

# Home Educators Around Texoma



## Bylaws

### ARTICLE I

The name of this organization shall be Home Educators Around Texoma (H.E.A.T.). These bylaws constitute the code of rules adopted by H.E.A.T. for the regulation and management of its affairs.

### ARTICLE II

#### Statement of Faith

- We believe the Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. The Bible, in its original autograph, is without error in whole and in part, including theological concepts as well as geographical and historical details.
- We believe God has existed from all eternity in three Persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God in human flesh, born of a Virgin, to redeem mankind, being fully God and fully man, except without sin.
- We believe all men are in violation of God's righteous requirements and His holy character both by nature and act, and are therefore under His wrath and just condemnation.
- We believe the purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent visible bodily resurrection.
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to as an act of individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. This acceptance by faith in the Lord Jesus Christ is accomplished by true repentance and acceptance of Jesus as an individual's personal Lord and Savior.

## ARTICLE III

### Vision, Purpose, and Goals

#### **1: Vision.**

H.E.A.T. exists to encourage homeschool families to have confidence to teach their own at home, and as an opportunity for homeschool parents to network with each other for support.

#### **2: Purpose.**

The purpose of this organization shall be to enrich the experience of area homeschooling families by providing encouragement, information and support.

#### **3: Goals.**

The key efforts to accomplish our purpose and fulfill our vision:

- a. Connect and encourage area homeschooling families.
- b. Provide a conduit for sharing relevant information among area homeschooling families.
- c. Promote communication and fellowship among our members.
- d. Provide supplemental educational experiences through field trips and group learning activities.
- e. Provide resources and logistic support for various homeschooling endeavors and affiliated groups.
- f. Inspire homeschooling families to be a positive and enriching influence in the community.
- g. Promote homeschooling in our community as a valuable choice in education.
- h. Encourage area businesses, churches, and other advocates to support area homeschooling efforts.

## ARTICLE IV

### Board of Elected Officers

#### **1: Qualifications of Elected Officers**

- a. All officers must actively believe, subscribe to, and support the H.E.A.T. Statement of Faith, mission statement and bylaws.
- b. The elected officers will consist of a President, Vice-President, Secretary, Treasurer, Membership Coordinator, and a Member at Large.
- c. All elected officers shall have at least two years home schooling experience, and shall be a member of H.E.A.T. for a minimum of 6 months prior to nomination. All elected officials shall be currently home schooling or be parents of home school graduates.
- d. No officer shall serve in any support position while serving as an elected officer with the exception of the Member at Large.
- e. Spouses may serve together as an elected officer but will be allowed only one vote together.
- f. The treasurer and membership coordinator shall not be related by blood or marriage.
- g. Any person seeking to serve as President will first serve at least one year as an officer of the Board prior to any bid for President.

#### **2: Number of Officers**

The Board of Elected Officers will consist of six officers. Upon majority resolution of the Board of Elected Officers, the number of Officers may be increased or decreased from time to time, but in no event shall a decrease have the effect of shortening the term of an incumbent Officer, or decreasing the total number of officers to less than three Officers.

#### **3: Term of Officers**

Term length of all officers will begin with the June meeting and carry through until the following June meeting. The outgoing officers will be expected to work with the elected officers through the June meeting. Terms will be limited to 2 consecutive years in a position.

#### **4: Election of Officers**

The ballot of officers will be prepared by the nomination committee. This ballot will be presented for voting in the May meeting. Any position to be filled by reason of an increase in the number of Officers shall be filled at the next regular meeting of the Board of Elected Officers or at a special meeting called for that purpose. When a re-appointment or replacement is made, the re-appointment or replacement shall be considered effective on the date that the prior term expired. Officers whose terms have

expired may continue to serve until they are either re-appointed or until their successors have been named.

### **5: Resignation of Officers**

Any Officer may resign at any time by delivering written notice to the Secretary or President of the Board of Elected Officers. Such resignation will take effect at the time specified in the notice.

### **6: Removal of Officers**

Any elected official may be removed from office for failing to adhere to the general and specific responsibilities of their office and as outlined in Article IV. Removal from office shall require a two-thirds majority vote from the membership present at a Regular or Special Meeting called for that purpose. Absentee voting in such a case is not authorized. Any Officer under consideration of removal must first be notified about the consideration by written notice at least 10 days prior to the meeting at which the vote takes place

### **7: Vacancy of Office**

If any elected officer is unable to complete their term of office, the remaining elected officers shall appoint members to fill the remainder of the term of the office vacated. If more than one half of the elected officers need to be replaced, this will be done by special election.

### **8: Compensation of Officers**

Officers shall not receive any salaries or other compensation for their services, but by resolution of the Board of Elected Officers, may be reimbursed for any actual expenses incurred in the performance of their duties for H.E.A.T., as long as approved by a majority of the Board. H.E.A.T. shall not loan money or property to, or guarantee the obligation of, any Officer.

## **ARTICLE V**

### **Responsibilities of Elected Officers**

#### **1: General Responsibilities of the Elected Officers**

- a. All elected officers will serve as the nomination committee.
- b. Elected officers will meet as required to conduct the business of H.E.A.T., set the agenda of the regular meetings, conduct regular business meetings in November and May, and serve in an advisory capacity to the standing committees. The elected officers will meet at least quarterly.
- c. The elected officers shall prepare the budget and recommend the amount of annual dues for presentation and approval by the members in the August/September Meeting.

## **2: Specific Responsibilities of the Elected Officers**

### **I. President:**

- a. Shall serve as the chairperson of all H.E.A.T. meetings.
- b. Responsible for the official appointment of any person serving in a support position.
- c. Approving authority for all H.E.A.T. group activities.
- d. Approving authority for content of official H.E.A.T. communications.

### **II. Vice President:**

- a. Shall assume all responsibilities of the President in the event of the President's absence.
- b. Shall serve as chair of the nomination committee.
- c. Shall assist the President and other officers as needed.
- d. Shall serve as the liaison between the Board and appointed support coordinators and volunteers.

### **III. Secretary:**

- a. Shall record and maintain attendance of the membership at each monthly meeting.
- b. Shall record and maintain the minutes of all monthly meetings and quarterly officer meetings.
- c. Shall serve as counter in any votes or elections.
- d. Shall maintain the inventory of the property of H.E.A.T.
- e. Shall handle all official correspondence for H.E.A.T.
- f. Shall maintain official documents for H.E.A.T.

### **IV. Treasurer:**

- a. Responsible for all financial management duties of H.E.A.T.
- b. Submits a financial report to the membership at each business meeting.
- c. Shall collect dues as applicable from the membership coordinator.
- d. The treasurer shall check all expenditures against the approved budget prior to providing funds.
- e. Serves as the primary check signer.

### **V. Membership Coordinator:**

- a. Serves as point of contact for prospective members and ensures membership packets are available.
- b. Collects membership fees from all current and prospective members.
- c. Performs primary review of membership applications.
- d. Maintains membership rolls of all active members.
- e. Has free access to all the financial documentation.
- f. Serves as the secondary check signer.

**VI. Member at Large:**

- a. Responsible for maintaining the official copy of the bylaws.
- b. Provides support to the President as needed, particularly in the area of being a voice for the teen group.

**VII. Media Coordinator:**

- a. Responsible for maintaining a media presence.
- b. Maintains the H.E.A.T. website.
- c. Posts current events.

## ARTICLE VI

### Members of H.E.A.T.

**1: Eligibility**

Persons of any religious affiliation are invited to become members of H.E.A.T. Individuals who have disagreements with the Statement of Faith in this document are free to join the group, but will not be allowed to serve in any elected capacity. Members who disagree with the Statement of Faith are required to refrain from undermining this statement through disruptive activity. The Statement of Faith will only be an issue of discussion in specially called meetings for that purpose as outlined in the Amendments section of this document.

**2: Application**

Members are received into the group upon acceptance of the completed membership form and payment of the non-refundable annual dues. Dues for members joining the group during the H.E.A.T. calendar year may be pro-rated at the discretion of the Board. Trial Membership is not to exceed one month, after which dues will be required.

**3: Dues**

This amount will be approved by the elected officers. The elected officers shall have discretionary powers over the fees charged to individual members and the manner in which the fees are collected.

**4: Acknowledgement of Statement of Faith**

All members must sign an acknowledgment on the registration form stating his/her reading and understanding the Statement of Faith, and agreement to support the H.E.A.T. mission statement and bylaws. Signing the form only signifies members have read the Statement of Faith, not that they agree with it.

**5: Voting**

Membership implies the right to vote in regular and special business meetings. Members must be present to vote. Voting members must be at least 18 years of age.

## **6: Conduct of Members**

All members of H.E.A.T. agree to follow the rules listed below. These guidelines are to ensure that the purposes listed in the bylaws are the focus and intent of all members. All members shall:

- a. Pay dues as required by the H.E.A.T. Board.
- b. Build community by encouraging and supporting others.
- c. Provide guidance to others through a helpful spirit.
- d. Uphold a standard of home education that provides a favorable result in the H.E.A.T. community and in the general public.
- e. Use the name H.E.A.T. only when approved by the Board.
- f. Present yourselves as honest, caring and respectful citizens when representing H.E.A.T.
- g. Handle disagreements in love and respect for others and the Board.
- h. Keep ALL personal information (i.e. H.E.A.T. membership directory) confidential; they are for members only.
- i. Be accountable for the behavior of their children at all times.

## **7: Removal from Membership**

Membership may be terminated for:

- a. Violation of these bylaws.
- b. Conduct unbecoming a member of this organization.
- c. Due cause as determined by the elected officers.

Termination of membership will be done after:

- a. The individual in question has been given reasonable opportunity to defend their actions no less than 10 days and no more than 30 days within notice of the hearing.
- b. Termination can only take place after a 2/3-majority vote of all elected officers.
- c. Members are free to resign on their own volition at any time.

## **8: Refusal of Application**

The elected officers reserve the right to refuse any application for membership. Non-renewal of membership shall be treated according to the stated termination process for members.

# **ARTICLE VII**

## **Support Coordinator Positions**

### **1: Purpose.**

H.E.A.T. support coordinator positions are designed to share responsibilities for important activities among the membership. Members are encouraged to volunteer for support positions. The President shall officially appoint support coordinators to a position. Support coordinator positions are listed in the attachments to the bylaws.

## **2: Formation.**

Support coordinator positions may be either held by individuals or as committees.

## **3: Qualifications.**

Members serving in support coordinator positions must be currently home schooling. No person in a support position may undermine the mission statements or Statement of Faith at any time.

## **4: Duties**

Duties of coordinators shall include providing support to H.E.A.T. members by serving as a point of contact for information concerning the area for which they are appointed. They are to assist members looking for information or assistance in obtaining services and activities. They are responsible for acting as a liaison to the Board and to submit reports and requests from the membership.

## **5: Reporting**

Members serving in support coordinator positions will report to the Board at regularly scheduled meetings either in person or by submitted report.

# **ARTICLE VIII**

## **Meetings and Activities**

### **1: Regular Meetings**

Support meetings and semi-annual business meetings shall be scheduled by the elected officers. These meetings shall be open to the general membership, interested parties, and potential members.

### **2: Special Meetings**

Special Business meetings are open only to members of H.E.A.T.

### **3: Elected Officer Meetings**

The H.E.A.T. Board of Elected Officials shall attempt to meet monthly, but are required to meet quarterly at a time determined by the President. These meetings are open to the general membership, but discussion is by invitation by the elected officials and voting is limited to the Elected Officials.

### **4: Activities**

Some extracurricular group activities will involve an extra expense to participating members. If fees are required to be paid in advance, such fees are non-refundable.

## ARTICLE IX Amendments

### **1: Amendments**

These bylaws may be amended at any regular meeting of the elected officials by two-thirds majority vote of the elected officials then in office.

### **2: Statement of Faith**

No portion of the H.E.A.T. Statement of Faith may be changed without approval of all the elected officials *and* two-thirds majority of the membership present in a specially called meeting, provided the proposed change has been presented in writing at a previous meeting or four weeks before the vote.

### **3: Attachments**

Attachments to the bylaws may be changed by a simple majority of the elected officials present at any regular meeting.

## ARTICLE X Operations

### **1: Execution of Documents**

Unless specifically authorized by the Board of Elected Officers or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the name of, and on behalf of H.E.A.T. shall be signed and executed by the President and one other Elected Officer, pursuant to the general authorization of the Board. All conveyance of land by deed shall be signed by the President and two other members of the Board and must be approved by a resolution of the Board.

### **2: Distribution of Funds**

Financial transactions which have a value of \$200 or more shall require majority approval of the Board of Elected Officers. In all other transactions, the President or Treasurer may dispense with the funds of H.E.A.T. in accordance with the annual budget approved by the Board and the purposes of H.E.A.T. as set out in these bylaws.

### **3: Records**

H.E.A.T. will keep correct and complete records of account and will also keep minutes of the proceedings of the Board meetings. H.E.A.T. will keep a copy of its

bylaws, including amendments to date certified by the Secretary, along with a copy of the membership roster.

#### **4: Inspection**

All books and records of H.E.A.T. may be inspected by any Elected Officer for any purpose at any reasonable time by written request.

#### **5: Fiscal Year**

The fiscal year for H.E.A.T. shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

## ARTICLE XI Clubs and Groups

### **1: Use of H.E.A.T. Name**

Any club or group that wishes to use the name, logo, website, forums, newsletter or written property of H.E.A.T. must request permission from the H.E.A.T. Board.

### **2: Fundraising**

- a. All clubs and groups approved by the H.E.A.T. Board may engage in individual fundraising for their group. Funds and purchases may be collected/paid through H.E.A.T., but only funds raised by individual groups are at the disposal of same individual group.
- b. All groups using H.E.A.T. name must keep and report earnings/expenditures to the Board annually. Groups failing to do so may forfeit the right to use the H.E.A.T. name.
- c. Tax ID number is only available to approved groups with prior permission. All purchases requiring the presence of elected official/check must be requested in advance.
- d. All expenditures requiring reimbursement must surrender a copy of the receipt.

### **3: Conduct**

All clubs or groups using the H.E.A.T. name must adhere to the purpose and mission of H.E.A.T. as stated in Article III (3), and conduct of members as stated in Article VI (6).

## ARTICLE XII Disclaimer

H.E.A.T. shall not be held liable for any injury, illness, or death occurring in conjunction with any H.E.A.T supported event, activity, or meeting.

## Certification

ADOPTED AND APPROVED by the Board of Elected Officers of H.E.A.T. at its meeting  
held on

**30 May 2020,**

and

APPROVED BY THE MEMBERSHIP ON \_\_\_\_\_.

# Attachment to H.E.A.T. Bylaws

Updated: 5/30/2020

## Support Coordinator Positions

H.E.A.T. Support Coordinators shall fulfill requirements as outlined in Article VII.

Current Support Coordinators Positions are:

- **Pre-K Coordinator**
- **Elementary Coordinator**
- **Middle School Coordinator**
- **High School Coordinator**

## Support Positions

H.E.A.T. support positions are designed to delegate responsibilities for important activities among the membership. Any member other than an elected officer or support coordinator may volunteer to serve in a support position. Activities in the H.E.A.T. name without Coordinators shall be presented to the appropriate Support Coordinator for Board approval. All H.E.A.T. activities are subject to approval by the Board.

- **Field Trip Coordinator:** Makes arrangements for all official field trips.
- **Newsletter Editor:** Types and submits the H.E.A.T. newsletter to the President each month.
- **Newsletter Team:** Responsible for gathering information for the newsletter, submitting it to the editor, copying, assembling, and mailing the newsletter to all members. The team shall also maintain a membership support list.
- **Yearbook Coordinator:** Coordinates and assembles the annual H.E.A.T. yearbook for publication each year.
- **Craft Day Coordinator:** Coordinates all craft day activities.
- **Teen Activity Coordinator:** Coordinates all teen activities.
- **Teen Service Project Coordinator:** Responsible arranging opportunities for teens to serve the community as a group.
- **Graduation Coordinator:** Coordinates the efforts of parents of graduating seniors planning graduation ceremony.
- **Mom's Night Out Coordinator:** Coordinates the planning of events to encourage friendship and support among H.E.A.T. moms.
- **Park Day Coordinator-** Coordinates play dates at area parks for H.E.A.T. families.
- **Support Group Meeting Coordinator-** Assists the Board in planning Support Group Meetings.