

## **By Laws for Hartsville Home Educators**

### **Article 1 -Name, Purpose, Location**

Section 1 - The name of this organization shall be Hartsville Home Educators, hereinafter referred to as HHE.

Section 2 – HHE is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. The mission of HHE is to support families who homeschool. HHE is not an accountability group. HHE creates a community whose members offer support, information and encouragement to each other and those interested in homeschooling. HHE provides opportunities for our children through field trips, seasonal activities and cooperative learning resources. As an organized group, HHE has the opportunity to secure programs for our children and is a collective voice on homeschool issues.

Section 3 - The principle office location of HHE shall be located in Darlington County in the State of South Carolina. The organization may have any number of offices at such places as the Board may determine.

### **Article 2 -Membership**

Section 1 - HHE is a membership organization whose year runs from June 1 through May 31. Membership is open for all families who are actively homeschooling K3-12th grades. Hartsville Home Educators offers support to families who legally homeschool their children under the provisions of SC Code Sections 59-65-40, 59-65-45, and 59-65- 47 (Also known as homeschooling option 1, 2, and 3)

Section 2 - Membership shall be determined by the applicant at the time of application to be either “Basic” or “Attending.”

Basic members are those that do not attend weekly co-op classes and have no responsibilities with the weekly operations of the co-op.

They can attend all functions of the co-op outside of the weekly classes.

Attending Members are those that have their children enrolled in at least one weekly class and are assigned a weekly responsibility to support the operation of the co-op.

They can also attend all functions outside of the weekly classes and are allowed to

bring guests who may be interested in co-op membership to any co-op function at the discretion of the Co-op Director.

Section 3 - A potential member must fill out a membership form. Upon completion, the form should be submitted with dues as determined by the board. Upon receipt of application and dues, the Board will accept or reject the application. Once accepted, the applicant will be added to the membership roster. If the application is rejected the dues will be refunded.

Section 4 - HHE members shall acknowledge, by signing the application, that they understand the Statement of Faith constitutes the governing principles of HHE and they agree HHE will be governed by individuals who believe the same.

Section 5 – Each accepted paid application constitutes one membership for voting Purposes.

Section 6 - HHE members shall have the right to one vote on matters submitted to a vote of the membership including election of officers. Voting shall be limited to those who are actively homeschooling children based on the above qualifications in Article 2, Section 1.

Section 7 – The authority to decline or terminate membership will be taken seriously by the Executive Board. They will consider the safety of HHE members, the public reputation of HHE, and the unhindered continuation of education when weighing these decisions. Discovery of an applicant's criminal history that includes a violent crime, a crime specifically involving children, or felony of moral turpitude will be grounds for termination or declination of membership. Refusal to allow a criminal background check may be construed by the Executive Board to indicate the presence of a serious crime. Failure of a parent to notify the Executive Board of their child's previous disciplinary problems (such as expulsion or suspension from school or interactions with governmental agencies such as DJJ or family court) will also be grounds for termination at the discretion of the Executive Board.

### **Article 3 – Executive Board Meetings**

Section 1 - The date, time and place of HHE's annual meeting for the membership shall be determined by the Executive Board of Directors. Notice of the annual meeting shall be provided to each voting member at least two weeks prior to the meeting.

Section 2 - Regular meetings of the HHE Executive Board may be held at such place and time as shall be designated by the Board.

Section 3 - Special meetings may be called by the president or a two-thirds majority vote of the Executive Board of Directors. Virtual meetings and electronic presence may be used to ensure all board members are allowed to vote in special meetings.

Section 4 – Notice of all Executive Board meetings shall be provided to each voting member at least two weeks prior to the meeting. Minutes for all Executive Board meetings should be available upon the request of any member one week following the meeting.

#### **Article 4 – Executive Board of Directors**

Section 1 – The business of the organization shall be managed by an Executive Board of Directors composed of two members at large voted on by the membership and all Executive Officers. The Executive Board is responsible for maintaining the overall policy and direction of the organization. The Executive Board shall delegate responsibility of day-to-day operations to the Officers and appropriate committees. Executive Board members shall receive no compensation for their service on the Board.

Section 2 - The Executive Board shall meet at least four times per year with one meeting being the annual meeting of the entire membership at agreed upon times and locations. The Executive Board may meet more often at their discretion, and are encouraged to maintain communication regarding all relevant HHE matters.

Section 3 – At-large board members shall serve a one-year term from June 1 to May 31 and are eligible for re-election two consecutive times. They are expected to represent the overall body of HHE membership in matters being voted on before the board.

Section 4 – An Executive Board member may be terminated by a two-thirds vote of the members of the Executive Board for violation of the by-laws or conduct unbecoming a member of the Executive Board.

Section 5 - Any member of the Executive Board may resign at any time by giving notice to the Executive Board of Directors.

Section 6 – In the event of a vacancy on the Executive Board, the Executive Board members shall fill the vacancy by announcing an emergency election, and conducting that election before the next meeting of the executive board.

- A. Upon vacancy, membership will be notified and asked for interested candidates to respond within 48 hours to be placed on the ballot.
- B. Election should be held within one week of board vacancy.

Section 7 – A quorum is defined as two-thirds of the Executive Board members. A quorum must be present before business can be transacted.

Section 8 – A motion is passed with a majority vote (50% +1) of the quorum unless otherwise noted in these bylaws. All decisions of the Executive Board are final.

Section 9 – Anyone who has been an Attending Member of HHE for at least one year is eligible for election as an at-large Executive Board member.

Section 10 – Any person seeking to become a member of the Executive Board must sign the HHE Statement of Faith declaring that they believe the statement and will govern based on these principles.

Section 11- In the event that the number of filled seats on the Executive Board of Directors falls below the total number of required seats due to lack of interest, the Board shall retain the authority to conduct meetings and make decisions, provided that a quorum, as defined in these bylaws, is present.

The Board may continue to operate with vacancies until such time as the vacancies are filled in accordance with these bylaws or until the next election.

This section is only to be implemented in extenuating circumstances when other options aren't available.

## **Article 5 – Executive Officers**

Section 1 – The Executive Officers of HHE shall be President, Vice-President, Treasurer, Secretary, and Co-op Director.

Section 2 - All Executive Officers shall serve for one-year terms and are eligible for reelection two consecutive times. The officers shall be elected annually by the membership before the end of February.

Section 3 – Each Executive Officer will serve a one-year term, from June 1 to May 31. During the interim time of the February election and June 1, any incoming Officers will serve as the outgoing Executive Officers' protégées. Newly elected members are required to attend Executive Officers' meetings as non-voting members beginning March 1.

Section 4 – The job descriptions of the Executive Officers as defined in Article 5, Section 1 are found in the addendum to these bylaws. These descriptions are set by the Executive Board and can only be changed by a two-thirds majority vote of the board.

Section 5 – In addition to Executive Board meetings, officers may meet at their discretion.

Section 6 – Anyone who has been a member for at least two years is eligible for election as an Executive Officer.

## **Article 6-Committees**

### Section 1– General Committees

The Executive Board may create general committees as needed. The Board shall appoint all committee chairs. When creating a general committee (ie. not a standing committee) the Executive Board must outline the purpose, expectation, and the deadlines associated with the need of the committee. These clearly stated ideas should be written in a charging document given to the committee chair. Should a committee fail to adhere to its purpose or fail to meet associated deadlines, the chair of that committee should be replaced and the expectation for the committee should be reevaluated.

Section 2 - No committee shall have any power to fill vacancies on the Board; adopt, amend or repeal the by-laws; or amend/repeal any resolution of the Board.

### Section 3 – Standing Committees

The chair of each standing committee should be appointed no later than the end of July of any calendar year by the Executive Board.

#### 3.1 Co-op Committee

- 3.1.1 The Chair of the Co-op Committee shall be the Co-op Director.
- 3.1.2 The purpose of the co-op committee is to assist the co-op director with the duties associated with that office. The Co-op director will use this committee at their discretion. The Co-op committee will also act as a de-facto disciplinary committee. All proceedings involving irregular student behavior should be initiated with this committee for a creative, non-binding solution. Should that solution fail, a parent or teacher may take the matter before the Executive Board for a binding decision.

#### 3.2 Academic Achievement Night Committee

This committee is to facilitate the events of Academic achievement night.

#### 3.3. Activities Committee

The purpose of this committee is to conduct activities such as Mom’s Night Out, Field Trips, Testing, Field day, and Talent night

Section 4 – Committee chairs have the right to determine the members of their committees.

## **Article 7 – 501(c)(3)**

Section 1 - Upon the dissolution assets of HHE shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

Section 2 - HHE is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of HHE's net earnings 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 hereof.

Section 3 - No substantial part of the activities of HHE 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.

Section 4 - Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article 8 – Amendments**

Section 1 – These Bylaws may be amended when deemed necessary by a two-thirds majority vote of the Executive Board of Directors and a majority vote of the membership.

Section 2 - Proposed amendments must be submitted to the secretary of the board and sent out with regular board meeting notices. Any member in good standing may propose an amendment to the bylaws.

## **Article 9 – Co-op**

Section 1 - HHE Co-op is designed to provide educational opportunities in a classroom setting and to enhance current curriculum that the members are using in their homes. HHE Co-op offers a variety of classes with varied teaching styles.

Section 2 - Co-op participation is open to all HHE homeschooling families who meet the requirements of membership in the HHE group as stated in Article 2.

Section 3 – At least one parent per family will fulfill the responsibilities of teaching, assisting or filling in a volunteer slot as determined by the Co-op Director each semester. Parents must make every effort to be present at the co-op while their children are in attendance. A member family may desire to participate in the co-op, but the parent may be unable to regularly attend the co-op each week. Should that occur, the family may petition the Board for permission for their children to attend with another responsible adult who will fulfill the responsibilities of the parent who is not in attendance or other reasonable duties as determined by the Co-op Director.

Section 4 - Any person seeking permission to teach in the co-op classes must sign the HHE Statement of Faith declaring that they will teach classes that abide by the Statement of Faith .

Section 5 - All teachers must turn in a course description and syllabus (upon request) to be approved by the board before their class can be offered. The Executive Board will use the Statement of Faith to determine the suitability of the subject matter to be taught, and may edit course material in lieu of disapproving of an entire course if they deem appropriate. Additionally the course description should outline their expectation for student behavior and may include remedies they will pursue if these expectations aren't met.

Section 6 - Co-op families may bring visiting students or additional observers for single visits, with prior approval of the Co-op Director. No students are allowed to attend classes who are not interested in participating in the co-op program. Tours for prospective families will be provided on an appointment only basis with the Co-op Director.

Section 7 - Co-op Guidelines, as approved by the board, must be signed each year by participating families. If the guidelines are not followed, families are subject to dismissal from the co-op program.

Section 8 - HHE Co-op will not offer any classes for high school credit. All classes offered by the HHE Co-op are for educational enhancement only.

Section 9 - Termination from HHE Co-op may occur if a family does not abide by the co-op guidelines and the issue is not resolved by the HHE conflict resolution policy.

Participation may be terminated by two-thirds vote of the board.

## **Article 10 – Conflict Resolution Policy**

Section 1– Members may request to be placed on a board meeting agenda to discuss their concerns by contacting the secretary.

Section 2 – If a conflict arises based on an offense or a perceived offense, the following steps should be followed:

- A. Go to the person who offends you; calmly try to clear up the matter without retaliation.
- B. If the matter involves the behavior of a student in HHE (either in class or at other HHE events) the aggrieved party should take their complaint to the disciplinary committee. If the matter does not involve student behavior and is not resolved through civil conversation, the aggrieved party should speak to a member at large who will determine whether further involvement of the Executive Board is warranted. The first action will be for the offended party and that board member to address the issue with the offender.
- C. If the matter has still not been resolved, both parties should bring the matter to the Executive Board, which will try to resolve the matter after hearing from both parties, separately or jointly, at its discretion.
- D. Any action taken pursuant to a conflict by the Executive Board must be approved by a two-thirds majority vote.

Section 3- Discretion is valued during this process, and all parties should avoid discussion with uninvolved parties, but transparency about the final decision of the Executive Board is required.

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