

# 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

This Statement of Faith is to help our organization remain true to a core set of objective values that guide our actions and decisions. The freedom of association is a treasured core America value, as expressed in our Declaration of Independence and U.S. Constitution—that the Founding of the United States was influenced by a Judeo-Christian heritage; that our civic freedom is a direct result of the freedom of conscience given by the Creator, and protected by our laws.

1. We believe in the God-given right to freely associate with other individuals and collectively promote and pursue common interests.
2. We believe in the God-given responsibility of families to raise and educate their child(ren) as their conscience dictates, without government interference beyond protecting these pursuits.
3. We believe that the nuclear family is the most basic and foundational social structure in human history; that God established this family structure in the beginning, as recorded starting in the 2nd chapter of Genesis, and that we are to operate with the family as the core unit.
4. We believe that families can unite around a common purpose. Just as we are called to be one nation under God, we strive to be a united group operating under Godly principles.
5. We believe in the essential Christian doctrine that the Lord Jesus Christ, was born of a virgin, lived a sinless life and then suffered, died and was buried for our sins, and that He rose again the third day according to the Scriptures.

## ARTICLE III

### Vision, Purpose, and Goals

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

H.E.A.T. endeavors to be the premier homeschooling local support group in Texoma.

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

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, purpose statement and bylaws.
- b. The elected officers will consist of a President, Vice-President, Secretary, Treasurer, Membership Coordinator, Media 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 seven 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**

- a. All officers shall serve for a one-year term. Terms 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.
- b. The number of terms is not limited; however, no officer shall hold their position for longer than 2 consecutive terms without being subject to an election.

## **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.

## **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 meeting 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 for meetings, and serve in an advisory capacity to the standing committees and support coordinators. The elected officers will meet at least once per quarter.
- c. The elected officers shall prepare the calendar of events and budget, with the recommended amount of annual dues, for presentation and approval by the members no later than the June meeting prior to the start of the next fiscal year (FY).

#### **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 meeting.
- b. Shall record and maintain the minutes of all 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.
- g. Responsible for maintaining the official copy of the bylaws.
- h. Shall publish meeting agendas prior to all meetings.

**IV. Treasurer:**

- a. Responsible for all financial management duties of H.E.A.T.
- b. Submits a financial report to the membership at each regular 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.
- f. Responsible for maintaining the budget timeline as outlined in the bylaws; see specifics in Section

**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. Provides support to the President to achieve overall organizational goals.
- b. Represents the overall interests of the general membership at large.
- c. Serves as a voting member and is expected to attend board meetings.

**VII. Media Coordinator:**

- a. Responsible for maintaining a media presence.
- b. Maintains the H.E.A.T. website and social media account(s).

- c. Posts current events.
- d. Submits press releases.

## 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. purpose 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 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:

- d. 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.
- e. Termination can only take place after a 2/3-majority vote of all elected officers.
- f. 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 by assigning a single point-of-contact for specific activities or programs.

#### **2: Formation.**

Support coordinator positions may be either held by individuals or as committees. Activities in the H.E.A.T. name shall have a support coordinator identified. All H.E.A.T. support coordinators and activities are subject to Board approval. Support coordinator positions are listed in the attachments to the bylaws.

### **3: Qualifications.**

Members serving in support coordinator positions must be currently home schooling or be parents of home school graduates. 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 the primary 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

### **1: Regular Meetings**

- 1a. Purpose: To conduct routine business necessary to fulfill the organization's purpose and objectives, as stipulated in these bylaws.
- 1b. When they occur: No less than quarterly.
- 1c. Participants: Open to the general membership, interested parties, and potential members.

### **2: Special Meetings**

- 2a. Purpose: To conduct infrequent business focused on accomplishing specific tasks different than those normally addressed at regular meetings.
- 2b. When they occur: As necessary. The only mandatory special meeting required is the election of Board Officers in May of each year. All others are called as needed.
- 2c. Participants: Open only active members of H.E.A.T., unless a majority of elected officials agree to invite others as deemed appropriate for the meeting's purpose.

### **3: Executive Meetings / Sessions**

- 3a. Purpose: to discuss items requiring privacy, such as legal issues, personnel matters, and other items deemed private in nature.



3b. When they occur: Executive meetings may be called as needed. An executive session may be called during or after any regular or special meeting if a majority of the elected officers present agree.

3c. Participants: Open only to the elected officers and those individuals expressly requested to be present by a majority of the elected officers.

#### **4: Meeting Agendas**

4a. Any elected officer may submit an item for a meeting agenda prior to publication. Addition of an agenda item after publication of an agenda requires a majority vote of the elected officers present at the meeting.

4b. Agendas shall contain a brief general description of each item of business to be discussed at the meeting.

4c. Agendas shall be published at least 72 hours prior to the meeting.

#### **5. Quorum**

A quorum (i.e., the minimum number of elected officers present to conduct business) for a meeting shall consist of at least three elected officers.

#### **6. Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, unless otherwise stipulated in the bylaws.

## **ARTICLE IX** **Amendments**

#### **1: Amendments**

These bylaws may be amended at any regular or special 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 or special 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>.

### **6: Budget Timeline**

The following timeline shall be adhered to in order to properly plan for financially supporting H.E.A.T.'s purpose and goals into the next fiscal year (FY). Budget decisions require a simple majority vote of the Board to adopt the proposed budget.

- April – A draft budget is PROPOSED for the next fiscal year (FY).
- May – The proposed budget is debated and changed as appropriate.
- Jun – The proposed budget is ADOPTED by 30 Jun (end of the FY).
- 1 Jul – New fiscal year (FY) begins.

# ARTICLE XI

## Clubs, Groups, and Activities

### **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 the H.E.A.T. name must keep and report earnings/expenditures to the Board at least annually. Groups failing to do so may forfeit the right to use the H.E.A.T. name.
- c. 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).

### **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 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

**16 August 2024**

and

APPROVED BY THE MEMBERSHIP ON 16 August 2024.

# Attachment 1: Support Coordinators

Updated: 1/1/2024

## Support Coordinator Positions

The following is the list of current H.E.A.T. support coordinator positions. Support coordinators shall fulfill requirements as outlined in Article VII.

- **Field Trip Coordinator.** Makes arrangements for all official field trips.
- **Newsletter Coordinator.** Responsible for producing the H.E.A.T. quarterly newsletter. Leads the team responsible for gathering information for the newsletter, editing, assembling, and submitting the newsletter for release.
- **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.
- **Spelling Bee Coordinator.** Leads the annual spelling bee.
- **Homeschool Convention Coordinator:** Coordinates the planning of the annual homeschool convention.

## Attachment 2: Summary of Administrative Actions

Updated: 4/18/2024

**Summary of Required Administrative Actions & Meetings.** This summary is meant to assist the Board with managing the various administrative actions needed in order to consistently achieve organizational goals.

- January –
- February – Spelling Bee.
- March –
- April – PROPOSED budget and calendar of events are drafted for the next fiscal year (FY).
  - Including proposed amount of member dues for next FY.– Call for nominees in preparation for May elected officer elections.  
– Spring Picnic (1<sup>st</sup> Friday in April).
- May – Homeschool Expo (1<sup>st</sup> Friday in May)
  - Elected officer elections held.
  - Homeschool Graduation
  - The proposed budget is debated and changed as appropriate.
- June – The proposed budget and calendar of events are ADOPTED by 30 Jun (end of the FY).  
– Approval of dues for next FY.
- July – New fiscal year (FY) begins.
- August – Start of the academic year (AY).
- September – Fall Picnic.
- October – .
- November – .
- December – .