

# **Heritage Christian Home School**

## **A Support Group for Christian Homeschooling Families**

### **By-Laws**

#### ***I. Purpose and Goals***

**A. The purpose of Heritage Christian Home School Support Group is to glorify God through supporting one another as home educators in our common conviction to “train up a child in the way he should go” (Proverbs 22:6). We believe that the purpose of the support group is to develop close relationships both for ourselves and our children.**

#### **B. Our Goals:**

- 1. Support one another spiritually, emotionally, and physically.**
- 2. Commit to build loving relationships with one another.**
- 3. Help one another develop the right attitudes toward authority, order, and Biblical truths in our children.**
- 4. Offer opportunities for fellowship, social interaction, and learning for children and families.**
- 5. Provide member activities to help support families in their homeschooling endeavors.**
- 6. Encourage, support, and inform new homeschoolers.**
- 7. Encourage excellence in the teaching of knowledge, character, and wisdom.**

#### ***II. Statement of Belief***

Heritage Christian Homeschool Support Group has chosen to be a “restricted membership” group where all members share the same basic beliefs concerning Jesus Christ. We do not consider the support group to be a ministry of evangelical outreach.

The following is what we consider to be basic to a personal relationship with Jesus Christ and is our “Statement of Belief”.

- 1. The Bible is the inspired and only infallible, authoritative, written word of God. *II Tim. 3:16, Deut. 4:2, Rev. 22:18-19***
- 2. There is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. *Matt. 28:19, John 14: 16-17***
- 3. Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. *Matt. 1:18-23***
- 4. Jesus led a sinless life. *II Cor. 5:21***
- 5. Man was created in the image of God. *Gen. 1:26***
- 6. Man sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God. *Rom. 3:23***

7. The Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. **Rom. 5:8-9**
8. All who receive by grace, through faith, the Lord Jesus Christ, are born again of the Holy Spirit, and thereby become children of God. **Eph. 2:9**
9. Jesus Christ was bodily resurrected and He ascended to the right hand of the Father and in His present work, as High Priest and Advocate. **I Cor. 15:3-4, Mark 16:19, Heb. 4:14-16**
10. Jesus Christ will personally return. **Acts 1:11, 1 Thess. 4:16**
11. The just shall be bodily resurrected to everlasting life and the unjust to everlasting punishment. **Matt. 25:46, Acts 24:15**
12. Jesus Christ is my personal Savior and He is the Lord of my life. **Rom. 9:10**

### **III. Membership**

- A. The membership of Heritage Christian Home School will consist of Christian Homeschooling families who:
  1. Have signed and delivered to Heritage Christian Home School their New Membership Application, "Statement of Beliefs", and their "Waiver of Liability Form" by at least one of the parents or guardians of the children being homeschooled.
  2. Have been approved by current Leadership and/or Advisory Board.
  3. Have paid the annual membership fees.
  4. Have agreed to help serve in at least two (2) activities during the homeschool year.
- B. Only members will receive an invitation to join the Yahoo Groups and Website, and have access to important files, forms and posted messages.
- C. Members must keep the names, addresses, and phone numbers of other members in the strictest confidence.
- D. The annual membership fee shall be set each year at the Annual Business Meeting of the members. The purpose of this annual fee is to pay for the general expenses of running and maintaining the support group.
- E. Definition of "Good Standing": To be considered as members in good standing, families must fully meet these requirements in the above Section III A parts 1-4. Families who have not met these requirements, or have not fulfilled their commitment to serve in at least one of the two activities in which they have committed to participate per Section A parts 4, are not in good standing and are not eligible to vote in any special meetings of the members.

**F. Annual Business Meeting of the Members:** An annual assembly of the members that is held in April of each year. At this meeting the membership shall:

1. Elect the officers and Advisory Board for the next school year.
2. Receive the Treasurer's annual report.
3. Set the annual membership fee.
4. Conduct any other business as needed before the end of the current leadership's term in May.

**G. Special Meetings of the Members:** Special meetings of the members may be called by the Advisory Board or at the request of twenty percent (20%) of the members in good standing, (See section III E). The process for a member to call a special meeting is as follows:

1. A member must be in good standing to call a special meeting.
2. The member must collect signatures from at least 20% of the members in good standing. For example, if the total membership role is 100 families, but only 90 % are members in good standing, the member must collect signatures from 18 families. The Advisory Board will provide a list of members in good standing to any other member in good standing upon request.
  - A. The request to call a special meeting must be accompanied in writing by the purpose for said meeting.
3. The Advisory Board will confirm within ten (10) days of being presented with the signatures that the list is valid, representing signatures for 20% of the members in good standing.
4. Within one week of confirming that the list is valid, the Advisory Board will deliver a notice to members in good standing in writing of the calling of a special meeting.
  - A. The notice shall include the time, date, place, and purpose of the meeting. Only such business as in the request for the special meeting shall be brought before the membership.
  - B. The meeting date shall be no less than two weeks and no more than 45 days after delivering the notice of the special meeting.
  - C. The method of written communication employed by the Advisory Board may include, but is not limited to, standard post, electronic mail, and/or fax.

**H. Voting:** Each member family in good standing is entitled to cast one (1) vote on each issue put before the membership. No "split" or fractional votes shall be counted. Proposals must be approved by a 2/3 majority of the quorum.

**I. Quorum:** The members present at the Annual Business Meeting or any validly called special meeting, shall constitute a quorum with which any lawful business may be conducted.

**J. Authority:** All decision making authority and responsibility is reserved to the members unless specifically delegated to the leadership by these by-laws.

**K. Removal:** Members may be removed from membership by a unanimous vote by the Advisory Board.

**IV. *Organization and Maintenance***

**A. Officers:** The following are position are elected and shall be selected and voted on by the members at the Annual Business Meeting. The term of an elected position will last one year from June 1<sup>st</sup> after election to May 31<sup>st</sup> of the next year. The Officers consist of:

- 1. Leader:** is the chief executive officer of the support group. It is the Leader's responsibility to oversee, motivate, coordinate, and lead the other officers and the membership in accomplishing the goals of Heritage Christian Home School. The Leader will represent the support group in all contact with the media. The Leader may carry a bank card.
- 2. Co-Leader:** will, during the absence or incapacity of the Leader perform the duties of the Leader. The Co-Leader shall also serve as the Secretary, and shall record the business of the Annual and any special meetings of the members, and all the meetings of the Advisory Board. The Co-leader will provide written minutes for presentation and approval at the next Advisory Board Meeting. The Co-Leader may carry a bank card.
- 3. Treasurer:** is responsible for the accounting and safekeeping of moneys belonging to Heritage Christian Home School. The Treasurer shall prepare the Financial Report for presentation at the Annual Business Meeting and help the Leader and the Advisory Board prepare a budget for the school year. Any withdrawal or expenditure over \$250.00 must be approved by the Advisory Board and signed by both the Leader and the Treasurer. The Treasurer will also maintain the checking account and reconcile the books every month. The Treasurer will be responsible for the collecting and the keeping of receipts and of reimbursing members for out of pocket expenses. The Treasurer may carry a bank card.
- 4. Friendly Faces Coordinator:** will work closely with the Leader to welcome, encourage, and support new members as they join Heritage Christian Home School. They will work with the Advisory Board to choose Friendly Face Core Leaders for the year. He or she will coordinate and meet with the Friendly Face Core Leaders once a month as needed and plan the new member

reception in the summer or early fall, and can act as hostess for monthly support group meetings if necessary.

- 5. Mercy Ministries Coordinator:** will serve members in their times of need. He or she will coordinate volunteers to minister to the needs of our families as needs arise. They will receive a benevolence budget and be responsible for all cards and gifts sent from Heritage Christian Home School. Any expenditure over \$75.00 must be approved by the Advisory Board.

**B. Support Staff:** The following positions are not elected or mandatory, but may be filled from year to year at the discretion of the Advisory Board depending on the needs of the support group.

- 1. Fellowship Coordinator:** this position can be done by the Friendly Face Coordinator or it can be its own title depending on the current Leader's needs. He or she is responsible for the arranging of a location and reservation of the monthly support group meetings and will help with the planning of the topics discussed each month at the meeting.
- 2. Membership Coordinator:** will serve members by receiving and processing applications and collection dues each year. He or she will be responsible for maintaining and updating the member list data base and create a membership directory. The directory must be updated bi-monthly by either the Membership Coordinator or the Leader. Membership applications must be kept on file for seven years.
- 3. Events Director:** will solicit the help of members to coordinate Heritage events as they are needed. He or she will be responsible for working with the Leader to set appropriate dates and budgets for each calendar event. He or she is responsible for helping each coordinator plan each event from start to finish, and also to be there as a guide and as an encourager. They will act as a liaison between the event coordinators and the Leader and Advisory Board.
- 4. Field Trip Coordinator(s):** is responsible for finding educational and entertaining field trips for member families throughout the year. He or she will schedule, organize, and coordinate each field trip from start to finish. They must be present or appoint someone to take their place during the actual field trip. The coordinator or designee will work closely with the Leader, Treasurer, and Advisory Board throughout the year to ensure the safety and enjoyment of members on each trip.

5. **Newsletter Coordinator:** is responsible for the design and execution of each monthly e-newsletter. He or she will petition the members each month for submissions and be responsible for uploading the e-newsletter to the appropriate places. Each newsletter must be approved by the Leader before publishing.
  6. **Website Manager:** The website manager will design and maintain the web site. He or she will also determine the hosting service and be responsible for maintaining the relationship with the service provider. Expenditures related to the website must be approved by the Advisory Board regardless of amount.
  7. **Online Moderator:** will receive membership communication from the Leader and the Membership Coordinator and send an invitation to each new member to join the online groups. He or she will also remove any non-renewing members from year to year as communicated by the Leader and Membership Coordinator. He or she will moderate all online groups and work closely with the Leader and the Advisory Board to ensure that all postings are appropriate to our group and Christian Beliefs. He or she may remove any postings that are deemed inappropriate by the Leader or the Advisory Board.
- C. **Advisory Board:** shall consist of no less that (3) and no more than (7) single member or husband and wife member teams. The Leader, Co-Leader, and Treasurer are automatically appointed to the Advisory Board each year. Other members of the Advisory Board shall be nominated by each current year's Advisory Board before the Annual Business Meeting. Membership will vote in the new Advisory Board Members at the meeting.

**1. Responsibilities:**

- A. Advise the leadership
- B. Interpret, administer, and enforce the By-Laws
- C. Establish policy within the guidelines of the By-Laws
- D. Establish a budget by September 15 to be used as a guideline
- E. Evaluate member scholarship applications
- F. Evaluate and vote on membership applications or membership removal.

2. **Meetings:** The Advisory Board shall meet at least quarterly. A meeting may be called by the Leader or any two single Board Members or Board Members husband and wife teams. To conduct business, a quorum consisting of a majority of the members or member teams must be present at a meeting. A husband and wife team may be represented by only one of the

couple. All Board Meetings are closed to the general membership.

A. Minutes are available to members in good standing and available upon request.

**3. Voting:** Each Board Member or Board Member Team is entitled to one (1) vote. No split or fractional voting is allowed. The Board's decision on any issue must be unanimous.

**D. Elections:** Elected officers shall serve a one year minimum term beginning on June 1<sup>st</sup> and ending the following year on May 31<sup>st</sup>. The mandatory elected officers are: Leader, Co-Leader, Treasurer, Membership Coordinator, Friendly Faces Coordinator, and Mercy Ministries Coordinator.

**1. Nominations:** Nominations for elected officers shall be taken prior to the Annual Business Meeting. Nominations may be submitted by mail, e-mail, phone, or in person to the HCHS Advisory Board and shall be accepted until March 31. Members may nominate themselves or any other member in good standing as a candidate for office; however, any nominated member shall have the opportunity to refuse the nomination prior to being considered an official candidate.

A. If officer positions are open with no pending candidates by March 31<sup>st</sup>, the current HCHS Advisory Board may ask qualified members in good standing to consider a candidacy for an open position. If there are officer positions still open by the date of the Annual Business Meeting, the issue shall be brought before the general membership at the meeting.

1. If there is more than one candidate at the Annual Business Meeting for the Leader position, then a deciding vote will be called for and cast, by ballot, at the Annual Business Meeting.
2. If, at the end of the Annual Business Meeting, a nominee has not been named for the Leader position then the Advisory Board will solicit interest, from the membership, until May 31<sup>st</sup>. If a member is found who is willing to lead the group for the following year, and is also willing to follow the structure for Heritage Christian Home School set forth by the By Laws, that member will be appointed to Leader by the Advisory Board.

- i. If more than one person is found, the Advisory Board will vote, by ballot, to determine the Leader for Heritage Christian Home School.
  - ii. If a leader position should become vacant during the course of the year, the Advisory Board may actively solicit and appoint a candidate until the next Annual Business Meeting.
3. If a HCHS Leader position is without a candidate on May 31<sup>st</sup> of the current year the Advisory Board will call an emergency meeting to deliberate the grounds for dissolution of Heritage Christian Home School Support Group.

**2. Voting:** Voting shall be by written ballot. The person, or couple receiving the most votes shall be elected to that office or board position.

**E. Removal:** An officer may be removed from their office by the vote of the Advisory Board. An Advisory Board team, or individual, may be removed from his or her position if he or she misses three (3) meetings in a row or by the vote of the Advisory Board.

**F. Maintenance:**

1. Financial records, membership applications, and directories are to be kept for seven (7) years. All outgoing paperwork is to be shredded by the Leader, Treasurer, or the Membership Coordinator with the knowledge of the Leader and the Advisory Board.
2. Minutes of Advisory Board meetings and any Friendly Face Core Leadership meetings are required to be kept indefinitely by the Leader.

**V. *Miscellaneous***

**A. Newsletter:** The Heritage Christian Home School newsletter shall be published as needed. The SETHSA Teaching Pioneer shall be published monthly.

**B. Amendments to By-Laws:** These By-Laws may be amended by the Advisory Board in a closed meeting or by the affirmative vote of two-thirds (2/3) of the members in good standing present at a meeting of the members. The proposed changes shall be published in a format accessible

to the membership in the month prior to the meeting at which the vote is taken to amend.

**C. Conduct of Meetings:** All Annual Business Meetings and any special meetings of the members of Heritage Christian Home School shall be opened and closed in prayer, shall be chaired by the Leader/ Leader and Spouse or the Co-Leader/Co-Leader and Spouse, and shall be conducted in accordance with the Golden Rule and Robert's Rules of Order.

**D. Activities:** Support Group activities may include:

1. Field Trips
2. Group Lessons in special interest areas
3. Family Fellowships and outings
4. Mom's meetings
5. Dad's meetings
6. Co-Ops and/or classes
7. Student Social Groups
8. Other activities sanctioned by the Advisory Board