

Heartland Home Educators Incorporated (HHE)

Bylaws

ARTICLE I: PURPOSE

Heartland Home Educators Incorporated (HHE) is a Christian organization based in Owasso, Oklahoma, dedicated to providing support, educational and social opportunities to like-minded Christian families involved in home-centered education grounded in Biblical values. Our purpose is to help edify and assist fathers and mothers in teaching their children.

ARTICLE II: STATEMENT OF FAITH

While we all come from different backgrounds and walks of life, we agree on and live by these central truths:

- a) The entire Bible, both Old and New Testaments, is the Word of God and is verbally inspired and without error as originally written (2 Samuel 23:2; Jeremiah 1:9; Matthew 4:4, 5:18; Luke 16:17; Acts 1:16; 1 Corinthians 2:13; 1 Thessalonians 2:13; 2 Timothy 3:16-17). It solely is the final authority in all matters of faith and life.
- b) There is one God (Luke 4:8; 1 Timothy 2:5), eternally existing and manifesting Himself to us in three Persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:26; Matthew 28:19; Mark 12:29; Mark 12:32).
- c) Jesus Christ was supernaturally conceived by the Holy Spirit and born of a virgin, Mary (Matthew 1:18). He lived a sinless life (Hebrews 4:14-15), was crucified (John 19:18), rose from the grave bodily (Matthew 28:6; John 20:11-16), ascended to Heaven and is seated at the right hand of the Father (Hebrews 12:2).
- d) Jesus Christ, the only-begotten Son of God (John 3:16), is a divine Person (John 8:58-59; 2 Peter 1:4), pre-existent with the Father and the Holy Spirit (Genesis 1:26; John 1:1-2), possessing all the divine attributes and yet became in every aspect a real man and possessed the characteristics of human nature yet without sin (Romans 8:1-3; 1 Timothy 2:5).
- e) By His death on the cross (1 John 1:7), Jesus Christ made a complete atonement for sin and redeemed us from the curse of the Law (Romans 3:23-25, 6:23; Galatians 3:13). He will return again to Earth bodily (Revelation 19:19, 20:6).
- f) All persons are lost and dead spiritually in their sin and cannot enter heaven until they receive Jesus Christ as their personal Savior (Genesis 8:21; Job 15:14-16; Psalm 14:2-3, 51:5; Jeremiah 17:9; John 3:3-16; Romans 3:10-11, Ephesians 2:1-3).
- g) All who receive the Lord Jesus Christ as their personal Savior and Lord will have eternal life and become God's children; however, all who reject Jesus in the present life will be separated from God for eternity (Mark 16:16; John 3:16).
- h) The institution of marriage is defined by God's Word as a male and a female, who shall be fruitful and multiply, in the form in which God created them (Genesis 1:27-28).

ARTICLE III: MEMBERSHIP

1. REQUIREMENTS OF MEMBERSHIP:

The membership of HHE shall consist of Christian families who educate their children at home via parent-directed, privately-funded homeschool methods (i.e. not enrollment in a full-time publicly-funded program) and who meet the following requirements:

- a) Signing and abiding by the Statement of Faith
- b) Completing the Membership Application and all forms as deemed necessary by the Board (e.g., Medical/Liability Release, etc.)
- c) Paying the annual dues to HHE
- d) Sign up for Service-Jobs associated with membership

Failure to meet any of these requirements will terminate membership in HHE. Annual dues are non-refundable.

2. RIGHTS AND PRIVILEGES OF MEMBERSHIP:

Members shall be entitled to participate in all activities of HHE and to represent the interests of HHE, subject to the authority of the Board (see Article IV). Each family is entitled to one vote on any voting matter.

3. DUTIES AND RESPONSIBILITIES OF MEMBERSHIP:

- a) Adherence and abiding by the following documents established by HHE:
 - a. Statement of Faith
 - b. Code of Conduct and Co-op Rules
 - c. HHE Bylaws
 - d. High School Student Code of Conduct (as applicable)
- b) Agreement to be a visible and involved member by providing service to HHE during the current school year. Ways to accomplish this service can include, but is not limited to working on a committee, assisting in a classroom, or providing support in an area of need.
- c) Seek to please and honor God by maintaining a loving, merciful, and forgiving attitude. Handle all grievances by following our Peacemaker's Pledge.
- d) Agreement that any form of using our forum to air any grievances is strictly prohibited and will result in immediate removal from the membership.

4. DUES:

Each family in HHE shall pay dues. Dues include, but are not limited to, expenses for administrative supplies, insurance, etc. Dues may also be used for such purposes as approved by the Board of HHE. Dues do not include supply fees for classes, special events, or field trips.

ARTICLE IV: BOARD OF DIRECTORS

1. COMPOSITION AND QUALIFICATIONS:

The Board shall consist of five members elected by the membership. Board members must: (1) have homeschooled at least one year; (2) have been HHE members in good standing (as outlined in Article III) for at least one year; (3) have previously participated in a minimum of two full semesters with HHE; and (4) currently be actively involved in HHE, when co-op is available. They shall also manifest a lifestyle exemplifying Christian principles and demonstrate agreement with the basic Biblical precepts found in our Statement of Faith.

The five directors of the Board are four General Directors and a Treasurer. These are voting positions. Previous Board members, without lapse of service, may be called upon to advise the Board in a non-voting capacity, known as an Advisor.

2. MANNER OF ELECTION:

The nomination process will begin each March. The members of HHE may recommend candidates (others or themselves) to members of the Board through confidential written nominations. If no one offers recommendations, the current Board will seek candidates. The Board shall review the candidates for compliance with the qualifications listed above. The Board shall obtain each candidate's agreement to serve. Nominations will be published by the current Board. Every year potential Board members will be asked to fill out a Q&A form provided by the Board that includes a predetermined set of questions. (This helps our membership to make an informed decision regarding who will lead them in the direction in which a Board candidate proposes to take the cooperative.) A minimum of one week before the election is held, a pre-election business meeting will be held for all the members of HHE to be introduced to the nominees. The election will be held in April by secret ballot, either in person or online. Two HHE members who are not on the ballot will be appointed by the Board to count the votes. The new directors will be determined by simple majority (51% or more of cast ballots). At least one third of the HHE membership must vote in order to have a quorum on any issue, except for a vote of "No Confidence" (see Item 4 below) and for amending the Bylaws (see Article VII).

Questionnaire for Nominees

1. Have you had any previous experience serving on homeschool Boards or teaching in a co-op setting? If yes, please describe.
2. Do you anticipate making any changes in the HHE bylaws or rules? If so, what?
3. Do you believe that every person regardless of religion should be allowed to join HHE? Please briefly give your opinion.
4. What do you feel are the co-op's weaknesses? How do you propose to fix those weaknesses? (You may leave this question blank.)
5. What do you feel are the co-op's greatest assets? (You may leave this question blank.)
6. When one is dissatisfied with something about co-op, what course of action do you believe should be taken to improve the situation? (You may leave this question blank.)
7. How do you believe differences among members should be handled? (You may leave this question blank.)

3. TERM OF SERVICE AND TRANSITION:

The normal term for directors of HHE is from May 16th to May 15th of the following year. The period between the election of directors and the beginning of the new term is a transitional time during which the current Board is to train and inform the new Board. Sufficient meetings for a smooth transition may be required at the discretion of both Boards. Board members will serve according to the dates stated above subject to re-election annually. Our operational year for the purposes of Board service is from May 16th to May 15th of the following year. Our fiscal operational year is from June to May of the following year.

4. VACANCIES:

In the event that any director is unable to complete the normal term, or becomes unfit or ineligible for office, the Board may reorganize the remaining directors subject to training and must hold an election to fill any vacancies if more than three months remain in the operational year. If fewer than three months remain in the operational year, the Board may choose not to fill any vacant positions, or they may appoint a temporary director who does not have voting rights for the remainder of the Board service operational year.

If two-thirds of the voting members of HHE are dissatisfied with any or all of the directors, they can call a special meeting for a vote of "No Confidence." Such a vote may be held with or without the presence of the directors, but at least two-thirds of the voting membership must be present. Those present shall choose a chairman and two election monitors from among the assembly. The vote against each director in question must carry by at least two-thirds of the entire voting membership of HHE. Any directors removed by this vote are to be replaced as soon as possible, and no later than one month, by eligible candidates who meet the qualifications listed above. Their terms will be effective immediately upon election through the end of the Board service operational year, subject to re-election.

5. RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

The Board must work together to uphold the HHE Bylaws and to establish group policies not specified in the Bylaws. Committees can be formed at the discretion of the Board. Each director (excluding any advisors or appointed directors) has an equal vote on issues. When a vote among the Board members is required, at least four directors must be present; a minimum of three votes is required to decide any issue. Each director is accountable to the entire Board for upholding the responsibilities defined in these Bylaws. The entire Board is also accountable to the membership at large, which may seek to have any or all directors removed from their positions for failure to properly execute their duties. In addition to the specific duties of each position, the Board members share the responsibility for disseminating information to and answering questions of HHE members. Any HHE member may submit items for or request attendance to the Board meeting via contacting a Board member within one week prior to the meeting, unless there is a sensitive matter that should be addressed scripturally in a private setting. Any Board member may call a Board meeting, as deemed necessary. Most Board meetings will occur in conjunction with co-op. The Board has a right to refuse or cancel membership of anyone who does not abide by the Statement of Faith, the Code of Conduct, the HHE Bylaws, and, as applicable, the Conflict Resolution policy.

6. RESPONSIBILITIES OF INDIVIDUAL DIRECTORS:

The Treasurer position is the only director position with a defined job description. The Treasurer is in charge of managing the checking account, preparing members' co-op statements, and processing payments. The four General Directors will divide other duties reasonably equally among themselves, according to interests and talents. Previous Board members functioning in an advisory role may help the Board with duties when called upon. Each director will serve as a point person for any issue which may arise, all while being guided by the following.

- a) Upholding the guidelines already set into place.
- b) Making every effort to inform the entire Board of these issues as soon as possible.

7. COMPENSATION:

Directors shall not be paid for their labor, but should be reimbursed for any out-of-pocket expenses incurred in fulfilling their responsibilities. Directors are eligible for a maximum tuition discount of 50% as pre-authorized by the teacher/tutor.

ARTICLE VI: BUSINESS MEETINGS

HHE shall meet for business at least twice a year, once for a back-to-school meeting and once for a business meeting. These meetings will be announced primarily through email a minimum of one week in advance. Members should make every effort to attend these meetings in order to facilitate the purposes of HHE. The business meetings are open to all members. Non-members are permitted to visit without joining HHE.

Special business meetings may be called by the Board or by a third of the voting membership. If the meeting is called by the voting membership, a special business meeting request with the signatures of one third of the membership should be submitted to the Treasurer for verification of membership status, with one member designated as the representative of the petitioning members. A request for a special business meeting should be submitted to any Board member and should include the date, time, location, and purpose of the meeting.

The Board will take the responsibility of notifying members of a special business meeting. Notification must include phone communication to all member families at least one week prior to the special meeting. A message left on an answering machine or by computer e-mail is considered a phone contact. If an individual member cannot be reached after two attempts on two different days, then the phone requirement is waived.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended by the Board, first proposing and discussing the changes in a business meeting, then publishing the proposed changes through e-mail at least one week prior to the election for amendment. When voted on, each proposal must be passed by a two-thirds majority of the voting membership.

(Adopted on July 5, 2015 by vote of the general membership)