



1552 S. Route 59 #1176 | Naperville, IL 60564 | info@houseofbeth.org | (847) 909-1948

Bylaws

1. Organization Details

- House of Bethany NFP
1552 South Route 59 #1176
Naperville, IL 60564
- Established June 5, 2025
- House of Bethany's mission is to help homeschool girls develop a deep friendship with Jesus, following the models of Martha and Mary of Bethany in Luke's Gospel story. We will accomplish this through prayer and service to others.
- Registered Agent and Founder: Jocelyn Jansen

2. Membership

- This program is designed for homeschool girls between the ages of 8 and 14 years old.
- House of Bethany requires a detailed application to determine membership along with opportunities for potential members to shadow and spend the day within the program to determine if it will be a good fit.
- Tuition, down payments, and discounts for membership will be determined by the Board of Directors and accountants at the beginning of each fiscal year.
- If payments are not made by January, the following year, members can no longer participate in the program.
- Financial Assistance is available to families who are in need and aid is determined on a case by case basis. All requests will be considered by the director and president to determine what funds House of Bethany is able to offer to families who are struggling financially.

3. Board of Directors

- Board of Directors are appointed by the founder and in collaboration with the board.
- The Board of Directors is responsible for setting policies, ensuring financial stability, and remaining faithful to House of Bethany's mission.
- House of Bethany will meet quarterly either in person or over Zoom. We will outline the meetings reviewing House of Bethany's current activities, budget, and any updates related to the mission.
- Board members are required to disclose any actual or potential conflicts of interest. Interested individuals should be excluded from discussions and votes on matters where a conflict exists. The remaining board members, or a committee,

should determine if a conflict of interest exists. Minutes of meetings should document disclosures, recusal, and the rationale for decisions made in conflict-of-interest situations.

- If for any reason there is a need to remove a board member from duties, the Board of Directors will need to determine the reason for removing a board member due to a conflict of interest. They will need documentation of problematic behavior or policy violations. They will offer a written proposal with reason for removal and will allow the board member to respond to the allegations. There will be a call for a special or regular board meeting to discuss the situation and vote on the removal.
- Board members are free to leave the board at any time through a written resignation.

4. Officers

- President - oversees operations
- Secretary - records minutes
- Treasurer - oversees budget and financial stability
- Officers will be appointed at the start fiscal year
- Banking and Finances will be managed by the President. The President will be responsible for opening the bank account and signing checks. He/she will collaborate with the Treasurer regarding the financial stability of the program.

5. Financial Matters

- Fiscal year begins and ends in June
- The President will open up the bank account, be responsible for signing checks and approving the budget.
- The Treasurer/Accountant will be responsible for bookkeeping, invoices, and managing quickbooks.
- All our expenses will be documented via Google Spreadsheet and will be available for audits each year.

6. Amendments and Dissolution

- Any amendments to the bylaws can be discussed and voted on at the board meetings.
- If for any reason House of Bethany NFP dissolves the organization will proceed with the following steps:
 - **1. Board Authorization:**

The first step is for the board of directors to formally authorize the dissolution of the organization. This involves holding a vote and documenting the decision in the meeting minutes.
 - **2. Plan of Dissolution:**

Develop a detailed plan outlining how the organization will handle its remaining assets and liabilities. This plan should include how debts will be settled, how remaining assets will be distributed, and how donor-restricted funds will be handled.

- **3. Settling Liabilities:**

Address all outstanding debts and obligations, including payment of taxes and fulfillment of any contractual obligations.

- **4. Distributing Assets:**

Distribute any remaining assets to another tax-exempt organization or the government, as required by law. It is illegal to distribute assets to individuals, including board members, employees, or beneficiaries.

- **5. Filing Required Documents:**

File the necessary paperwork with state and federal agencies. This typically includes:

- **Articles of Dissolution:** A document filed with the state's Secretary of State or similar agency to formally dissolve the organization.
- **Form 990:** The final tax return filed with the IRS, indicating the organization's termination. Choose the appropriate version (990, 990-EZ, or 990-N) based on the organization's gross receipts and assets.
- **Other State Filings:** Depending on the state, you may need to file additional documents with the Attorney General's office or other relevant agencies.

7. Other Important Provisions

- **Indemnification:** House of Bethany NFP agrees to indemnify any person ("Indemnitee") who is or was a director, officer, employee, or agent of the Company, or serving in such a capacity for another entity at House of Bethany's request, to the fullest extent permitted by applicable law. This indemnification covers costs, charges, and expenses, including attorney's fees, incurred in connection with legal actions or proceedings.
 - **Limitations:** However, indemnification is not provided under certain circumstances, including when the Indemnitee's conduct is found to be fraudulent or constitute willful misconduct, the conduct involves a breach of loyalty or improper personal benefit, the Indemnitee has already received payment from another source, indemnification is not lawful, or the proceeding was initiated by the Indemnitee without authorization or ratification by the Board.
- **Whistleblower Protection:** House of Bethany NFP is determined to maintain the integrity and honesty of the program at all times. House of Bethany encourages employees, board members, or anyone affiliated with House of

Bethany NFP to report any misconduct, misuse of funds, or any misleading or false information that go against or compromises House of Bethany NFP's mission. Those reporting these actions will not incur retaliation and will be protected and supported by House of Bethany NFP.

8. Document Retention Policy

- House of Bethany NFP will retain all important documents for the year and at the end of the fiscal year the Board of Directors will review all the documents and decide whether or not to retain documents for the following fiscal year.