at the Spring meeting and any updates will be presented at the fall meeting.
4. The Treasurer will present a Financial Report to the Board of Directors at each FAANS meeting. Additional reports may be presented throughout the year, as needed.

BYLAW XII
Disbursement of Funds

1. The Treasurer shall disburse all funds as ordered by the Executive Officers.
2. The Treasurer shall be responsible for keeping records of all transactions and rendering an account of such transactions, and of the organization's financial condition, at all meetings of the Directors.
2. Checks shall be signed by the Treasurer, or in his/her absence, any Executive Officer of the Association.
3. FAANS funds should be placed in an interest bearing account.
4. Access to the FAANS accounts should be changed after each election of Officers, as needed.

D. “NON-ACCREDITING” MEMBER INFORMATION

1. OVERVIEW

FAANS does not, by intent or policy, oversee the operations of its individual members or the schools within each organization’s membership. Compliance of FAANS criteria by individual members is the responsibility of each organization.

2. CRITERIA CHECKLIST

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

- a. The organization must read and abide by the “Timeline for Recognition as a FAANS Non-Accrediting Member” as published in this Information Manual and posted on the FAANS website.
- b. All member schools of the organization must comply with local, State and Federal laws.
- c. The organization must provide evidence of existence as a nonpublic school organization for a minimum period of three (3) years prior to applying for “Non-Accrediting” Membership status.
- d. The organization must maintain a minimum of ten (10) nonpublic school members.
- e. Board Meeting Minutes of the Organization from the immediate past school year must be presented to the Membership and Standards Committee prior to or during every FAANS meeting.
- f. “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 President of the organization or a representative with the authority to sign on behalf of the organization.

E. TIMELINE FOR RECOGNITION AS A “NON-ACCREDITING” MEMBER

1. PRIOR TO THE COMMENCEMENT OF THE THREE (3) YEAR TIMELINE

- a. A representative of the interested organization must contact 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.
- b. If the interested organization feels they comply with the FAANS criteria 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.
- c. The interested organization must submit the **Application for Non-Accrediting Membership**, together with the non-refundable application fee, before the next FAANS fall meeting.

2. FIRST YEAR

- a. A representative of the interested organization must attend all scheduled FAANS meetings as a Guest.
- b. A representative of the interested organization must meet with members of the Membership and Standards Committee before or during each FAANS meeting. Board Meeting Minutes of the Organization from the immediate past school year must be presented at this time.
- c. The interested organization must have a current website that includes what is listed in clause F. h. herein.

3. SECOND YEAR

- a. During the second year, the interested organization shall continue to send a representative to attend as a Guest at all scheduled FAANS meetings.
- b. A Representative must meet with the Membership and Standards Committee before or during every FAANS meeting.

3. THIRD YEAR

- a. At the FAANS Spring meeting, during the third consecutive year of attendance at FAANS meetings as Guests, if the applying organization has complied with all FAANS criteria for Non-Accrediting Members, the Membership and Standards Committee will make a recommendation to accept the organization as a Non-Accrediting member.
- b. A majority of FAANS members present will then vote to confirm the recommendation of the Membership & Standards Committee.
- c. Only FAANS recognized member organizations, not individual non-public schools, may be FAANS Members.
- d. Non-Accrediting Member organizations may not represent themselves as being "Accrediting Members."
- e. If the organization is not represented at all FAANS meetings during the three year timeline, the three-year timeline will commence again at the next FAANS meeting attended by a representative of the organization.

F. "ACCREDITING MEMBER" INFORMATION

1. OVERVIEW

By State law, the Florida Department of Education does not act as an approval or accrediting agency. In Florida, accreditation of all schools and programs is entirely voluntary. Many schools desire to seek accreditation. They believe that a thoughtful evaluation of their facilities, faculty and programs strengthens a school and presents the public with assurance that the school is fulfilling its published purpose and philosophy.

FAANS "Accrediting Members" have their own Standards and Evaluation Procedures. Those may vary in details and emphasis from one Organization to another, but they all involve on-site evaluations and periodic re-evaluations by peers and Association Officers. FAANS recognizes an association as an "Accrediting Member" only after reviewing the Standards and Procedures of the Association and verifying FAANS Minimum Standards for Schools (Section K) that all have been met. *(For information about the Standards and Procedures for Accreditation of any FAANS Accrediting Member, go to the website link of the organization.)*

FAANS does not, by intent or policy, oversee the operations of the non-public schools of its member organizations. Compliance with FAANS Minimum Standards for Schools (Section K) and other criteria by individual members is the responsibility of each organization.

Only FAANS recognized member organizations, not individual schools, may be FAANS Members. FAANS Member organizations must inform their member schools that they are prohibited from representing themselves or advertising that they are members of FAANS or that they are accredited by FAANS.

2. CRITERIA CHECKLIST

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

- a. The organization must first become a FAANS "**Non-Accrediting Member.**"
- b. The organization must read and abide by the "Timeline for Recognition as a FAANS Accrediting Member" *(as published on page 13 of this Information Manual.)*
- c. The accrediting organization must have been involved in the process of accrediting its schools for a minimum of five (5) years.
- d. The accrediting organization and all its member schools must comply with local, State and Federal laws.
- e. The accrediting organization must have at least ten (10) separately governed and separately operated accredited schools in Florida.

- f. The accrediting organization's accredited Member Schools must all meet the "Minimum Standards for Schools Accredited by a FAANS Accrediting Member" (as published on page 15 of this Information Manual.)
- g. The organization must maintain Minutes of their Board Meetings.
- h. The organization must have a current website that provides the following minimum information:
 1. History, Purpose and Philosophy, By-Laws, Code of Ethics and Mission Statement
 2. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 3. Board of Directors; (with Name, Title and contact information of each Director)
 4. School Membership directory with information about each member school
 5. All Accreditation Forms, including Self-Study, Checklists, Guidelines for Visiting Committee, etc.

G. TIMELINE FOR RECOGNITION AS A FAANS "ACCREDITING MEMBER"

1. FIRST YEAR

- a. Once an organization is a FAANS "Non-Accrediting Member", they may submit an application for "Accrediting Member" status to the Membership & Standards Committee, together with the non-refundable Application Fee.
- b. If the candidate for "Accrediting Member" status is already a recognized member of the "National Council for Private School Accreditation" (NCPISA), the "International Council Advancing Independent School Accreditation" (ICAISA), or a recognized accrediting member of another State CAPE Network Association, the organization may be put forth for a majority vote to accept the organization as an "Accrediting Member" at the next FAANS Spring Meeting.
- c. A representative of the organization must attend all scheduled FAANS meetings as a "Non-Accrediting Member".
- d. A representative of the organization must meet with members of the "Membership and Standards Committee" before or during each FAANS meeting, presenting their organization's Board Meeting Minutes, accreditation standards, and accreditation policies and procedures for review.
- e. The organization must provide the FAANS Secretary with a signed copy of the "Code of Ethics." This must be signed and acknowledged by the organization's President or a representative with the authority to sign on behalf of the organization.
- f. The organization must have a successful on-site visit by a representative of another FAANS Accrediting Member organization during a regular accreditation visit of one of its accredited member schools. (This can be completed during the first, second, or third year.)

2. SECOND YEAR

- a. A representative of the organization must attend all scheduled FAANS meetings as a "Non-Accrediting" Member.
- b. A representative of the organization must meet with members of the Membership & Standards Committee before or during each FAANS meeting, presenting their organization's Board Meeting Minutes, accreditation standards, and accreditation policies and procedures for review.
- c. The organization must provide the FAANS Secretary with a signed copy of the "Code of Ethics." This must be signed and acknowledged by the organization's President or a representative with the authority to sign on behalf of the organization.
- d. The organization must have a successful on-site visit by a representative of another FAANS Accrediting Member organization during a regular accreditation visit of one of its accredited member schools, if this was not completed in the first year.

3. THIRD YEAR

- a. A representative of the organization must attend all scheduled FAANS meetings as a "Non-Accrediting" Member.
- b. A representative of the organization must meet with members of the Membership and Standards Committee before or during each FAANS meeting, presenting their organization's Board Meeting Minutes, accreditation standards, and accreditation policies and procedures for review.
- c. The organization must provide the FAANS Secretary with a signed copy of the "Code of Ethics." This must be signed and acknowledged by the organization's President or a representative with the authority to sign on behalf of the organization.

- d. If a successful on-site visit by a representative of another FAANS Accrediting Member organization during a regular accreditation visit of one of its accredited member schools was not completed during the first or second year, it must be completed prior to the fall of the third year.
- e. The organization must seek sponsorship from three FAANS accrediting member organizations. Each sponsoring organization must write an e-mail to the FAANS President, with copies to the Secretary and to the Chair of the Membership and Standards Committee, recommending them for “Accrediting Member” status. These sponsorships must be submitted prior to the FAANS Spring meeting.
- f. At the Spring meeting in which the organization is presented for “Accrediting Member” status, the following must take place:
 - i. The FAANS “Membership Agreement Form” has been submitted;
 - ii. A favorable Report by the Chair of the Membership & Standards Committee is presented;
 - iii. The organization may then be accepted as a FAANS “Accrediting Member” with the majority vote of FAANS members present.
- g. If the organization is not represented at all FAANS meetings, during this three year timeline, the three-year timeline will commence again at the next meeting attended by a representative of the organization.

H. REQUIREMENTS FOR MAINTAINING “ACCREDITING MEMBER” STATUS

- a. The accrediting member organization must send a representative to both FAANS meetings each year.
- b. The accrediting member will provide the FAANS Secretary with a signed copy of the “Code of Ethics” at every FAANS Fall meeting. This must be signed and acknowledged by the organization’s President or a representative with the authority to sign on behalf of the member organization.
- c. The accrediting member must report any substantial changes to their accrediting process or Standards revisions to the FAANS Secretary and to the Chair of the Membership and Standards Committee during the year the substantial change is made. These changes must also be posted on the organization’s website.
- d. The accrediting member must have a liaison available to the Florida Department of Education and must maintain current information on file with the FDOE.
- e. All FAANS annual dues must be current at all times.
- f. Any of the above standards may be waived or modified by a two-thirds (2/3) vote of the FAANS “Accrediting Member” Associations.

I. MEMBERSHIP REINSTATEMENT

Any Member that has allowed their membership in FAANS to lapse for failure to pay dues or for failure to attend meetings may be reinstated as a “Non-Accrediting” or as an “Accrediting” Member in good standing if they abide by the following:

- a. A Director of the organization must submit an email request to the FAANS Executive Officers expressing their desire to be reinstated.
- b. The organization must complete and submit via email to the FAANS Membership & Standards Committee, a new Application, together with the Application Fee and all unpaid dues.
- c. 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.
- d. 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.
- e. The organization must meet all Standards.
- f. 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.
- g. The organization must be voted on by majority of FAANS Members in attendance at the Spring meeting.

J. COMPLAINT PROTOCOL

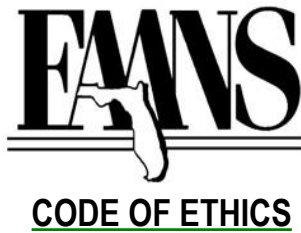
- a. FAANS does not investigate complaints from Parents, Employees or Non-Member schools.
- b. In the event that a complaining party desires to file a complaint against a Member organization, FAANS will advise the complaining party that they must execute and return an original waiver and release in favor of FAANS. Any complaints submitted without the required waiver will not be acknowledged.
- c. If a valid non-anonymous complaint is received regarding a FAANS Member (not an individual school), that may jeopardize the association's membership status, the FAANS President will inform the Association's representative in writing. The 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.
- d. The complainant will not be informed of the results of the investigation.
- e. 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.

K. MINIMUM STANDARDS FOR SCHOOLS ACCREDITED BY A FAANS "ACCREDITING MEMBER":

FAANS Accrediting Members must publish standards and evaluative criteria which are used to evaluate their member schools and determine status of accreditation. The standards and evaluative criteria must address each of the areas listed below:

1. **Mission, Philosophy and Objectives:** Each accredited school shall be required to have a concise, clearly written statement of its mission, philosophy and objectives in order to guide the academic program and the overall development of its students.
2. **Curriculum:** Each school shall have a curriculum consistent with its mission, philosophy and objectives. It shall be designed to fill effectively the needs of the students enrolled. Offerings shall be organized sequentially and described in current written curriculum guides and courses of study by subject and grade level.
3. **School Plant and Facilities:** The plant and equipment shall be suited to the purpose and adequate for the total program of each school. Evidence of conformity to local codes for school building and health, safety and sanitation must be present. Virtual schools are exempted from this clause.
4. **Faculty and Administrative Staff:** The school professional staff must meet criteria established by the accrediting body which are suitable to the program and mission of the school. The criteria must address the requirements of degrees and/or certification as well as criminal background checks and any other state regulation applicable to nonpublic schools for the health and safety of students as required by law.
5. **School Calendar and Class Hours:** The school year and class hour requirements must meet the State of Florida requirements.
6. **Transfer of Student Records/Data:** Standards shall insure the maintenance and safekeeping of accurate student records and the provision of a transcript indicating work covered by students. Defunct schools shall transfer all permanent information contained in student records to the Superintendent of Schools of the public district in which the nonpublic school was located; or if the school is a member of a nonpublic school system or association, such school may transfer such records to the central office of such system or association.

7. **Financial Records/Accounting:** The financial resources and management of the school shall be such as to sustain an educational program consistent with its philosophy and objectives. Evidence of financial stability in the form of a Financial Statement shall be prepared annually and be available for review by the Accrediting Association during evaluations.
8. **Health and Safety:** All schools shall meet all applicable local and state laws relating to fire protections, safety, sanitation, and health. Evidence of evacuation drills and emergency procedures must also be required. The school buildings shall comply with local and state zoning, structural, and fire codes.
9. **Emergency Procedures:** All schools must have clearly defined written emergency procedures.
10. **Non Discriminatory Policies:** All schools must issue statements of non discrimination, stating that they do not discriminate on the basis of race, color, national, or ethnic origin.
11. **Laws and Regulations:** Accreditation standards must require each school to comply with all applicable federal, state and local laws and regulations.
12. **Accreditation Procedures:** The procedure established by an accrediting member for a school to achieve accredited status must include the following or its equivalent:
 - a. **Self-Study:** Schools are required to engage in a self-study process prior to being reviewed by a Visiting Committee.
 - b. **Visiting Committee:** A committee of educators from other accredited schools in Florida will visit the school and develop a report based on the self-study and the standards of the Accrediting Association.
 - c. **Accreditation Status:** On the basis of the Visiting Committee Report, the school is then granted (or not granted) accredited status for a given period.
 - d. **Periodic Reports:** An ongoing program of improvement, to include renewal of accredited status, is then conducted by accredited schools. These improvements may be documented by reports, on-site visits or periodic reviews.



Each member organization must subscribe to the Code of Ethics, and in so doing it expresses its willingness to be guided by the principles and standards contained in the Code. The Code establishes a framework upon which the FAANS member organizations work with each other in an environment of integrity and trust. Each organization subscribes to the Code of Ethics annually.

Because FAANS does not, by intent or policy, oversee the operations of its individual member organizations, compliance by individual members and schools is the responsibility of each organization.

Each FAANS member organization agrees to:

1. Accept the statement of mission and the goals and purposes of FAANS as stated in the FAANS Charter.
2. Participate, with regularity, in the FAANS meetings and take an active and equitable part in discussions, issues, and responsibilities.
3. Have or establish its own standards and code of ethics to which each member school must subscribe.
4. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the state, and willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair, and/or discriminatory regulations by local, state, or federal agencies.
5. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
6. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
7. 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.
8. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.
9. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.
10. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
11. 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.
12. 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.
13. Pay dues and assessments in a timely manner.
14. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
15. Since schools are not members of FAANS, they may not use the FAANS name on school letterhead, websites or advertising.

In addition to the above, each FAANS Accrediting Member organization agrees to:

1. Comply with all FAANS Criteria for "Accrediting Members".
2. Verify annually that the organization is in compliance with FAANS Criteria for Accrediting Organizations.
3. Ensure that its member schools are in compliance with state laws in regard to reporting, attendance, health, safety and sanitation.
4. Ensure that each member school provides facilities, staff, structure, and programs to adequately fulfill the mission and purpose of that school
5. 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.
6. Organization will report any substantial changes to the Membership & Standards Committee when submitting their Annual form.

Name of Organization: _____

Name of Organization's Representative: _____

Signature of Representative: _____

Date Agreement signed: _____



**Application Form for
"NON-ACCREDITING MEMBER"**

NAME OF ORGANIZATION: _____

Name of Representative: _____ Title: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Work Phone: _____

Cell Phone: _____

E-Mail Address: _____

Website Address: _____

Year organization was established: _____

Number of current Member Schools: _____

Indicate how many of these schools are accredited: _____

Is the organization primarily an accrediting body? ____ yes ____ no

Is the goal of this organization to become a FAANS "Accrediting Member"? ____ yes ____ no

Submission of this Initial Application allows a Representative from the organization to attend FAANS Meetings during the next three years as a non-voting Guest only.

Paid Non-Refundable Application Fee *Date paid:* _____

Name of Organization's Representative: _____

Signature: _____ **Date:** _____

—————*Below to be completed by FAANS Membership & Standards Committee only*—————

The organization is a recognized member of one or more of the following:

____ *"National Council for Private School Accreditation" (NCPSA)*

____ *"International Council Advancing Independent School Accreditation" (ICAISA)*

____ *Recognized Accrediting Organization of another State "CAPE" Network Association.*

Name of Association: _____

Name of "Membership & Standards Committee" Chair: _____

Name of FAANS President: _____

Date Initial Application submitted: _____

Date Initial Application received: _____



**Application Form for
"ACCREDITING MEMBER"**

NAME OF ORGANIZATION: _____

Name of Representative: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____

Cell Phone: _____

E-Mail Address: _____

Website Address: _____

Organization's current Board Members and Titles:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Year Organization was established: _____

Number of Member Schools: _____

Please indicate a response to the following Standards for Recognition as a FAANS "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. Minutes of all meetings from the immediate past school year have been presented and reviewed by the Membership and Standards Committee. ____ Yes ____ No
3. The organization has by-laws and/or Articles of Incorporation indicating years of existence. ____ Yes ____ No
4. The organization has obtained Sponsorship letters from these three FAANS "Accrediting Member" organizations:

Date submitted: _____

Date submitted: _____

Date submitted: _____
5. The organization has an updated 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

6. The organization has published policies which govern the operation of the organization and these are posted on their website or have been submitted electronically to the Chair of the Membership and Standards Committee.

Yes No

7. The organization has published Standards and evaluative criteria clearly expressed in written form.

Yes No

8. The organization has been involved in the process of accrediting its schools for a minimum of five (5) years.

Yes No

9. The organization had a successful on-site visit by a FAANS representative during a regular accreditation visit of one of its accredited member schools. Yes No

Date of visit: _____

School visited: _____ City: _____

10. The organization has been a "Non-Accrediting Member" of FAANS for a minimum of three (3) consecutive years.

Yes No

11. The organization has paid all required annual dues. Yes No

Name of Organization's Representative: _____ Title: _____

Signature: _____ Date application submitted: _____

Paid Non-Refundable Application Fee Date paid: _____

Below to be completed by FAANS Membership & Standards Committee only

NAME OF ORGANIZATION: _____

Address: _____

Email: _____ Website: _____

The organization is a recognized accrediting member of one or more of the following Associations:

"National Council for Private School Accreditation" (NCPSA)

"International Council Advancing Independent School Accreditation" (ICAISA)

Recognized Accrediting Organization of another State CAPE Network Association.

Name of Association: _____

A representative of the organization has attended three years of FAANS meetings as a "Non-Accrediting" Member:

1st Year: Meeting Date: _____ Meeting Date: _____

2nd Year: Meeting Date: _____ Meeting Date: _____

3rd Year: Meeting Date: _____ Meeting Date: _____

Recommendation made by "Membership & Standards" Committee. Date: _____

Majority vote of FAANS membership voted in favor. Date: _____

Name of "Membership & Standards" Committee Chair: _____

Signature: _____

Name of FAANS President: _____

Signature: _____



MEMBERSHIP AGREEMENT FORM

Each “Accrediting Member” organization of the Florida Association of Academic Nonpublic Schools (FAANS) must subscribe to the FAANS Code of Ethics and Standards, and in so doing expresses its willingness to be guided by the principles and standards as enumerated below. Each FAANS member organization is to provide the FAANS Secretary a signed copy of the Code. The signature must be that of the Chief 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.”

FAANS does not, by intent or policy, oversee the operations of its individual member(ship) or the schools within each organization’s membership. Compliance by individual members is the responsibility of each organization.

Each FAANS “Accrediting Member” organization hereby understands and agrees to the following:

1. Accept the statement of Mission and the goals and purposes of FAANS as stated in the FAANS Charter.
2. Participate, with regularity, in the FAANS meetings and take an active and equitable part in discussions, issues, and responsibilities.
3. Have or establish its own standards and code of ethics to which each member school must subscribe.
4. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the state, and willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair and/or discriminatory regulations by local, state or federal agencies.
5. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
6. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
7. 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.
8. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.
9. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.

10. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
11. 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.
13. Pay annual dues and assessments in a timely manner.
14. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
15. Will not use FAANS name on school letterhead and will prohibit schools to represent themselves as members of FAANS on their website, publications or advertising.
16. If a complaint is received regarding a FAANS Non-Accrediting Member, the FAANS President will inform the Association's representative in writing. 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 Membership and Standards Committee who will decide whether or not allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting.

Name of Accrediting Association's Representative: _____

Title: _____

Signature of Representative: _____

Date Application submitted: _____



COMPLAINT RELEASE AND WAIVER FORM

I, the undersigned individual(s), hereby request that the FLORIDA ASSOCIATION OF ACADEMIC NON-PUBLIC SCHOOLS (FAANS) investigate a complaint that I have against a member organization.

Name of FAANS Member Organization involved in my complaint: _____

In consideration of FAANS' receipt, processing, and possible investigation (if any) of my complaint, I unconditionally agree to release FAANS from any and all claims, causes of action, suits, damages, rights to attorney fees, and demands whatsoever in law or equity by reason of any matter, cause or thing whatsoever, and particularly, but without limitation of the foregoing general terms, by reason of any claims or actions arising from any federal or state statutory claim, local ordinance, or common law, including any form of alleged negligence, invasion of privacy, defamation, libel, slander, breach of confidentiality, breach of contract, fraud, misrepresentation, breach of fiduciary duty, or any other types of claims whether or not presently known to exist.

I expressly acknowledge and agree that the information that I have submitted to FAANS may be disclosed to the organizations, school or individuals against whom I have asserted the claims, FAANS' Board, its member schools, investigators, and other third parties, and that I have no reasonable expectation of privacy in the information I have given or that I may later be asked to share with FAANS or others. I further acknowledge that this Release and Waiver is intended to operate to bar any past claims I may have as well as any future claims that may arise as a result of my communications with FAANS or others relating to my complaint submitted to FAANS whether or not presently know to exist and whether or not I fully appreciate the nature of any potential claims.

I further agree that if the complaint I have submitted to FAANS involves my child/children or a child or children over whom I have legal authority, this Release and Waiver applies equally and unconditionally to waive any claims he, she, or they may have against FAANS.

I further acknowledge that FAANS has not promised to investigate my claim. Moreover, even if FAANS does investigate my claim, FAANS may not notify me of the result of the investigation or action taken (if any).

Name of Individual filing complaint: _____

Signature: _____

Title: _____

Organization, (if applicable): _____

Date signed: _____